

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-361-98-2	DATE RECEIVED 9-30-97
1. FROM (Agency or establishment) Defense Logistics Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION DLA Administrative Support Center		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Headquarters Complex Commandant			
4. NAME OF PERSON WITH WHOM TO CONFER Allen Easterly	5. TELEPHONE (703)767-1135	DATE 3-5-98	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 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 Sep 18, 1997	SIGNATURE OF AGENCY REPRESENTATIVE <i>Allen Easterly</i>	TITLE DLA Records Manager
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The attached file series contain minor changes to GRS 13 that we desire to incorporate into our records schedule. The GRS item follows each description to which it pertains. We do not have a need to schedule the software application documentation for automated document management systems at this time.		

and (b) correspondence and report files reflecting the activities of the unit responsible for handling, printing, binding, duplication, distribution, and automated document management matters within the agency. [Amended by R. Wire per A. Easterly, 10/30/1997]

513 Defense Automated Printing Service (DAPS). Relates to Printing, Binding, Duplication, Distribution, and Automated Document Management Records. This record series provides for the disposal of all copies, wherever located in the agency, of records relating to printing, binding, duplication, and distribution, and automated document management, except as indicated. The principal records documenting these functions are (a) records pertaining to requests for service, control, production, and distribution of individual jobs or projects (this material normally consists of requisitions requesting service and registers or similar media utilized to control the receipt of the requisitions and to record the production, distribution, and cost analysis of the unit responsible for handling, printing, binding, duplication, distribution, and automated document management matters within the agency); Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions. Not covered are the record copy of printed material; records retained by agencies for onsite audit by the General Accounting Office, and agency memorandum copies which are part of the accountable officers' accounts records that reflect agency programs (such as those of the Government Printing Office and the Bureau of Engraving and Printing), rather than administrative management functions. All records described in this series are authorized for disposal in both hard-copy and electronic forms.

1 513.02 Administrative Correspondence. Correspondence records pertaining to the Administration and operation of the unit responsible for printing, binding, duplication, and distribution, and automated document management matters, and related documents. (Destroy when 2 years old.) GRS 13, Item 1

513.20 Project Records. Job or project records containing information relating to planning and execution of printing, binding, duplication, distribution, and automated document management jobs. NOTE: This record series does not cover the publications themselves. One copy of each publication should be designated the record copy and scheduled for transfer to the National Archives in accordance with record series 510.42. Extra copies are nonrecord and may be destroyed when no longer needed.

2 513.20A Records pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of requisitions on the Public Printer and related records; and records relating to services obtained outside the agency. (Destroy 1 year after completion of job.) GRS 13, Item 2a

3 513.20B Records pertaining to planning and other technical matters. (Destroy when 3 years old.) GRS 13, Item 2b

4 513.30 Control Records. Control registers pertaining to requisitions and work orders. (Destroy 1 year after close of fiscal year in which compiled or 1 year after filling or register, whichever is applicable.) GRS 13, Item 3

513.40. Mailing Lists.

- 5 513.40A Correspondence, requests forms, and other records relating to changes in mailing lists. (Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.) GRS 13, Item 4a
- 6 513.40B Card lists. (Destroy individual cards when cancelled or revised.) GRS 13, Item 4b
- 513.50 JCP Reports Records. Reports to Congress and related records.
- 7 513.50A. Agency report to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage. (Destroy when 3 years old.) GRS 13, Item 5a
- 8 513.50B Copies in subordinate reporting units and related workpapers. (Destroy 1 year after date of report.) GRS 13, Item 5b
- 9 513.60 Internal Management Records. Records relating to internal management and operation of the unit. (Destroy when 2 years old.) GRS 13, Item 6