

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*N1-361-91-12*

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

DATE RECEIVED

*5-23-91*

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

**Resources Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

**Mrs. Judith S. Saulnier**

**274-6234**

*5/5/91*



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 15 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

*17 May 91*

*Preston B. Speed*  
**PRESTON B. SPEED**

**Chief, Administrative Management Branch**

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 GRS OR SUPERSEDED JOB CITATION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

Disposal authority is requested for the following new items to be added to this Agency's Records Control Schedule, DLAM 5015.1, Files Maintenance and Disposition.

**115 COMMAND.** Relates to management and executive direction of DLA organizations. Documents retained by the offices of DLA Commanders consist principally of copies of correspondence prepared by subordinate staff offices.

**115.01 Command Issues.** Copies of documents on matters of critical interest to organizational commanders such as organization and mission changes, resource management, mission performance, or similar matters retained for oversight on key areas of organizational performance or convenience of reference.

a. Retained by PLFA Commanders and above:  
**Permanent.**

Annual accumulation rate: 10 cu ft  
Arrangement: by Subject  
Cut off annually; transfer to appropriate FRC after 2 years; ~~offer~~ *transfer* to National Archives when 20 years old

b. Below PLFA level: **Destroy when no longer needed for reference.**

NEW