



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>NI-361-88-1</i>	DATE RECEIVED <i>4/21/88</i>
1 FROM (Agency or establishment) Defense Logistics Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Staff Director, Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Resources Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Mr. Preston B. Speed	5 TELEPHONE EXT <i>2</i> 274-6434	DATE <i>7/18/88</i>	ARCHIVIST OF THE UNITED STATES 
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 *12* 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 <i>15 Apr 88</i>	C SIGNATURE OF AGENCY REPRESENTATIVE  PRESTON B. SPEED	D TITLE Chief, Administrative Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	230.07 DLA Productivity Program. Documents relating to the establishment and administration of the DLA Productivity program. Included are productivity reports, award recommendations, correspondence, and related papers. (Destroy after 5 years.)		
2	314.01 Personnel Strength Reports. Reports regarding the authorized and actual strength of civilian and military personnel in DLA and in elements thereof, personnel allotments for specific types of activities, strength by occupational speciality, reports of civilian personnel strength, and similar data. (<u>Office of Comptroller, HQ DLA</u> - Destroy after 20 years. <u>Other offices</u> - Destroy after 3 years.)		
3	316.01 Requirements and Utilization Review. Documents establishing current and projected manpower requirements (Manpower Program); statements of manpower requirements for budgeting purposes, including budget estimates and apportionment reviews; and for special committees, including Congressional Committees. (<u>Offices of Comptroller, HQ DLA</u> - Destroy after 20 years. <u>Other offices</u> - Destroy after 10 years.)		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
14	<p>330.25 Personnel Statistical Reports. Reports reflecting overall or consolidated statistical data regarding civilian personnel matters. (<u>Office of Comptroller, HQ DLA and Office of Personnel, HQ DLA</u> - Destroy after 5 years. <u>Others</u> - Retain in current files area. Destroy after 3 years.)</p>		
15	<p>337.05 Employee-Management Policies and Procedures. Documents relating to the development and promulgation of DLA Policies and procedures relating to employee-management relations and correspondence, and other records showing overall effectiveness of the program. (Office of Personnel, HQ DLA - Destroy after 5 years or upon supersession. <u>Other offices</u> - Destroy after 10 years.)</p>		
16	<p>337.15 Equal Employment Opportunity. Documents relating to overall policies and procedures regarding the program for equal employment opportunities. (<u>Office of Personnel, HQ DLA</u> - Destroy after 5 years. <u>Other offices</u> - Destroy when 3 years old, or when superseded or obsolete.)</p>		
17	<p>860.20 Production Management and Administration. Documents relating to production planning, production scheduling, administration of contracts, preaward survey procedures, qualified manufacturers, production progress reporting, and production priorities. (<u>Executive Directorate Contracting, HQ DLA</u> - Destroy 5 years. <u>Other offices</u> - Destroy after 4 years.)</p>		
18	<p>860.30 Production Resources. Documents relating to production capabilities, utilization of materials, industrial manpower data, production tooling, and facilities. (<u>Executive Directorate, Contracting, HQ DLA</u> - Destroy after 5 years. <u>Other offices</u> - Destroy after 4 years.)</p>		
19	<p>868.05 Engineering Support Policy and Programs. Documents relating to engineering support policies and programs, and regulations and instructions related thereto. (<u>Executive Directorate Contract Management, HQ DLA</u> - Destroy after 10 years after superseded, obsolete, or no longer needed for reference. <u>Others offices</u> - Destroy 6 years after superseded or obsolete.)</p>		

Per Telecom #105188
ALL OFFICES