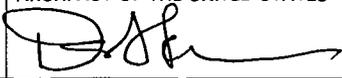


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-330-11-10	DATE RECEIVED 7/20/11
1 FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 and Declassification Division, ESD, WHS			
4 NAME OF PERSON WITH WHOM TO CONFER Luz D Ortiz	5 TELEPHONE (703) 588-6838	DATE 7/13/11	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 2 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 07/08/2011	SIGNATURE OF AGENCY REPRESENTATIVE Luz D Ortiz 	TITLE OSD Records Manager
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	212 OFFICE OF THE SECRETARY OF DEFENSE SERIES Background The attached schedule updates the description of NARA job NC1-330-78-7, Item 1 and combines it with NC1-330-77-4 (102-16, Permanent Chronological Files) to reflect the current records created by the immediate Office of the Secretary of Defense and the Principal Staff Assistants Additionally, it modifies the description of NC1-330-80-11, Item 1 and places the file number under the 212 series to reflect the current business practices	NC1-330-77-4,102-16 b NC1-330-78-7 Item 1 NC1-330-80-11, Item 1	

OFFICE OF THE SECRETARY OF DEFENSE SERIES

FILE NUMBER: 212-01

FILE TITLE: Records of the immediate Office of the Secretary of Defense, the Deputy Secretary of Defense, the Under Secretaries of Defense, and the Assistant Secretaries of Defense, and the immediate office of the head of an OSD Component. These records contain substantive information relating to official activities and document the following topics:

- Issue policy, prescribe procedures or effect organizational structures
- Provide executive direction or document major functions.
- Pertain to relations with the White House, Executive Office of the President, Congress or the public
- Pertain to foreign affairs.
- Prescribe budget policy
- Pertain to litigations and formal legal opinions.
- Pertain to major programs and plans
- Calendars, appointment books, schedules, logs, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity, EXCLUDES materials determined to be personal
- Executive Military Assistant notes which document meetings and other official activities of the Secretary of Defense and Deputy Under Secretary of Defense, the substance of which has not been incorporated into other records
- Pertains to responses to sudden catastrophic events natural or manmade such as September 11th, Hurricane Katrina, and Haitian Earthquake of 2010
- Signature files, i e , outgoing correspondence arranged in chronological order prepared for by the offices of the Secretary of Defense, immediate offices of the heads of each OSD Component, and the heads of those organizations under OSD for Administrative support.

DISPOSITION: PERMANENT. Cut off annually and retire to the WNRC. Transfer to the National Archives when 25 years old. Pre-accession is authorized; transfer to NARA in 2 year blocks or departure of the official, in a medium and format acceptable to NARA in accordance with 36 CFR 1235.

Previous File Number(s): 102-16, 212-01, 1301-19

FILE NUMBER: 212-04

FILE TITLE: Special Studies and Task Forces Files

FILE DESCRIPTION: Special studies, task forces, working groups, boards, or committees established by agency authority (not established by Executive Order or Public Law) related to the agency's mission, composed of full-time officers or employees of the Federal Government, and not subject to the Federal Advisory Committee Act, such as committees tasked with reviewing or analyzing policy, studying reorganizations, base realignments, or recommending new actions. Also

included are special task forces, boards, or committees appointed for special tasks that do not fall in other identifiable functional areas. Record information includes but not limited to:

- Memorandums, organizational charts, and directives establishing, changing, continuing, or dissolving the committee.
- Agenda, meeting minutes, and briefing books.
- One copy each of final reports, studies, pamphlets, posters and other publications produced by the group.
- Substantive drafts of the final report and research materials.
- Questionnaires, surveys, and other raw data accumulated in connection with the study or work of the group.
- Documentation of subcommittees, working groups, or other subgroups that support the reports and recommendations of the full or parent group.
- Other related records recording accomplishments of task force, study, boards and committees.

DISPOSITION: PERMANENT Retire to the WNRC on termination of the committee, board, or group; transfer to the National Archives when 20 years old Pre-accession is authorized, transfer upon termination in a medium and format acceptable to NARA in accordance with 36 CFR 1235.

Previous File Number(s): 102-19.1