

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
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 DLA Administrative Support Center (DASC-VC)	
4. NAME OF PERSON WITH WHOM TO CONFER Judith S. Saulnier	5. TELEPHONE (703) 767-1268

JOB NUMBER <i>NI-369-99-3</i>	
DATE RECEIVED <i>4-29-99</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>4-11-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

<b>6. AGENCY CERTIFICATION</b> 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 <u><i>21</i></u> 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,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE <i>3/24/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Allen Easterly</i>	TITLE Allen B. Easterly Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Request approval to add the following series to the DLA records schedule, DLAI 5015.1, DLA Records Management Procedures and Records Schedule. See attached.		

*Ag. NLRMO NW ma NR*

**135 HISTORICAL PROGRAM.** Relates to the program for production of specific or general histories and the assignment of responsibilities for writing them, including implementing actions.

**135.15 Historical Background and References.** Materials accumulated by historians or for historical purposes consisting of documents collected or maintained as source material, such as transcripts of interviews; maps, charts, and statistical compilations, and special collections of policy directives and correspondence; summaries of major problems and events submitted by operating officials; historians' notes regarding organization or material; and manuscripts and related comments. Official record copies of documents proper for filing in offices other than historians' offices will not be incorporated into this file series; however, copies may be included.

**135.15A Historian, DLA.** Materials relating to the creation and origin of DLA (previously called Defense Supply Agency) and its activities.

**Permanent. Transfer to the National Archives in 5-year blocks when the most recent records are 30 years old.**

Arrangement: By DLA activity name

Date span: 1960 to present

Total volume. Less than 1 linear foot

Accumulating annual volume: Less than 1 linear foot

(Currently unscheduled in exception statement of FN 170.15 per NN-168-94)

[Amended wording for 135.15A agreed to by Allen Easterly per Richard Wire, 9/14/1999]

**135.03 Electronic Mail and Word Processing System Copies.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by FN 135.15A. Also includes electronic copies of FN 135.15A records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating.

**135.03A** Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal 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.**

**135.03B** Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Delete when dissemination, revision, or updating is completed.**

[Richard Wire added the items now under FN 135.03 per Judith Saulnier's 4/29/1999 concurrence. On 11/24/1999 Allen Easterly agreed to the wording of these items.]

135 HISTORICAL PROGRAM. Relates to the program for production of specific or general histories and the assignment of responsibilities for writing them, including implementing actions.

135.15 Historical Background and References. Materials accumulated by historians or for historical purposes consisting of documents collected or maintained as source material, such as transcripts of interviews; maps, charts, and statistical compilations, and special collections of policy directives and correspondence; summaries of major problems and events submitted by operating officials; historians' notes regarding organization or material; and manuscripts and related comments. Official record copies of documents proper for filing in offices other than historians' offices will not be incorporated into this file series; however, copies may be included.

135.15A Historian, DLA. Materials relating to the creation and origin of DLA and its activities. Permanent. Transfer to the National Archives when 30 years old.

Arrangement: By DLA activity name

Date span: 1960 to present

Total volume: 12 linear feet

Accumulating volume: <sup>annual</sup> 3~~2~~ linear feet

[per 4/15/1999 e-mail]

170.10

NCI-361-76-4

[Superseded Proposed Schedule]

**135.27 Electronic Mail and Word Processing System Copies.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by FN 135.15. Also includes electronic copies of FN 135.15 records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating.

135.27A. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

135.27B. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

[FN 135.27 added by R. Wire per J. Saulnier's 4/29/1999 faxed concurrence]

[Superseded Proposed Schedule]