

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

6 attache
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
DATE RECEIVED 12 MAY 1977	JOB NO. NC1 373 77 2
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
<i>9-16-77 James B. Rhoads</i> (Date) Archivist of the United States	

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Intelligence Agency

2. MAJOR SUBDIVISION

[Redacted]

3. [Redacted]

4. NAME OF PERSON WITH WHOM TO CONFER

[Redacted]

5. TEL. EXT.

[Redacted]

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

27 APR 1977

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
300	BUDGET AND FINANCIAL POLICY Records reflecting the establishment of policy and procedures governing budget, accounting and financial operations. Policy is documented in Agency regulations. TEMPORARY - Destroy when obsolete, superseded or no longer needed for reference purposes.		filed
310	ACCOUNTING RECORDS Records pertaining to the financial transactions of the Agency and which reflect the results of accounting operations and the official financial position of the Agency. They include copies of budget authorizations, advices of allotment and applicable documents recording the commitments, obligations, and expenditures of Agency funds. a. Record Copy - TEMPORARY - Cut off each FY, hold 2 years in current files area and retire to WNRC, destroy		filed chronologically

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
300	<p>Budget and Financial Policy.</p> <p>A. Correspondence and other documents which implement significant plans and policies received from the Office of the Secretary of Defense, and other higher authorities. Includes OSD and other directives addressed to DIA, and pertaining to specific primary program responsibilities of DIA.</p> <p>Office of record. PERMANENT. Retain until no longer required for current operations, and then transfer to WIRC. Offer to NARS when 20 years old. <i>Annual accumulation: 1 cf.</i> <i>Arrangement: Chronological.</i></p> <p>B. Routine, administrative correspondence received from higher authorities which establishes plans, policies, and procedures concerning budget, accounting, and financial operations. (Policies are documented in agency regulations).</p> <p>Destroy when obsolete, superseded, or no longer needed for administrative purposes.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	ACTION
<p>310 (continued)</p>	<p>when 10 years old.</p> <p>b. Reference Copy - TEMPORARY - Cut off FY, hold 1 year in current files area and destroy.</p> <p>320 BUDGET RECORDS Records reflecting budget estimates, justifications, and execution by fiscal year and by appropriation. They reflect the development, preparation, submission and adjustments to the Agency budget.</p> <p>a. Record Copy - PERMANENT - Cut off each FY, hold 3 years in current files area and retire to WNRC.</p> <p>b. Reference Copy - TEMPORARY - Cut off FY, hold 1 year and destroy.</p>	<p>filed chronologically and by subject</p> <p><i>Annual volume: 4 CF.</i></p> <p><i>Offer to NARS when 20 years old.</i></p>	

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the Defense Intelligence Agency." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>