

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Defense

2. MAJOR SUBDIVISION  
Defense Logistics Agency

3. MINOR SUBDIVISION  
Information Operations (J-6)

4. NAME OF PERSON WITH WHOM TO CONFER  
Allen Easterly

5. TELEPHONE  
(703) 767-2168

LEAVE BLANK (NARA use only)

JOB NUMBER  
71-361-03-1

DATE RECEIVED  
10-16-02

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES

1-14-03 *[Signature]*

**6. AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE  
10/9/02

SIGNATURE OF AGENCY REPRESENTATIVE  
*Allen Easterly*

TITLE  
DLA Records Manager/  
Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>284.40Q Headquarters Electronic Request Service (HERS). Web based ordering interface used by customers to order facility and administrative support products or services. (Erase individual request after 18 months).</p> <p>Additional info: database currently 400k, 33 tables; 500k of web pages; and 54k of graphic files. Program Manager for HERS is Tanya Lee, (703)767-7694.</p> <p><i>cc Agency</i></p>	New	