

628

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

*2 items*

*361*

LEAVE BLANK	
DATE RECEIVED <b>SEP 18 1975</b>	JOB NO. <b>NC-861-76-1</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>11-14-75</i> Date <i>Acting</i> <u>James E. O'Neill</u> Archivist of the United States	

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*12 Sep 75*  
(Date)

*[Signature]*  
**WILLIAM A. SMITH**  
(Signature of Agency Representative)

**Chief, Administrative Mgt Division**  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<u>IG Investigations (243.20)</u>  Documents accumulated during the course of investigations and inquiries conducted by Inspector General. Included are reports of investigations or inquiry and related papers.  a. Office of Inspector General, HQ DSA - Destroy 2 years after approval of report, completion of case, or resolution, except that files required for precedents may be withdrawn and destroyed when no longer needed for their intended purpose. Retain in Current Files Area.  b. Others - Destroy 1 year after approval of report, completion of case, or resolution.		

*Copies to Agency & All FRC's 11-21-75*

## BACKGROUND INFORMATION

These files contain documents relating to Inspector General investigations. Included are reports of inquiry and related papers.

These files are maintained by the Office of Inspector General, Headquarters, Defense Supply Agency and other offices.

The purpose of this change is to reduce the retention period and to retain precedent setting files.

Current disposition standard: Office of Inspector General, Headquarters, Defense Supply Agency - PERMANENT

Others - Destroy after 10 years

Recommended standard:

Office of Inspector General, Headquarters, Defense Supply Agency - Destroy 2 years after approval of report, completion of case, or resolution, except that files required for precedents may be withdrawn and destroyed when no longer needed for their intended purpose. Retain in current files area.

Others - Destroy 1 year after approval of report, completion of case, or resolution.

Reference: GSA Bulletin FPMR B-49. Review of records indicate retention period is unrealistic. It is determined that proposed retention period is adequate to meet the needs of this Agency.