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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER N1-364-92-5 | DATE RECEIVED 9-16-92 |
| 1. FROM (Agency or establishment) Defense Logistics Agency | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION Staff Director, Administration | | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION Planning and Resource Management Division | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Judith S. Saulnier | 5. TELEPHONE (703) 274-6234 | DATE 2/26/93 | ARCHIVIST OF THE UNITED STATES <i>Raymond McCreary</i> |
| 6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u> 1 </u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE 14 SEP 1992 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i> PRESTON B. SPEED | TITLE Chief, Administrative Management Branch | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | Disposal authority is requested for the following new series to be added to Defense Logistics Agency's records schedule, DLAM 5015.1, Files Maintenance and Disposition. Series are for the use of Defense National Stockpile Center. | | |
| 1 | 960.01 Stockpile Program/Project Files. Documents related to the formulation, management, administration and execution of individual Stockpile programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. (Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.) | New | |
| 2 | 960.02 Stockpile Correspondence Files. Documents providing general direction, staff guidance and reporting in the management and administration of Stockpile matters such as interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere. a. HQ DLA. Destroy after 2 years. b. Other activities. Destroy after 1 year. | New | |