

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-361-91-8

DATE RECEIVED

3-18-91

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
Planning and Resource Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Judith S. Saulnier

5. TELEPHONE EXT.
274-6234

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE ARCHIVIST OF THE UNITED STATES
CANCELED

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 <i>14 Mar 91</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	110.90 Classified Material Access. Documents maintained by custodians of classified files which constitute authorization for individuals to have access to classified files. This includes forms containing individual's name and signature, classification of files concerned, information desired, and signature of an official authorizing access. (Destroy on transfer, reassignment, or separation of the individual, or when obsolete.)	DLAM 5015.1 151.22	
2	110.91 Record Activity Clearance Eligibility Listing (RACEL) Clearance Suspense or Status Files. Lists of personnel security information, or copies of clearance requests held by offices other than security offices as a suspense or control record of the status of personnel security clearances or as a record of clearance/access status of individuals. (Destroy or when superseded or obsolete.)	<i>New</i> GRS 18, <i>Item 23</i>	
3	110.93 Classified Documents Registers and Receipts. Documents maintained as accountability registers reflecting classified documents in the custody of the installation or activity such as classified documents receipts, documents reflecting release from accountability, tracer documents, or certificates of destruction. (Destroy when 2 years old.)	151.30 GRS 18.2 18.3 18.4	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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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)
4	<p>110.95 Classified Container Information Files. Records of safe and padlock combinations and related information identifying security safes or other containers, including names of individuals who know the combinations. (Destroy upon supersession or upon turn-in of the container.)</p>	151.45	
5	<p>110.97 Classified Container Security Records. Forms placed on the top of safes or cabinets containing security documents and used for providing a control of entry and closing of containers. (Destroy the day following the last entry on the form, except forms involved in an investigation will be retained until completion of the investigation and related actions.)</p>	151.50	
6	<p>110.99 Top Secret Controls. Forms used to ensure positive control of Top Secret documents, showing security classification of the document title or short title, date of the document, distribution dates, intraoffice routing data, and names of persons handling the documents.</p> <p>a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents. (Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.)</p> <p>b. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data. (Destroy when related document is downgraded, transferred, or destroyed.)</p>	<p>151.55</p> <p>GRS 18/5a</p> <p>GRS 18/5b</p>	