

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

LEAVE BLANK \*

JOB NO.

*N1-361-91-3*

DATE RECEIVED

*12-10-90*

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

NOTIFICATION TO AGENCY

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

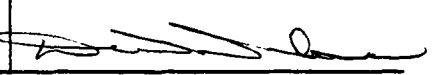
5. TELEPHONE EXT.

*274-6234*

DATE

*3/11/91*

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 2 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.

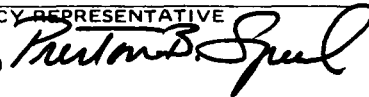
A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

*23/16/90*

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)

Disposal authority is requested for the items in the enclosed proposed revision to Defense Logistics Agency's Records Control Schedule. This revision will supersede series 260 of DLAM 5015.1, Files Maintenance and Disposition.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

*Copy sent to agency, NWS, NNT 3/14/91*

**-REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.

PAGE

2 OF 2

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-------------|---|-----------------------------------|--|
|             | <p><b>120 CONGRESSIONAL AFFAIRS.</b> Relates to the program and functions involving liaison between DLA and Congress.</p>   |                                   |  |
| 1           | <p><b>120.01 Congressional Affairs Program Files.</b> Documents related to the formulation, management, administration and execution of individual Congressional 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></p>  | 260.01<br>NN-168-94               |  |
| 2           | <p><b>120.02 Congressional Affairs Policy Files.</b> Documents providing general directions, staff guidance and reporting in the management and administration of the Office of Congressional Affairs including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere. <i>(Destroy after 2 years.)</i></p>  | 260.01<br>NN-168-94               |  |
| 3           | <p><b>120.10 Congressional Inquiries.</b> Correspondence and related backup material resulting from inquiries by members of congress and congressional committees concerning DLA matters and Agency responses to these inquiries. <i>(Destroy after 8 years.)</i></p>   | 260.20<br>NC1-361-76-5            |  |
| 4           | <p><del><b>120.20 Congressional Hearings and Testimonies.</b> Hearing schedule statements, inquiries from committees, witness lists, copies of other witnesses statements, transcripts, and related materials accumulated as a result of preparing and presenting testimonies before Congress. <i>(Permanent. Cut off at close of each Congress, hold in CFA 2 years, and retire to WNRC. Transfer to National Archives when 30 years old.)</i></del></p> <p>These records are arranged alphabetically and accumulation rate is 1 cu ft annually.</p> | 260.30<br>NC1-361-76-5            |  |
| 5           | <p><b>120.30 Biography Files.</b> Pictures, biographies, district information, and similar data accumulated on each member of congress for use by Agency personnel appearing before Congressional hearings. <i>(Destroy after 2 years or when no longer needed for reference.)</i></p>  | New                               |  |