

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Recd NCU 10 Jun 78 14

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
Deputy Assistant Secretary of Defense (Admin)

3. MINOR SUBDIVISION
Records Management Division

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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
5 Jul 78	<i>James S. Nash</i> 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
1.	<p>tape</p> <p>Magnetic/file containing data on prime contracts awards over \$10,000. Information is used to assist the Department of Defense in the management of the procurement of supplies and services. GSA Form 7036 is attached.</p> <p>when a. Magnetic Tape Master File. when no longer required for reference purposes. PERMANENT. Offer NARS no longer required for reference purposes.</p> <p>when no longer required for reference.</p> <p>(1) Finished reports--PERMANENT. Offer NARS when no longer required for reference. Reports are arranged by subject and accumulate at a rate of ca. 6 inches per year.</p> <p>(2) All other output--TEMPORARY. Destroy when no longer required for reference.</p> <p>Above changes made with OSD approval.</p> <p><i>8/13/78</i></p>		

115-107

Copy Sent to NNB, NNM, NNR, Agency: K.L.D
4-10-79

STANDARD FORM 115
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Administration
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