Rec. 6/22/79

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO: NC1-330-79-10
DATE RECEIVED: 6-22-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
1-15-80 James E. O'Neill acting — Date — 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: Records Management 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 4 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
8 JUN 79	James S. Nash	OSD Records Administrator

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
Addition to Category Number 704, OSD AI No. 15	(See enclosures)		
	Copy to OSD on 1/16/80. R.C.T. Copy to NNM on ~~[illegible]~~ -1-30-80		15 items

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4

Category Number	Description of Records	Authorized Disposition Instruction
704-02.1	c. Copy of declassified and other documents released to the public.	c. Maintain in Public Reading Room or comparable facility for subsequent public access. Destroy when no longer of public interest

Category Number	Description of Records	Authorized Disposition Instruction
704-04	Mandatory Declassification Review	
704-04.1	Mandatory Declassification Review Files	
	Files created in response to requests from individuals and/or records depositories for the mandatory review of classified documents for the purpose of releasing declassified material to the public, as provided for under Executive Order 12065 (Section 3-5). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.	
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).	
	(1) Granting access to all the requested records.	(1) Destroy 2 years after date of reply.
	(2) Responding to requests for nonexistent records; to requester who provides inadequate descriptions; and to those who fail to pay agency reproduction fees.	
	(a) Request not appealed.	(a) Destroy 2 years after date of reply.
	(b) Request appealed.	(b) Destroy 3 years after final determination on appeal.
	(3) Denying access to all or part of the records requested.	
	(a) Request not appealed.	(a) Destroy 5 years after date of reply.
	(b) Request appealed.	(b) Destroy 3 years after final determination on appeal.

Category Number	Description of Records	Authorized Disposition Instruction
	b. Official file copy of requested records.	b. Dispose of in accordance with approved disposition instruction covering the records, or with the related declassification request, whichever provides the longer retention period.
	c. Copy of declassified and other documents released to the public.	c. Maintain in Public Reading Room or comparable facility for subsequent public access Destroy when no longer of public interest.
704-04.2	Mandatory Declassification Appeal Files	
	Files created in responding to administrative appeals under the Executive Order for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	
	a. Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein).	a. Destroy 3 years after final determination on appeal.
	b. Official file copy of records under appeal.	b. Dispose of in accordance with approved disposition instructions covering the records, or with the related declassification request, whichever provides the longer retention period.

Category Number	Description of Records	Authorized Disposition Instruction
	c. Copy of declassified and other documents released to the public under appeal.	c. Maintain in Public Reading Room or comparable facility for subsequent public access Destroy when no longer of public interest.
704-04.3	Mandatory Declassification Review Control Files	
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester.	
	a. Registers or listings.	a. Destroy 5 years after date of last entry.
	b. Other files.	b. Destroy 5 years after final action by the agency or after final adjudication by higher authority, whichever is later.
704-04.4	Mandatory Declassification Review Reports Files	
	Recurring reports and one-time information requirement relating to agency implementation, including annual reports to the Congress of the United States, the National Security Council, the Office of Management and Budget, and the Information Security Oversight Office.	
	a. Input to Departmental reports.	a. Destroy upon submission of the next report.
704-04.5	Mandatory Declassification Review Administrative Files	
	Records relating to the general agency implementation of Executive Order 12065 (Section 3-5), including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.