

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 N1-330-92-1	DATE RECEIVED 11-12-92
1. FROM (Agency or establishment) Office of the Secretary of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Correspondence & Directives, WHS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Management			
4. NAME OF PERSON WITH WHOM TO CONFER Dan Cragg	5. TELEPHONE 703-695-0970	DATE 10-14-93	ARCHIVIST OF THE UNITED STATES <i>Andy Huskamp Peterson</i>

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 1 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 Nov 4, 1992	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p><u>COMMON MISSION FILES</u></p> <p>See attached sheet.</p> <p>Series 103-01 is being expanded, to provide a broader definition of the kinds of papers that should be included. This is considered necessary in view of information gathered during the appraisal process for several OSD Components. At the same time it was found that visitor files -- 103-09 -- are not provided for in either the GRS or the current edition of AI-15 in the detail required to cover them.</p> <p>(Permanent records will be transferred to NARA when 25 years old.)</p>	<p>NC1-330-92-1, <i>Item 1</i></p>	

1. 103-01 Policy Files. These files accumulate in the Offices of the Secretary and the Deputy Secretary of Defense, immediate offices of the Under and Assistant Secretaries of Defense, or any element of any OSD Component involved in making, promulgating or analyzing policy relating to a Component's mission. These are not to be confused with Policy and Precedent (102-05), Publications (102-06), or Instruction (103-02) files and include the following:

1. Issuances such as memorandums and letters or other correspondence which announce, modify or change, rescind, or explain any process, procedure, or function.

Disposition: Permanent. Retire to the WNRC when superseded or obsolete.

2. Analyses, studies, and substantive correspondence and memos which evaluate or assist in the evaluation of a process, procedure, or function.

Disposition: Permanent. Retire to the WNRC when superseded or obsolete.

3. Routine background materials accumulated in the course of formulating or analyzing policy. They may consist of reference papers, extra copies of reports or other documents, and correspondence of a transitory or informational nature only. (File substantive background papers under 103-01.2.)

Disposition: Destroy when no longer needed for reference.