

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-361-90-2

DATE RECEIVED

5-31-90

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION

Staff Director, Administration

3. MINOR SUBDIVISION

Resource Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Allen Easterly

5. TELEPHONE EXT.

274-6234

DATE

9/14/90

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 <i>17 May 90</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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)
180.10 462.10	INTERNAL REVIEW. Relates to the conduct of independent appraisals of operation, determining the effectiveness of internal control procedures for various programs and operations, and resultant reports to the Commander.		
180.20 462.20	INTERNAL REVIEW POLICIES AND PROCEDURES. Documents pertaining to policies and procedures for conducting internal reviews of functional areas. (Destroy when superseded, obsolete, or when no longer needed for reference purposes.)	DLAM 5015.1 462.10	1
180.30 462.30	INTERNAL REVIEW REPORTS AND WORKING PAPERS. Reports pertaining to internal reviews of DLA functions and operations performed by DLA Internal Review Staff, including working papers and follow-up documents relating to recommendations contained in the reports. (Destroy after recommendations have been implemented or follow-up reviews have been completed, whichever is later.)	NEW	
180.30 462.30	INTERNAL REVIEW CASE FILES. Documents reflecting results of internal audits of program operations and procedures, audit survey reports, follow-up reviews of management actions, staff summary sheets, and related correspondence used to review internal control systems, determine systems adequacy, policy compliance, resource safeguards, and economic and efficient management. (Destroy after 10 years.)	NEW	

changes in Block 7 made per telephone conversation of July 11, 1990, between Allen Easterly (DLA) and David Langbart (NARA).

*DLA Langbart
7/11/90*

*Copies sent to NLT, M...
9/18/90*