

# 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

Customer Service Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Judith S. Saulnier

5. TELEPHONE  
703-767-2029

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-361-96-1

DATE RECEIVED  
5-1-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
7-23-96

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

## 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 4/2/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gary L. Simpson</i> GARY L. SIMPSON	TITLE Chief, Customer Service Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Disposition authority is requested for the following new series to be added to the Defense Logistics Agency's records schedule, DLAI 5015.1, Files Maintenance and Disposition.		
1	151.07 Contractor Computer Access. Documents relating to the request, review, and approval of contractor access to Automated Information Systems. Includes acknowledgement receipts or similar documents used to verify contractor receipt of assigned logon identifier, starter password, and security instructions. (Destroy 3 years after contract completed/terminated.)		
2	151.09 Individual Computer Access. Records relating to assignments of passwords, password receipts, user identification, and system(s) access used to uniquely identify personnel authorized access to applicable automated systems and prevent unauthorized entry to a system.		
2	a. System Access Acknowledgement Forms. (Destroy 2 years after the information has been converted to an electronic medium and verified.)		
3	b. <del>System Access Database. (Delete employee name upon transfer/separation.)</del> GRS 20, Item 1c		Withdrawn

JUL 25 1996 *MTR* copy to: Agency