REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Defense Logistics Agency

2. MAJOR SUBDIVISION
Staff Director, Administration

3. MINOR SUBDIVISION
Resources Management Division

4. NAME OF PERSON WITH WHOM TO CONFERENCE
Mervyn Jones

5. TELEPHONE EXT.
274-6234

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 ___ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: □ is attached; or ☑ is unnecessary.

B. DATE
6/13/86
C. SIGNATURE OF AGENCY REPRESENTATIVE
PRESTON B. SPEED
D. TITLE
Chief, Administrative Management Branch

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)
235.30 Internal Control Program Files. Documents relating to the Internal Control Program including policies, objectives, vulnerability assessments, internal control reviews, status reports, annual statements, and related correspondence. (Headquarters, DLA, Policy Division (DLA-LR) - Destroy after 5 years. Other offices - Destroy after 3 years).

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN
(NARS USE ONLY)

STANDARD FORM 115 (REV. 8-83) Prescribed by GSA FPMR (41 CFR) 101-11.4

115-108 5-14-87 Agency

NNM. NCP