

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-361-05-3
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED	9/21/05
2. MAJOR SUBDIVISION Defense Logistics Agency		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information Operations		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Allen Easterly	5. TELEPHONE (703) 767-2168	DATE 3/31/06	ARCHIVIST OF THE UNITED STATES <i>Allen Easterly</i>

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 _____⁰ 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 9/14/05	SIGNATURE OF AGENCY REPRESENTATIVE <i>Allen Easterly</i>	TITLE Records Administrator
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>190.19 Hometown News Releases. Information that showcases the activities and accomplishments of DLA military and civilian personnel that is released to the Army and Air Force Hometown News Service for distribution to hometown newspapers and broadcast stations throughout the United States. (Destroy after 90 days.)</p> <p>Electronic mail and word processing system copies created on e-mail and wp systems and used solely to generate a recordkeeping copy of the records Temporary. Destroy/delete after the recordkeeping copy has been produced and when no longer needed for reference, revision or dissemination.</p> <p><i>cc Agency HR, NARA, NARA</i></p>	NEW	<p>9/21/05 added per e-mail concurrence of Records officer, Allen Easterly, with Mary Haynes</p>