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|---|----------------------------------|---|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |                                  | <b>LEAVE BLANK (NARA use only)</b>  |   |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408     |                                  | JOB NUMBER<br><i>NI-361-99-1</i>  | DATE RECEIVED<br><i>10-19-98</i>                      |
| 1. FROM (Agency or establishment)<br>Defense Logistics Agency                     |                                  | NOTIFICATION TO AGENCY  |   |
| 2. MAJOR SUBDIVISION<br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br><del>Office of the Commandant</del>                       |                                  |   |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><br>Judith S. Saulnier                   | 5. TELEPHONE<br><br>703-767-1268 | DATE<br><i>3-8-99</i>   | ARCHIVIST OF THE UNITED STATES<br><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 ~~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<br><i>12/8/98</i> | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Allen Easterly</i><br>ALLEN B. EASTERLY | TITLE<br>DLA Records Manager |
|------------------------|--|------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|--|----------------------------------|
| 1           | Request changes to the following series in the Defense Logistics Agency's records schedule, DLAI 5015.1, DLA Records Management and Records Schedule.<br><br>To existing 811.50, add:<br>811.50C FMS Contracts. Destroy 10 years after final payment.  | GRS 3, Item 3a<br>(extension of retention period)                            |                                  |
| 2           | 811.50D Electronic version of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications. Delete when the file copy is generated or when no longer needed for reference or updating, whichever is later.                             | NEW  |                                  |
| 3           | To existing 831.05, add:<br>831.05A(3) FMS Contracts. Destroy 10 years after final payment.  | <del>NI-361-91-13</del><br>GRS 3, Item 3a<br>(extension of retention period) |                                  |
| 4           | To existing 831.05B, change to read:<br>a. 831.05B(1) Non-FMS Contracts. <del>Destroy when completed and finally paid.</del><br>b. 831.05B(2) FMS Contracts. Destroy 10 years after final payment.   | <del>NI-361-91-13</del><br><i>NI-361-89-4</i>                                |                                  |
| 5           | To existing 831.05, add:<br>831.05C Electronic version of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications. Delete when the file copy is generated or when no longer needed for reference or updating, whichever is later. | GRS 3, Item 3a<br>(extension of retention period)                            |                                  |

MAR 15 1999  
MMVcopy to: Agency  
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