

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC 1 330 78 4

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 Services Records Manager

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

J. E. HAINES

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 2 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	
16 Jan 78	James S. Nash	Records Administrator	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.
1.	Foreign Military Sales, (DSAA)(AR) 1100 system (a) A machine-readable cumulative record of Foreign Military Sales recording information on valid country requests, execution of accepted cases, delivery forecasts, and actual deliveries. See attached GSA Form 7036. -- See page 2 for disposition. (1) Master file(s) [REDACTED]  (2) Quarterly file - scratch when no longer required for reference [REDACTED] or when 6 years old, whichever is later. (3) Weekly input - scratch when 90 days old.  (b) Hard copy output. Journal, Facts, Congressional presentation. Retire one copy of each report annually for permanent preservation. [REDACTED] [REDACTED] Offer to NARS when 25 years old.		

*Pending changes cleared with OSD (Haines),*

115-107

1-26-78  
6-16-78 gm

MA 7-17-78

NNR, NNM, NCP, NNT  
6 items

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-114

## Request for Records Disposition Authority—Continuation

JOB NO  
NCL-330-78-4PAGE OF  
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1(a)(1)	<p><b>Master Files</b></p> <p>(a) Case Report System--PERMANENT. Offer to NARS when no longer required for reference.</p> <p>(b) Item Detail Tape--PERMANENT. Offer to NARS when no longer required for reference.</p> <p>(c) Master FMS Record; FMS Delivery File; and Financial Tape--TEMPORARY. Scratch when 6 years old or when no longer required for reference, whichever is later.</p>		