

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 Associate Administrator

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Allen Easterly

(703) 767-1135

LEAVE BLANK (NARA use only)

JOB NUMBER

11-361-97-2

DATE RECEIVED

12-23-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4-21-97

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

DEC 17 1996

SIGNATURE OF AGENCY REPRESENTATIVE

Jon A. Hulsey
Jon A. Hulsey, Col, USAF

TITLE

Associate Administrator

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

The attached proposed disposition instructions reflect records being maintained as a result of performing a new function at Headquarters DLA. All of these proposed disposition instructions are new for this agency.

9. GRS OR SUPERSEDED JOB CITATION

New

10. ACTION TAKEN (NARA USE ONLY)

COMMAND CHAPLAIN

Item

- 1 125.010~~000~~ Command Chaplain Program/Project Records. Documents related to the formulation, management, administration and execution of individual religious and/or Command Chaplain programs/projects such as program 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.)
- 2 125.020~~000~~ Command Chaplain Correspondence. Documents providing general directions, staff guidance and reporting in the management and administration of the office of the Command Chaplain including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere. (Destroy after 2 years.)
- 3 125.100~~000~~ Chaplain Counseling Case Files. Documents relating to counseling of DLA employees and/or their family members. Included are counseling interviews notes, forms, correspondence and other documents related a specific counseling case. (Destroy when no longer needed.)
- 4 125.200~~000~~ Chaplain/Religious Activity Records. Information on religious education, training and other needs of faith groups, denominations, or religious sects used for program planning. Included are questionnaire responses, survey results, correspondence, and related material relating to Chaplain sponsored activities. (Destroy when no longer needed.)
- 5 125.300~~000~~ Audits and Fund Review Reports. Reports of audit, fund reviews, financial statements, correspondence and related information. (Destroy after 3 years.)
- 6 125.600~~000~~ Chaplain Nonappropriated Fund Operating Records. Ledgers, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, finalized purchase orders, investment records, financial statements, petty cash summary vouchers, and similar information related to the receipt, disbursement, and administration of nonappropriated Chaplain funds not maintained by DLA's NAF Accounting Office. (Destroy 3 years after last entry.)
- 7 125.700~~000~~ Grant Administration Records. Requests, forms, grant source information (including terms and conditions), local source funding documents and similar information relating to the administration of grants secured to finance (in whole or in part) Chaplain's nonappropriated funds. (Destroy 3 years after expiration of grant.)
- 8 125.900~~000~~ Chaplain Contract Files. Information relating to nonpersonal service contracts including copies of contracts, agreements, coordinations, and similar information. (Destroy 2 years after final payment.) NOTE: Original contracts are maintained by the DLA Contracting Office in accordance with 810.000~~000~~ and/or 830.000~~000~~ of this instruction.

[The last four digits of each number were deleted by R. Ware ~~at~~ A. Easterly's request. 1-28-97]