

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 N1-330-936	DATE RECEIVED 6-18-93
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 10-25-93	ARCHIVIST OF THE UNITED STATES <i>Rudolph H. 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 ___ 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 Jun 11, 1993	SIGNATURE OF AGENCY REPRESENTATIVE H.D. Neeley <i>H.D. Neeley</i>	TITLE Records Administrator
----------------------	--	--------------------------------

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 GRS OR SUPERSEDED JOB CITATION	10.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>	N1-330-92-1	

Copies sent to agency, NCF, NNT 11/21/93

1. 103-09 Official Visits Files. These files pertain to both foreign and domestic visitors but not consultants, contractors, or the officials of other Government agencies visiting in connection with special projects or other mission-related matters. They may consist of letters, memorandums or other correspondence; schedules or itineraries; lists of points of contact; and information on clearances and liaison activities required to obtain official approval for visits. Also included may be duplicate copies of travel orders, papers accumulated in the process of arranging billeting, transportation, messing and other purely logistical arrangements to support visitors, and documents relating to the selection and activities of escort officers.

Disposition. Cut off after completion of visit, hold in the current files for 5 years and destroy. Earlier destruction is authorized if no longer needed for reference purposes.

2. 103-10 GAO/IG Audit Report Files. These are copies of GAO/IG audit reports and other correspondence used to track the processing of inspection activities in connection with ongoing programs. Not to be confused with series 101-02 Office Inspection and Survey Files. This provides a central, discrete file of these reports for use by action offices.

Disposition: a. Action copies. Cut off and retire to the WNRC when no longer needed for oversight or action; destroy after 15 years. b. Information copies. Destroy when no longer needed for reference purposes.

3. 103-11 Legislative Branch Relations Files. These files are used to maintain material pertaining to the preparation and submission of reports to and testimony and hearings before Congress as well as background papers containing comments on proposed legislation affecting programs. They are not to be confused with papers maintained under series 102-18, Congressional Correspondence, or series 1000, Office of the Assistant Secretary of Defense (Legislative Affairs).

Disposition: Cut off upon presentation or submission; destroy when 5 years old. Earlier destruction is authorized when no longer required for reference purposes.