

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK

DATE RECEIVED

NOV 7 1974

JOB NO.

NC - 361 - 75 - 2

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Supply Agency

2. MAJOR SUBDIVISION

Staff Director Administration

3. MINOR SUBDIVISION

Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Peter Tomai

5. TEL. EXT.

274-6234

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.

Date

12-2-74 James B. Rhoads
Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

[Handwritten Signature]

5 nov 74
(Date)

WILLIAM A. SMITH, Chief, Administrative Management Division

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Loan Agreements (871.40)</u> Documents maintained by DIPEC relating to the loan of industrial plant equipment to vocational schools. Included are school applications for loan of tools, offer of item, executed copy of loan agreement (original) with supporting documents, and similar and related documents. (Destroy 1 year after termination and satisfactory settlement of loan agreement terms).</p>		
2	<p><u>Insurance Files (871.45)</u> Documents maintained by DIPEC relating to insurance coverage for equipment loaned to vocational schools. Included are original insurance policies, correspondence relating to the insurance coverage, and similar and related documents. (Destroy at the same time as the related loan agreement (871.40)).</p>		

Copy to Agency 12/1/74