

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 330 78 3	
DATE RECEIVED 24 JAN 1978	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-9-78 Date	<i>James S. Nash</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Office of the Secretary of Defense

2. MAJOR SUBDIVISION
Assistant Secretary of Defense (C)

3. MINOR SUBDIVISION
Washington Headquarters Service

4. NAME OF PERSON WITH WHOM TO CONFER
J. E. Haines

5. TEL. EXT
695-0970

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 16 Jan 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James S. Nash</i> James S. Nash	E. TITLE Records Administrator
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Reserve Components Master History File. See attached GSA Form 7036 for description. Reference is made to NC1-330-77-7 which authorized the conversion of Computer Output to microfiche and retirement in 10 year intervals. A review of the system validates the cost-effectiveness of the conversion to COM vice hard copy, but it is now desired to retire the monthly report, sample copy enclosed, and not be burdened with the need to provide environment for the COM for 10 years and the need to create additional fiche copies for the Archives. It is believed that the monthly report is a more permanent consolidation of the essential data.</p> <p>Proposed disposition is as follows:</p> <ol style="list-style-type: none"> Hard copy monthly report - "Official Guard and Reserve Manpower Strength and Statistics." Retire one copy of each monthly report for Permanent retention. Make available to NARS when 25 years old. Microfiche from monthly computer reports. Destroy when no longer required for reference. Cancel NC1-330-77-7. Quarterly tapes containing updated master file. Scratch when no longer required for statistical studies in OSD. 	NC1-330-77-7	

sent to agency, NCW, NNB - NNM - NNR - 3/10/78

3 items

11/11/78