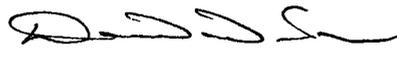
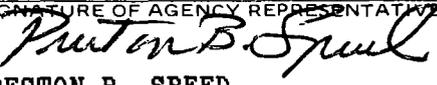


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
		JOB NO	N1-361-89-3
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	7/12/89
1 FROM (Agency or establishment) Defense Logistics Agency		NOTIFICATION 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. Ronald Sullivan	5 TELEPHONE EXT 274-6234	DATE 11/8/89	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 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

B DATE 7 Jul 89	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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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	<p><b>160.50 Criminal Incident/Investigations File.</b> 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.</p> <p>a. <u>Command Security Office, HQ DLA</u>-Destroy 1 year after the receipt of a final report.</p> <p>b. <u>Other Offices</u>-Destroy 3 years after completion of investigation of incident.</p> <p>c. <u>Exceptions:</u>            (1) Reports of polygraph examination will be destroyed within 3 months after the close of the investigation which included the relevant examinations.            (2) Documents related to legal or disciplinary actions will be transferred to files documenting such actions.            (3) Logs and index cards will be destroyed after 10 years.</p>		