

SERIES 1000

ASSISTANT SECRETARY OF DEFENSE (LEGISLATIVE AFFAIRS) (ASD(LA))

1000. LEGISLATIVE AFFAIRS

General (NC1-330-77-8). The Assistant Secretary of Defense (Legislative Affairs (ASD(LA))) is responsible for the DoD relations with Congress, the designation and appearance of witnesses, coordination of the DoD-supported congressional travel, processing of security requests for congressional consideration of the legislative program of the Department of Defense. Unless otherwise indicated, permanent files shall become available to the NARA when 30 years old.

1001. RESERVED (103., Common Mission Files.)

1002. LEGISLATIVE PROGRAM FILES

The following files, 1002-01. through 1002-07., are identical in content, each representing the legislative program of different organizations in the Department of Defense. They consist of legislative programs (in their particular areas), letters from and to congressional committees or individual members, monitoring of the programs, and coordinating legislative activities in consultation with the OASD(LA).

1002-01. Legislative Programs. (Defense Research and Engineering, Defense Advanced Research Projects Agency).

1002-02. Legislative Programs. (Comptroller, Defense Civil Preparedness Agency).

1002-03. Legislative Programs. (Installations and Logistics, Defense Supply, Defense Contract Audit, and Defense Mapping Agencies).

1002-04. Legislative Programs. (International Security, Program Analysis and Evaluation, Defense Security Assistance Agency).

1002-05. Legislative Programs. (Chairman of the Joint Chiefs of Staff, DIA, NSA, Intelligence, Public Affairs).

1002-06. Legislative Programs. (Manpower, Reserve, and Health Affairs).

1002-07. Legislative Programs. (Atomic Energy, Defense Nuclear Agency, Defense Communications Agency).

Disposition: Permanent. Retire to the WNRC 3 years after program completion.

1002-08. Research and Administration

1002-08.1. Documents on the arrangements for the DoD-supported travel for members of Congress and congressional staffs. Requests from Congress for support, support evaluation for conformance with policy and appropriate referral to Military Departments for execution.

Disposition: Destroy when 1 year old.

1002-08.2. Documents arranging security clearance of members of congressional staff.

Disposition: Destroy 1 year after staff member leaves his or her assignment.

1002-08.3. Legislative Research Files.

1002-08.3.1. Documents briefly describing history of proposed or impending legislature for edification of the DoD officials.

Disposition: Legislative research permanent. Retire to the WNRC 5 years after no longer current.

1002-08.3.2. Statistics that are accumulated to support responses to congressional inquiries. They are not record copies.

Disposition: Destroy when no longer required.

1002-08.3.3. Congressional Records and Congressional Hearings.

Disposition: Destroy when superseded, obsolete, or no longer required for reference, as prescribed for documents maintained in accordance with 103-08.3.

1002-08.3.4. Daily summaries of items of interest to the Secretary of Defense.

Disposition: Destroy when 5 years old.

1002-08.4. White House Staff Correspondence. Correspondence exchanged with White House staff on matters of legislative interest. Weekly reports to the White House on status of the DoD legislation.

Disposition: Permanent. Retire to the WNRC when 5 years old.