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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | |
| 1. FROM (Agency or establishment) Defense Logistics Agency | |
| 2. MAJOR SUBDIVISION DLA Administrative Support Center | |
| 3. MINOR SUBDIVISION Office of Planning & Resource Management | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE |
| Judith Saulnier | (703) 274-7734 |

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|---|--------------------------------|
| LEAVE BLANK (NARA use only) | |
| JOB NUMBER | N1-361-93-8 |
| DATE RECEIVED | 10/24/94 10/24/94 |
| NOTIFICATION TO AGENCY | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| DATE | ARCHIVIST OF THE UNITED STATES |
| 2-17-95 | <i>Cindy Hunkamp Peters</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 ___ 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,

is not required; is attached; or has been requested.

| | | |
|-------------|---|--|
| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
| 11 OCT 1994 | <i>Jack S. Carver</i> JACK S. CARVER | Chief, Office Systems Div Ofc Planning & Resr Mgt |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| | <p>Disposal authority is requested for the following new series to be added to DLA's records schedule, DLAI 5015.1, Files Maintenance and Disposition. This is to replace series previously submitted and covered by N1-361-93-8.</p> <p>214.17 Situation Report (Sitrep) Files. Copies of sitreps, messages, facsimile transmissions, fact sheets, records of actions, status sheets, maps, and other related documents used to monitor status of special situations or events.</p> <p>a. Sitreps that impact on-going actions or are recurring, includes classified and unclassified crisis action operations. (Destroy 2 years after no further action is required or when no longer needed for reference, whichever is later.)</p> <p>b. Sitreps that deal with routine field and HQ issues, includes daily or weekly updates. (Destroy when no longer needed for reference.)</p> | NEW | |

Copy sent to agency 2/27/95