

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-330-92-8	DATE RECEIVED 7-20-92
1 FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Records Mgt. Div., C&D, WHS			
4 NAME OF PERSON WITH WHOM TO CONFER Dan Cragg	5 TELEPHONE 703-695-0970	DATE	ARCHIVIST OF THE UNITED STATES

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 7-15-92	SIGNATURE OF AGENCY REPRESENTATIVE <i>H. D. NEELEY</i>	TITLE Records Administrator
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p><u>DoD Comptroller (DoD(C))</u></p> <p>304-04 ADP Systems Files. Documents which review, evaluate and make recommendations on DoD Components' Information Technology Resources (POMs, budget request, apportionment requests, funding policy issues, and budget execution plans), Major Automated Information System Council (MASIRC) documents, Unit Cost/Fee-For-Service policy, guidance, procedures, and documents for the Information Technology Business area; DD-1415 and other funding documents on ADP resources; Corporate Information Management documents; Data Management and ADP documentation standards, procedures, policy, and data element identification; Defense Management Review Decision analysis, evaluation, development and reporting; and computer programs designed to facilitate analysis or consolidations; associated user manuals or other technical materials.</p> <p><u>Disposition</u> Retire to WNRC when 3 years old; destroy when 10 years old. Data management files retain in CFA for review & disposition when 20 years old. Computer programs, destroy when updated or 1 year after no longer in use. Destroy technical manuals when no longer needed.</p>	New Job	8/93 Withdrawn Per OSD request; records covered under existing Schedules

2. 304-03 Defense Business Operations Funding/Unit Cost Development Division Files. Contains defense business operations funding records documenting the development and implementation of financial management systems and management tools in support of improved management practices; documents on developing, implementing and monitoring unit cost funding for a variety of support business areas and implementation of the Defense Business Operations Fund.

Disposition: Cut off and retire to WNRC when 5 years old; destroy when 10 years old.