**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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

1. **FROM** (Agency or establishment)  
Department of Defense

2. **MAJOR SUBDIVISION**  
Defense Logistics Agency

3. **MINOR SUBDIVISION**  
Information Operations

4. **NAME OF PERSON WITH WHOM TO CONFER**  
Allen Easterly

5. **TELEPHONE**  
(703) 767-2168

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 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**  
   Allen Easterly

   **TITLE**  
   Records Administrator

7. **ITEM NO.**

   190.19

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

   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.)

   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.

   **DATE**  
   9/21/05

   **JOB CITATION**  
   NEW

   **ACTION TAKEN**

   9/21/05

   added per e-mail concurrence of records officer, Allen Easterly, with Mary Haynes

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**STANDARD FORM 115 (REV. 3-91)**

Preceded by NARA  
36 CFR 1228