

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>SEP 23 1975</b>	JOB NO. <b>NC-361-76-2</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 "with-drawn" in column 10.	
Date <b>10-21-75</b> <i>James B. Rhoads</i> Archivist of the United States	

*1 item*  
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:

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.

*18 Sep 75*  
*[Signature]*  
**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>Non-Administrative Contracting Officer (ACO) Assigned Contracts (820.11)</u> Documents accumulated in the Contract Administration Division of a Contract Administration Office during the administration of a firm fixed-price contract or individual order valued at \$5,000 or less which normally requires inspection, acceptance, transportation and payment only.</p> <p>(Destroy within 90 days after the date of physical completion of the contract.)</p>		•

*Copy to Agency 10-23-75*