

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-330-90-1	DATE RECEIVED 10/10/89
1 FROM (Agency or establishment) Office of the Secretary of Defense		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Washington HQs Services, C&D Directorate		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Management Division		ARCHIVIST OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER Dan Cragg	5 TELEPHONE EXT 695-0970	DATE 10/25/90	<i>Cut's</i> <i>Claudia [Signature]</i>
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 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

B DATE 30 Oct 89	C SIGNATURE OF AGENCY REPRESENTATIVE <i>H. D. Neeley</i>	D TITLE OSD Records Administrator
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>PUBLIC AFFAIRS PLANNING AND GUIDANCE FILES</p> <p>707-01 Military Exercise Public Affairs Plans and Files</p> <p>Documents relating to the coordination and approval of proposed public affairs guidance and plans concerning military exercises hosted by Unified/Specified Commands. Documents include the proposed plan and or guidance, correspondence and notes created during the coordination process, and the final approved plan or guidance.</p> <p>707-01.1 Annual Exercises - Public affairs plans and guidance for exercises held annually.</p> <p>Disposition: Cut off annually. Destroy after one year.</p> <p>707-01.2 Bi-annual Exercises - Public affairs plans and guidance for exercises held bi-annually.</p> <p>Disposition: Cut off at end of year in which exercise is held. Destroy after two years.</p> <p>707-01.3 Irregularly Scheduled Exercises - Public</p>	(AllNew)	

Copies sent to Agency, NCF, NNT, NNW 10/30/90

affairs plans and guidance for exercises that are held on a one-time basis or at irregular intervals.

Disposition: Cut off annually. Destroy after five years.

2.

707-02 Military Contingency Operations Public Affairs Plans and Guidance Files.

Documents related to the coordination and approval of public affairs plans and guidance concerning US military contingency actions and operations. Included in this category would be documents relating to counter-terrorism, the military role in drug interdiction operations, and deployments of US military forces to a foreign theater in response to a pronounced threat to US personnel, property, or interests, and US military participation in international disaster relief operations.

Cancellation of the operation.

Disposition: Permanent. Cut off ^{upon completion or} ~~annually~~. Retire to WNRC after five years.

3.

703-03 OSD Publication Public Affairs Plans Files.

Public affairs plans developed by Plans Directorate for release of OSD publications. Included in this category are the public release of Soviet Military Power, and other recurring or one-time publications.

Disposition: Permanent. Cut off annually, retire to WNRC after five years.

4.

707-04 DoD National Media Pool Files.

Documents related to the operation of the DoD National Media Pool.

707-04.1 Policy Files. Files that establish policy for operation of the media pool. Included are policies governing composition of the pool, quarterly rotation policies, media groundrules, and associated policies.

707-04.2 Studies. Copies of academic or management studies performed by or on behalf of the DoD by individuals or organizations concerning the application of the media pool concept, military/media relations, and other aspects of the DoD media pool that are singled out for in-depth study.

Disposition: Permanent. Cut off upon supersession, obsolescence, or when no longer needed for reference. Retire to WNRC after 2 years

707-04.3 Quarterly Rotation Files. Documents indicating the agencies/organizations to be represented on quarterly media pools.

707-04.4 Bureau Chiefs Meeting Files. Files created in support or as a result of quarterly meetings of the bureau chiefs. Included are requests for administrative and logistical support, a copy of the principal's meeting book, and related documents.

707-04.5 Deployment Files. Documents created during a deployment of the media pool. Included are documents completed by members of the media who deploy as part of the pool, travel orders, passenger manifests, documents created during the pre-deployment alert notification and coordination of the pool deployment, and other related documents.

Disposition: Permanent. Cut off annually, retire to WNRC after five years.

5. 707-05 Exercise Participation Public Affairs Files

Documents created as a result of the public affairs portion of exercises in which OASD(PA) participates in a "player" role. Included are exercise scenarios, exercise public affairs plans and guidance, and after action reports.

Disposition: ^{Permanent} Cut off annually, ^{retire to WNRC} ~~Destroy after two years.~~ after five years.

6. 707-06 Long-Range Public Affairs Planning Files

Copies of long-range public affairs plans and objectives, coordinating documents, and periodic review of the plans; other documents which develop plans, programs, and themes of the DoD public affairs activities.

Disposition: Permanent. Cut off on supersession, obsolescence, or completion of the plan or program. Transfer to WNRC after five years.

7. 707-07 Wartime Public Affairs Planning Files.

Documents concerning development of plans for providing public affairs support during wartime. Included are studies and other documents concerning electronic information gathering and transmission, wartime information security

program, correspondent accreditation, and other documents relating to public affairs programs in a combat environment.

Disposition: Permanent. Cut off annually, or on supersession or obsolescence. Retire to WNRC after five years.

8.

707-08 Public Affairs Special Project Files

Documents related to special, one-time projects assigned to Plans Directorate.

Disposition: Cut off on obsolescence, supersession, or completion of project. Destroy after five years.

OSD will transfer permanent records to the National Archives when 25 yrs old.