

**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) 274-7734

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-361-94-3

DATE RECEIVED  
6/7/94

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
2-7-95

ARCHIVIST OF THE UNITED STATES  
*Cathy Hudkamp Peterson*

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 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, 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  
5/31/94

SIGNATURE OF AGENCY REPRESENTATIVE  
*Jack S. Carver*  
JACK S. CARVER

Chief, Office Systems Div.  
Off. Planning & Res. Mgt.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached. All of the records are new and have no GRS or superseded job citations.		

*Copies sent to agency NCF 2/4/95*

## INTERNATIONAL PROGRAMS

220.01 International Program/Project Files. Documents related to the formulation, management, administration and execution of individual International program/projects such as 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.)

220.02 International Programs Correspondence Files. Documents providing general directions, staff guidance and reporting in the management and administration of International Programs 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.)

220.10 International Agreements. Correspondence, coordinations, staff summary sheets, analyses and related backup used to maintain a repository of all International Programs Memoranda of Agreements and Understanding and to provide official Agency response to customers in the U.S. Government international community. (Destroy 5 years after expiration of agreement.)

220.20 International Community Liaison. Non-program specific correspondence, trip reports, and other materials used to direct the liaison, integration, and coordination with the U.S. Government International Community and to collaborate foreign customer needs with the DLA business areas. (Destroy after 3 years.)

220.30 NATO Mutual Support Act (NMSA) Files. Copies of agreements, program directives, messages, correspondence and similar materials used to coordinate the Agency's participation with NATO and specifically the NATO Mutual Support Act. Includes similar records related to acquiring and providing logistic support and supplies for governments of authorized countries for deployed Armed Forces to include cross-servicing agreements and reciprocal arrangements. (Destroy 5 years after agreement is closed.)

220.40 International Programs Training. Copies of curriculums, faxes, meeting notes, correspondence, letters of agreement, analyses and study results, requirements determination, and related materials used to review and modify the Security Assistance curriculum at the Defense Institute for Security Assistance Management and other DoD/Service institutions. Includes records used to monitor security assistance training, coordinate foreign training, and conduct training on international logistics and security assistance.

- a. HQ DLA. (Destroy after 3 years.)
- b. Other offices. (Destroy after 2 years.)

220.50 Foreign Liaison. Copies of regulations, point papers, weekly reports, visit requests, correspondence, items unique to specific countries, and similar materials accumulated in connection with visits of foreign nationals to military installations and activities. Records are used to manage the DLA Foreign Liaison Program and to serve as, or provide, host for foreign visitors. (Destroy 3 years after approval.)

220.60 International Programs Information. Publications, pamphlets, regulations, correspondence and similar materials related to information systems of the Military Services. (Destroy after 3 years or when superseded, obsolete or no longer needed, whichever is later.)

220.70 Overseas Base and Closure Files. Briefing materials, agendas and minutes of executive group meetings, staff studies, program evaluations, data call responses, system documentation, analyses and comparisons, staff reports internal and external audit results, copies of reports forwarded to higher headquarters, correspondence, background materials, and other related material used to monitor press releases and disseminate information on overseas base closures. (Destroy 3 years after base closes.)