

# 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  
Allen Easterly

5. TELEPHONE  
(703) 274-6234

LEAVE BLANK (NARA use only)

JOB NUMBER  
NT-361-93-9

DATE RECEIVED  
8-23-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *for* ARCHIVIST OF THE UNITED STATES  
*2/1/94* *James W. Moore*

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 this 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<br><i>8/4/93</i> | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i><br>PRESTON B. SPEED | TITLE<br>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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|-------------|---|-----------------------------------|----------------------------------|
| 1           | 510.66 Morale, Welfare and Recreation. Documents relating to morale, welfare, and recreation matters and activities sponsored, monitored, or publicized in the interests of employees. Excluded are the actual records of clubs or functions operated with nonappropriated funds; see 490 series. (Destroy after 3 years or when obsolete, superceded, or no longer needed, whichever is sooner.) | NC-361-75-4                       |                                  |

*Copy sent to agency 2/4/94*