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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 N1-361-93-2 | DATE RECEIVED 11/16/92 |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 & Resource Management Division | | DATE for ARCHIVIST OF THE UNITED STATES 2/26/93 James M. Moore | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Judith S. Saulnier | 5. TELEPHONE (703) 274-6234 | | |
| 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 12-03-92 | 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
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| | Request a disposition change in the following two DLA file series found in DLAM 5015.1, Files Maintenance and Disposition. | | |
| 1 | 773.50 Flight Operations. Documents pertaining to flying operations and flight safety used in the management and reporting of DLA military flight operations, manpower, training and safety. Includes manpower actions, correspondence, annual flight operations and safety survey reports, policy letters, waiver requests/ approvals, quarterly flight operations reports, daily flight authorizations, and flight safety/mishap documents. (Destroy after 3 years or when no longer needed for current operations, whichever is later. Destroy daily flight authorizations after 1 year.) | NC1-361-81-13 | |
| 2 | 773.55 Contractors Flight Operations. Case files pertaining to individual contractor flight operations and flight safety programs used in the management and reporting of individual contractors flight operations, manpower, training, and safety programs. (Destroy after 3 years or when no longer needed for current operations, whichever is later. Destroy daily flight authorizations after 1 year.) | NC1-361-81-13 | |

Copy sent to Agency, 3/2/93