

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Defense

2. MAJOR SUBDIVISION  
Office of the Secretary

3. MINOR SUBDIVISION  
WHS, C&D, Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Dan Cragg

5. TELEPHONE  
703-695-0970

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-330-93-2

DATE RECEIVED  
3-10-93

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *for* ARCHIVIST OF THE UNITED STATES  
5/28/93 *James W. Moore*

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 ~~xxxxxx~~ 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
Mar 3, 1993	H. D. NEELEY <i>H. D. Neeley</i>	Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Undersecretary of Defense for Policy</p> <p>802-02 Overseas Travel Clearance</p> <p>2. Specific requests, clearances and briefing data.</p> <p><u>Disposition:</u> Destroy upon completion of travel or after 90 days, whichever is later.</p> <p><u>JUSTIFICATION:</u> This new proposal reduces retention period from 3 years to 90 days or completion of travel. In the 16 years since this file was approved the maintaining office has never had to refer to any portion of it more than 90 days after the travel has been performed.</p>	NC1-330-77-1	

*Copy sent to Agency 6/1/93*