

REQUEST FOR RECORD POSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 330 78 9
DATE RECEIVED	6 APR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-10-78 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
Washington Headquarters Services

3. MINOR SUBDIVISION
WHS, Records Division

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 1 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 31 Mar 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James S. Nash</i> James S. Nash	E. TITLE Records Administrator
----------------------	--	-----------------------------------

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
701-10c(4)	Photographs approved for release of senior DoD officials. Retain as long as public or news media interest requires, then destroy.		
701-09 ^b	Change wording of existing 701-09 ^c in NC1-330-77-12 as follows: Request for information and copies of replies thereto involving no administrative actions or policy decisions, and requests for and transmittal of publication, photographs and other informational literature. Cut off annually. Destroy after 2 years or earlier when no longer required.		

2 items

115-107 Copies to Agency and NCW 4/12/78 *plw*

Category
Number

Description of Records

Authorized Disposition
Instruction

(3) Sound and Video Project Case Files. Documentation accumulated in the preparation and production of items identified in (b. (1)) and (b. (2)) including scripts, transcripts, releases, and other records relating to the origin, acquisition, and ownership of the sound or video recordings.

(3) Permanent. Offer to the National Archives with the recordings in accordance with instructions in (b. (1)) and (b. (2)).

(4) Sound and Video recordings having limited administrative use or interest such as productions whose subject matter is transitory or is of a purely local interest nature as well as recordings of subjects and activities not directly related to agency operations or responsibilities.

(4) Temporary. Destroy when obsolete or after five years whichever occurs first.

c. Still Pictures.

(1) Still photographs depicting substantive agency activities, procedures programmatic responsibilities and developments and significant personalities.

(1) Permanent. Break file every five years and offer to the National Archives the original negative and a captioned print or its equivalent for each black and white image and the original color transparency or color negative, a captioned print or its equivalent, and an internegative (if one exists) for each color image when obsolete or when ten years old whichever occurs first.

(2) Still photography having limited administrative use or interest such as photographs whose subject matter is transitory or is of a purely local interest nature as well as photographs of subjects and activities not directly related to agency operations or responsibilities.

(2) Temporary. Destroy after five years or when obsolete whichever occurs first.

Category Number	Description of Records	Authorized Disposition Instruction
	(3) Additional duplicate prints of items identified in (c. (1)).	(3) Temporary. Destroy after five years or when obsolete whichever comes first.
	d. Finding Aids for Audiovisual Records: Existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records identified in (a. (1), b. (1), b. (2), and c. (1)).	d. Permanent. Offer to the National Archives with related audiovisual records in accordance with instructions in (a. (1), b. (1)), b. (2), and c. (1)).
<u>702</u>	<u>Community Relations.</u>	
<u>702-01</u>	Bicentennial Plans. Focal point for documents organizing the Department of Defense activities in observance of the Bicentennial programs. Coordination for all Armed Forces participation.	Permanent. Transfer to WNRC when 2 years old.
<u>702-02</u>	Programs Division.	
	a. Documents requesting or arranging for speakers to participate in community relations events. Arrangements for presentations.	a. The speaking arrangements can be destroyed on file cutoff. See 701-09a for disposition of official speeches.
	b. Correspondence with national organization, business, labor, Veterans group and the like.	b. 1. Permanent. In the case of key organizations, transfer to WNRC when 5 years old.
	c. Documents pertaining to planning, implementing and controlling Joint Civilian Orientation Conferences and other OSD sponsored conferences.	2. In all other cases destroy when 3 years old.
	d. Correspondence on arrangements for briefings, conferences, etc. for civilian groups.	c. Permanent. Transfer to WNRC when 5 years old.
		d. Destroy after 3 years.

Category
Number

Description of Records

Authorized Disposition
Instruction

lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.

701-09

Informational Services Records. This file contains certain records pertaining to information services performed by DoD offices in their day to day affairs and in their relations with the public. Except as otherwise specified in individual items, it applies to copies of these records wherever located in DoD. However, b. & f. are applicable only to files maintained in formally designated informational offices to which has been assigned responsibility for the operation of the informational activities.

a. Complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, graphic progress presentations, and indexes thereto.

b. Request for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs and other informational literature.

a. Permanent. Transfer to WNRC when 2 years old.

b. Destroy 3 months after transmittal or reply.