REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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: Mr. Ronald Sullivan
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 1 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

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>160.50 Criminal Incident/Investigations File. Reports of investigation, messages, statements of witnesses, subjects and victims, photographs, laboratory reports, data collection reports, and other related papers. Records pertain to civilian and military personnel of DLA, contractor employees and other persons who committed or are suspected of having committed a felony or misdemeanor on DLA controlled activities or facilities; or outside of those areas in cases where DLA is or may be a party of interest.</td>
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<td>b. Other Offices—Destroy 3 years after completion of investigation of incident.</td>
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<td>c. Exceptions:</td>
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<td>(1) Reports of polygraph examination will be destroyed within 3 months after the close of the investigation which included the relevant examinations.</td>
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<td>(2) Documents related to legal or disciplinary actions will be transferred to files documenting such actions.</td>
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<td>(3) Logs and index cards will be destroyed after 10 years.</td>
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</tbody>
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JOB NO: N1-361-89-3
DATE RECEIVED: 7/1/89

ARCHIVIST OF THE UNITED STATES

PRESTON B. SPEED
CHIEF, ADMINISTRATIVE MANAGEMENT BRANCH

STANDARD FORM 115 (REV 8-83)
Prepared by GSA
FPMR (41 CFR) 101-11 4