

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-330-98-1
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED	3/23/98
2. MAJOR SUBDIVISION Office of the Secretary of Defense		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION WHS, C&D, Directives and Records (Records Section)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER David K. Bosworth	5. TELEPHONE (703) 695-0970	DATE	ARCHIVIST OF THE UNITED STATES
		8-12-98	<i>John W. Carl</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 ONE 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 3/10/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Harold D. Neeley</i> Harold D. Neeley	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>202-17 Individual volunteer files. Files include Volunteer Agreement form, Parental Permission form for minors wishing to volunteer, hours worked as a volunteer, and other records pertaining to the service of an individual volunteer. Records are maintained by the organizations within OSD using the services of volunteers.</p> <p>COFF when volunteer departs program. Destroy when 4 years old. Destroy 4 years after cutoff *</p> <p>* Language change OK with DKB Tel. conv. 4/3/98, 1:40 pm <i>RLH</i></p> <p>Privacy Act System: OPM/GOVT-1</p>		