

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

LEAVE BLANK

JOB NO.

*NI-361-90-3*

DATE RECEIVED

*6-6-90*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

**Staff Director, Administration**

3. MINOR SUBDIVISION

**Resources Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Mrs. Judith S. Saulnier**

5. TELEPHONE EXT.

**274-6234**

DATE

*8/30/90*

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 4 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>25 May 90</i>	<b>PRESTON B. SPEED</b> <i>[Signature]</i>	<b>Chief, Administrative Management Branch</b>

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 GRS OR SUPERSEDED JOB CITATION	10.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>Disposal authority is requested for the items in the enclosed proposed revision to this Agency's Records Control Schedule (Part 3, DLA Manual 5015.1, Files Maintenance and Disposition).</p> <p>Records designated as permanent will be cut off every five years and transferred to WNRC. They will be transferred to the National Archives when 30 years old.</p> <p>Change made per telephone conversation of July 30, 1990, between Judith Saulnier (DLA) and David Langbart (NARA).</p> <p><i>David A Langbart 7/30/90</i> David A. Langbart, NIRM</p>		

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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>190 PUBLIC AFFAIRS.</b> Relates to DLA public affairs programs and activities designed to provide information about DLA activities. Includes information released to the public, participation in community relations programs, and similar actions dealing with positive public relations, as well as internal information programs concerning DLA employees.		
1	<b>190.01 Public Affairs Program Files.</b> Records 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. ( <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i> )	270.01 Part a N1-361- 88-2	
2	<b>190.02 Public Affairs Policy Files.</b> Records providing general direction, staff guidance and reporting in the management and administration of public affairs including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere. ( <u>HQ DLA</u> - <i>Destroy after 2 years.</i> <u>Other Activities</u> - <i>Destroy after 1 year.</i> )	270.01 Part b N1-361- 88-2	
3	<b>190.10 Internal Information Publication Files.</b> Consists of a Record Set of booklets, pamphlets, employee newspapers, and other similar informational documents published and issued by DLA. Official file copy is maintained by the preparing and issuing office. ( <u>Office of Public Affairs, HQ DLA</u> - <i>Permanent.</i> <u>Other Activities</u> - <i>Destroy when no longer needed for reference.</i> )	New	
4	<b>190.11 Internal Information Background Files.</b> Correspondence and related records pertaining to the operation of the activity internal informational program. ( <i>Destroy when no longer needed for reference purposes.</i> )	New	
5	<b>190.20 Public Affairs Releases.</b> Records relating to the release of information to the public through various media that pertain to new agency programs or termination of old agency programs, major shifts in policy, changes in senior personnel, and similar documents. Includes news releases, articles, speeches, testimonies, audiovisual, television, and radio productions. ( <u>Office of Public Affairs, HQ DLA</u> - <i>Permanent.</i> <u>Other Activities</u> - <i>Destroy when no longer needed.</i> )	270.10 NC1-361- 76-5	

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6	190.21 Clearance Files. Records relating to clearance of speeches, articles, testimonies, audiovisual productions, and other informational material prior to release to the public. <i>(Destroy after 2 years.)</i>	New	
7	190.22 Public Inquiry Files. Records relating to inquiries from the media, organizations, and the general public concerning DLA, includes documentation developed to coordinate responses. <i>(Destroy after 1 year.)</i>	New	
8	<del>190.23 Newspaper Clippings. Clippings of articles pertaining to DLA published in newspapers, periodicals, and the wire services. <i>(Destroy when no longer needed for reference.)</i></del>	New	Non-record
9	190.24 Biography Files. Biographies, photographs, and related documents pertaining to leading military and civilian personalities used to provide information to various public organizations and groups. <i>(Destroy 2 years after retirement, transfer, separation, or death of the person concerned.)</i>	270.30	
10	190.30 Community Relations Files. Records relating to planning and promoting activities to establish and maintain relations with local community, civic, and trade organizations. <i>(Destroy after 1 year or when superseded or obsolete.)</i>	270.20 NN-168-94	
11	190.31 Special Events. Records relating to participation in public ceremonies and affairs such as parades, public displays, observances of local and national holidays, and comparable events. <i>(Destroy after 2 years.)</i>	270.40	
12	190.32 External Information Publication Files. Informational material of various types distributed to trade and special-interest organizations, contractor firms, and military customers. <i>(Destroy when superseded or obsolete.)</i>	270.50 NN-168-94	
13	190.40 Speech Files. Copies of official speeches delivered by DLA personnel, internally and externally. Includes related records created in the process of writing, editing, and clearing speeches. <i>(Speeches delivered by Agency Director and Deputy Directors - Permanent. Other speeches - Destroy after 3 years.)</i>	New	

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14	<b>190.41 Speech Reference Files.</b> Source material for speeches consisting of background material from varied sources. <i>(Destroy when no longer needed for reference.)</i>	New	
15	<del>270.00 Charity Contributions. Rescinded. Replaced by new 510.56.</del>		
16	<del>270.70 Blood Donor Program. Rescinded.</del>		