

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2/21/75

RG 361

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:

LEAVE BLANK	
DATE RECEIVED JAN 13 1975	JOB NO. NC-361-75-3
NOTIFICATION TO AGENCY	
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.	
<i>2/27/75</i> Date	<i>James B. Rhoads</i> 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.

8/21/75 *William A. Smith*

WILLIAM A. SMITH, Chief, Administrative Management Division

(Date)

(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>War and Emergency Support Planning (214.10)</u> Plans, policies, procedures and correspondence relating to preparedness measures taken for general war, limited war, contingencies and domestic emergencies. Includes the DSA War and Emergency Support Plan (WESP) and the Field Activity War and Emergency Support Plans (FAWESPs). (Assistant Director, Plans, Programs and Systems, HQ, DSA- Retain in current files for 3 years; destroy after 10 years. Others- Destroy when superseded, obsolete or no longer needed for planning or emergency purposes).</p> <p>a. Assistant Director, Plans, Programs and Systems, HQ, DSA- Retain in current files area for 3 years, then transfer to FARC. Offer to the National Archives after 10 years in FARC.</p> <p>b. Others- Destroy when superseded, obsolete or no longer needed for planning or emergency purposes.</p>		

*2/21- Changes made with approval of P. Tomai pl
Copy to Agency & WNRC 3/4/75 @*