

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

LEAVE BLANK

JOB NO

*NI-361-88-2*

DATE RECEIVED

*6-7-88*

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

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1. FROM (Agency or establishment)

Defense Logistics Agency

2 MAJOR SUBDIVISION

Office of Administration

3 MINOR SUBDIVISION

Administrative Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

*PS*

Preston B. Speed

5 TELEPHONE EXT

X46234

DATE

*12/17/88*

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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 6 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

*28 Apr 88*

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)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARS USE ONLY)

232.01 Automated Data Processing and Telecommunications Policy and Program Documents.

a. Automated Data Processing and Telecommunications Program Files. Documents related to the formulation, management, administration, and execution of individual automated data processing and telecommunications programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents maintained by:

(1) HQ DLA. Destroy 3 years after termination of program effort.

(2) Other Activities. Destroy 2 years after termination of program effort, or when superseded or obsolete, as applicable.

b. Automated Data Processing and Telecommunications Policy Files. Documents providing general direction, staff guidance, and reporting in the management and administration of automated data processing and telecommunications including interpretations and decisions of applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere maintained by:

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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)
	<p>(1) HQ DLA. Destroy after 2 years.</p> <p>(2) Other Activities. Destroy after 1 year.</p> <p>Proposed 232.01 supersedes current 232.01, 130.01, and 134.01.</p> <p><b>200.01 Planning and Management Policy and Program Documents.</b></p> <p>a. Planning and Management Program Files. Documents related to the formulation, management, administration, and execution of individual planning and management programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents maintained by:</p> <p>(1) HQ DLA. Destroy 3 years after termination of program effort.</p> <p>(2) Other Activities. Destroy 3 years after termination of program effort, or when superseded or obsolete, as applicable.</p> <p>b. Planning and Management Policy Files. Documents providing general direction, staff guidance, and reporting in the management and administration of planning and management functions including interpretations and decisions of applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere. Destroy after 3 years.</p> <p>The proposed 200.01 supersedes the current 200.01, 214.01, 215.01, 234.01, and 235.01.</p> <p><b>850.05 Quality Assurance Policy and Program Documents.</b></p> <p>a. Quality Assurance Policy Files. Documents providing general direction, staff guidance, and reporting in the management and administration of quality assurance functions including interpretations and decisions of applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere maintained by:</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>(1) Executive Directorate, Quality Assurance, HQ DLA-Permanent.</p> <p>(2) Other Activities. Destroy after 1 year.</p> <p>b. Quality Assurance Program Files. Documents related to the formulation, management, administration, and execution of individual quality assurance programs such as program plans, studies and analyses, reports, letter guidance and directions, and related documents maintained by:</p> <p>(1) Executive Directorate, Quality Assurance, HQ DLA-Permanent.</p> <p>(2) Other Activities. Destroy 2 years after termination of program effort, or when superseded or obsolete, as applicable.</p> <p>The proposed 850.05 supersedes the current 850.01 and 850.05.</p> <p><b>600.01 Transportation Policy and Program Documents.</b></p> <p>a. Transportation Program Files. Documents related to the formulation, management, administration, and execution of individual transportation programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents maintained by:</p> <p>(1) HQ DLA. Destroy 5 years after termination of program effort.</p> <p>(2) Other Activities. Destroy 2 years after termination of program effort, or when superseded or obsolete, as applicable.</p> <p>b. Transportation Policy Files. Documents providing general direction, staff guidance, and reporting in the management and administration of transportation functions including interpretations and decisions of applicability, requests for waivers and exceptions, data calls periodic reporting, and similar documents not covered elsewhere maintained by:</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(1) HQ DLA. Destroy after 10 years.</p> <p>(2) Other Activities. Destroy after 1 year.</p> <p>The proposed 600.01 supersedes the current 600.01, 610.01, 611.01, 612.01, 620 01, 621.01, 623.01, 625.01, 650.01, 670.01, 671.01, 672.01, and 674.01.</p> <p>150.01 Security Policy and Program Documents.</p> <p>a. Security Program Files. Documents related to the formulation, management, administration, and execution of individual security programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents maintained by:</p> <p>(1) HQ DLA. Destroy 5 years after termination of program effort.</p> <p>(2) Other Activities. Destroy 2 years after termination of program effort, or when superseded or obsolete, as applicable.</p> <p>b. Security Policy Files. Documents providing general direction, staff guidance, and reporting in the management and administration of security functions including interpretations and decisions of applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere maintained by:</p> <p>(1) HQ DLA. Destroy after 5 years.</p> <p>(2) Other Activities. Destroy after 1 year.</p> <p>The proposed 150.01 supersedes the current 150.01 and 151.01.</p> <p>160.01 Protective Services Policy and Program Documents.</p> <p>a. Protective Services Program Files. Documents related to the formulation, management, administration, and execution of individual protective services programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents maintained by:</p>		

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	<p>(1) HQ DLA. Destroy 3 years after termination of program effort</p> <p>(2) Other Activities. Destroy 2 years after termination of program effort, or when superseded or obsolete, as applicable.</p> <p>b. Protective Services Policy Files. Documents providing general direction, staff guidance, and reporting in the management and administration of protective services functions including interpretations and decisions of applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere maintained by:</p> <p>(1) HQ DLA. Destroy after 3 years.</p> <p>(2) Other Activities. Destroy after 1 year</p> <p>The proposed 160.01 supersedes the current 160.01, 161.01, and 162.01.</p> <p>270.01 Public Affairs Policy and Program Documents Policy and Program Documents.</p> <p>a. Public Affairs Program Files. Documents related to the formulation, management, administration, and execution of individual public affairs programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents maintained by:</p> <p>(1) HQ DLA. Destroy 5 years after termination of program effort.</p> <p>(2) Other Activities. Destroy 2 years after termination of program effort, or when superseded or obsolete, as applicable.</p> <p>b. Public affairs Policy Files. Documents providing general direction, staff guidance, and reporting in the management and administration of public affairs including interpretations and decisions of applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere maintained by:</p>		

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	<p>(1) HQ DLA. Destroy after 10 years.</p> <p>(2) Other Activities. Destroy after 1 year.</p> <p>The proposed 270.01 supersedes the current 270.01.</p> <p>120.06 Office Administrative Files. Documents accumulated by individual offices relating to internal or housekeeping functions of the office rather than its mission functions including documents concerning organization, staffing, supplies, communications, equipment, and similar matters; announcements and schedules for events sponsored by other offices or agencies; responses to staff requests for information other than those in which the office holds a primary or collateral mission responsibility; and similar materials not covered elsewhere. (Destroy after 1 year, or when no longer needed for reference, whichever is sooner.)</p>		