

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

DO NOT WRITE IN THESE SPACES (NARA use only)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Defense

2. MAJOR SUBDIVISION  
Defense Logistics Agency

3. MINOR SUBDIVISION  
Chief Information Office

4. NAME OF PERSON WITH WHOM TO CONFER  
Allen Easterly, Records Manager

5. TELEPHONE  
(703) 767-2168

JOB NUMBER  
**N1-361-98-3**

DATE RECEIVED  
**2-1-2000**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
**6-22-00**

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

**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 1 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 **JAN 24 2000** SIGNATURE OF AGENCY REPRESENTATIVE *Sandra F. King* TITLE **CARLA A. VON BERNEWITZ  
Chief Information Officer**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	212.66 Organization and Functions Evaluations. Correspondence; studies; analysis, progress, and other (DoD IG Evaluation and Audit, and GAO) reports and related backup materials; developed policies, procedures, and techniques used to evaluate effectiveness and efficiency of activity mission assignments, organization, and functions including unit cost.		
	212.66A DoD IG Evaluation and Audits, GAO Reports, and other organization and functions evaluation records not covered in 212.66B. (Maintain in the Office of Internal Review until 5 years old, then destroy when no longer needed.)	N1-361-92-03	
	212.66B Evaluation Policy and Development. Documents relating to policy development and implementation of DoD IG/GAO audits, and internal DLA audits.		
2	212.66B(1) Master sets. (Permanent. COFF at end of FY. Transfer to National Archives in 5 year blocks when most recent record in block is 10 years old).	N1-361-92-03	
	NOTE: Volume expected to be 1 cubic foot per 5 year block. Arrangement is at discretion of each DLA activity.		
	<i>Agency, DUMD, DUMW, DWET, DR</i>		

New item (Amended by R. Wire per A. Easterly, 7-11-2000)  
Item 3 ~~Supersedes job citation N1-361-92-03~~

212.66B(2) Other sets. (Destroy when superceded or no longer needed.)

212.66C Electronic copies of records in the 212.66 record series created on electronic mail, word processing, and similar systems used solely to generate a recordkeeping copy of the records. Included are electronic copies of records created on electronic mail, word processing, and similar systems that are maintained for updating, revision, or dissemination.

Item 4 New item

212.66C(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in work area files, work station electronic mail directories, or other work related directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. (Delete within 180 days after the recordkeeping copy has been produced.)

Item 5 New item

212.66C(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. (Delete when dissemination, revision, or updating is completed.)