

**REQUEST FOR RECORDS - POSITION AUTHORITY**  
(See Instructions on reverse)

15 items

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

**1. FROM (AGENCY OR ESTABLISHMENT)**

OSD

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**2. MAJOR SUBDIVISION**

### DASD(A)

### **3. MINOR SUBDIVISION**

## Records Management Branch

**4. NAME OF PERSON WITH WHOM TO CONFER**

J. S. Nash

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
9-8-76	Records Administrator		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	Records of the Assistant Secretary of Defense (Atomic Energy). Upon approval, this schedule will be incorporated in a revised Administrative Instruction covering records disposition.		

115-107

115-107 Sent to agency and NCW - 3/30/77 *BB*

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
- <u>1500</u>	<u>Atomic Energy Files.</u>  The Assistant Secretary of Defense (Atomic Energy) is responsible to the Secretary for all atomic energy matters. Unless otherwise indicated permanent, Atomic Energy Files will be made available to NARS when 40 years old. ADP Files are described in a separate chapter.	
<u>1501</u>	<u>Office Administrative Files.</u>  These files may accumulate in any office to document the performance of their assigned duties. However, all the administrative files listed below seldom accumulate in a single office.	
<u>1501-01</u>	Atomic Energy Policy. Policies and guidance governing DoD planning and program development on all atomic energy matters, suggestions for change, preparation and interpretation.	Permanent. Transfer to WNRC 5 years after no longer current. Make available to NARS when 40 years old.
<u>1501-02</u>	Instruction Files. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating action, studies, interpretations, and published record copies of instructions, such as regulations, supplements, memorandums, circulars, pamphlets,	Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.

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	and bulletins; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward simi-official and authoritative instructions; and official training materials.	
<u>1501-03</u>	<p>Administrative files. Documents relating to the overall or general routine administration of finance and fiscal activities of an office, but exclusive of specific files described in this regulation. These files include, but are not limited to---</p> <p>a. Routine comments on instructions, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files.</p> <p>b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.</p> <p>c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions.</p> <p>d. Extracts of reports of inspections, surveys, or audits that pertain to the operation of the mission or function.</p>	Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

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	e. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions.	
<u>1501-04</u>	Agreement files. Documents relating to agreements between elements of DoD and other Federal agencies, or between OSD and other non-Federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, facilities, and similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendment, review comments, related correspondence, and similar documents.	Agreements will be destroyed 3 years after supersession, cancellation, or termination of the agreement.
<u>1501-05</u>	Orientation and Briefing Files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specifically prepared handouts, and related or similar documents.	Destroy on supersession or obsolescence.
<u>1501-06</u>	Committee Files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions.	Permanent. Cut off when no longer needed for current operations.

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	<p>They include joint, inter-departmental, and international committees in which OSD participates; as well as committees within all echelons and elements of DoD. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directive establishing, changing, continuing, or dissolving the committee; documents nominating, approving appointing, and relieving committee members, agenda and committee meeting minutes and related documents.</p>	
<u>1501-07</u>	<p>Staff Visit Files. Documents relating to schedule or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This definition is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visits, recommendations, and other directly related documents.</p>	<p>Destroy 1 year after completion of next comparable visit or on completion of related study.</p>
<u>1501-08</u>	<p>Reference Paper Files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action - as distinguished from those official records necessary for documenting performance of a function, process, or action they are used with. Reference paper files consist of the following types of documents:</p>	

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	a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, and inspection, or other action. This definition does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.	a. Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.
	b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.	b. Destroy when no longer needed to facilitate or control work.
	c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publication files.	c. Destroy when superseded, obsolete, or no longer needed for reference.
	d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.	d. Destroy after 1 year. However, earlier destruction is authorized.
	e. Extra copies of documents maintained by action officers which reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.	e. Destroy after 1 year. However, earlier destruction is authorized.
	f. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational	f. Destroy after 1 year. However, documents in the inactive file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.

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	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.	
<u>1502</u>	<u>Assistant to the Secretary of Defense Files.</u>	
<u>1502-01</u>	Immediate Office Files. DoD Atomic Energy Policy on such matters as Military Information Disclosure, Movement of Atomic Devices, Disclosures to Foreign Governments, Accidents and Safety. Advice to the Secretary of Defense Studies, analysis, evaluations, and appraisal of DoD Nuclear Weapons Development Guidance Annual Report. Exchange of atomic energy matters information and advice to the Joint Committee on Atomic Energy of events in DoD on the subject.	Permanent. Policy, advise, evaluations, Annual Reports and correspondence with the Joint Committee on Atomic Energy. Transfer to WNRC when obsolete or superseded. Make available to NARS 50 years after supersession.
<u>1502-02</u>	Military Liaison Committee. Committee charter, membership and minutes of meetings. Correspondence with AEC and DoD on atomic energy matters concerning the military. Formal and informal. Studies, evaluations, advice to DoD related to military applications of atomic weapons or energy.	Permanent. Committee minutes, correspondence, studies, evaluation and advice. Transfer to WNRC when obsolete or superseded. Make available to NARS 50 years after supersession.