

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED APR 8 1975	JOB NO. NC - 361-75-4
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.	
5-9-75 <i>James B. Rhodes</i> Date Archivist of the United States	

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

- FROM (AGENCY OR ESTABLISHMENT)  
Defense Supply Agency
- MAJOR SUBDIVISION  
Staff Director, Administration
- MINOR SUBDIVISION  
Administrative Management Division
- NAME OF PERSON WITH WHOM TO CONFER  
Mr. Peter Tomai
- TEL. EXT.  
274-6234
- CERTIFICATE OF AGENCY REPRESENTATIVE:

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.

*1 Apr 75*  
(Date) *William A. Smith*  
WILLIAM A. SMITH Chief, Administrative Mgmt 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	<u>Civilian Personnel Programs (330.20)</u> Program documents reflecting the various elements of the civilian personnel administration program and the projected actions and workload, usually on an annual or quarterly basis, and including related review and analysis documents and reports reflecting programs. (Destroy after 3 years).		
2	<u>Recruiting and Hiring (General) (332.01)</u> Documents relating to the overall administration of recruiting, hiring, and the filling of vacancies, which due to their general nature cannot logically be filed elsewhere in the 332 series. (Destroy after 3 years).		
3	<u>Morale, Welfare, and Recreation (337.50)</u> Documents relating to morale, welfare, and recreation matters and activities sponsored, monitored, or publicized by the civilian personnel office in the interests of employees. Excluded are the actual records of clubs or functions operated with non-appropriated funds; see 490-series. (Destroy after 3 years).		
4	<u>Personnel Strength Reports (314.01)</u> Reports regarding the authorized and actual strength of civilian and military personnel in DSA and in elements thereof, personnel allotments for specific types of activities, strength by occupational specialty, reports of civilian personnel strength, and similar data. (Office of Comptroller, HQ DSA - Permanent. Others - Destroy after 3 years).		<i>4a.</i> DISPOSAL NOT APPROVED <i>RB</i>

*Copy to Agency & WNRC 5/14/75 CD*