

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. *N1-361-91-19*

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

DATE RECEIVED *9-16-91*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *7/3/92* 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 <i>11 Sep 91</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE  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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>The following items are a proposed revision to Defense Logistics Agency's Records Control Schedule. This revision will supersede series 870 and 871 of DLAM 5015.1, Files Maintenance and Disposition.</p> <p>950 INDUSTRIAL PLANT EQUIPMENT (IPE). Relates to operations involving the receipt, storage, care, maintenance, inspection/testing, calibration, repair/rebuild, modification and shipping of IPE.</p> <p>950.01 IPE Operations Program/Project Files. Documents related to the formulation, management, administration and execution of individual IPE programs/projects such as plans, studies and analyses, reports, letter guidance and direction, and related documents. (<i>Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner.</i>)</p>		
2	<p>950.02 IPE Operations Correspondence Files. Documents providing general direction, staff guidance and reporting in the management and administration of IPE operations including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere. (<i>HQ DLA - Destroy after 2 years. Other Activities - Destroy after 1 year.</i>)</p>		

Copies sent to agency, NNW, NNT, NCF 11/13/92

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
3	<p>950.20 Industrial Plant Equipment Historical Case Files. Documents maintained by the Defense Industrial Plant Equipment Center relating to individual items of IPE recorded in the central inventory of DoD IPE assets. <i>(Destroy 2 years after item has been dropped from the central inventory records of DIPEC, i.e., the item has been disposed of or transferred (not loaned) outside DoD or the item has been released from central inventory control.)</i></p>	DLAM 5015.1 871.30 **	OF
4	<p>950.30 IPE Maintenance, Repair, and Modifications. Maintenance requests, correspondence, IPE maintenance records, IPE repair information, production control records, planning and estimating documents, copies of purchase requests and contracts, quality assurance documents such as requests for waivers, quality deficiency reports, tally sheets for PCB sampling, and similar records pertaining to maintenance, repair, and modification of IPE. <i>(Destroy after 2 years.)</i></p>	NEW	
5	<p>950.31 IPE Rigging Crew Labor. Work requests, assignments, schedules, and similar records relating to the assignment and utilization of the rigging crew for IPE operations. <i>(Destroy after 2 years.)</i></p>	NEW	
6	<p>950.32 IPE Reports. Workload reports forecasting upcoming IPE requirements and workload status reports relating status of equipment. <i>(Destroy after 2 years.)</i></p>	NEW	
7	<p>950.33 Aluminum Skid Inventory Files. Records relating to maintaining inventory of aluminum skids for preparing IPE for shipment. <i>(Destroy after 2 years.)</i></p>	NEW	

** NARA authority for this series is unknown.