

2-E

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>OCT 30 1975</b>	JOB NO. <b>NC-361-76-3</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.	
12/5/75 Date	<i>James B. Rhoads</i> Archivist of the United States

*12 items* *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:

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.

*22 Oct 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>Industrial Facilities Protection Program (General) (157.05)</u> Documents relating to the operation of the DoD IFPP by offices assigned program responsibilities. Included are survey schedules, periodic reports and general related correspondence. (Retain in current files area and destroy after 3 years.)		
2	<u>Industrial Facilities Protection Surveys (157.10)</u> Documents relating to surveys of Key Facilities that are essential to mobilization. Specifically, these survey documents contain information and recommendations affecting organization, physical security, production, and personnel continuity measures required to insure uninterrupted operations. Included are copies of industrial facility protection survey reports, survey letters, narratives and related documents.  a. Executive Directorate, Industrial Security, HQ DSA (DCAS-N). Destroy after 1 year on completion of review and analysis, or removal from Key Facilities List, whichever occurs first.  b. Preparing Offices - Retain in current files area. Initial surveys: destroy on removal from Key Facilities List; narrative descriptions, photographs, maps and similar descriptive material essential to conducting future surveys may be retained until superseded, obsolete, or no longer required. Surveys, other than initial surveys and Survey Letters: destroy after 4 years or on removal		

*11/25/75 - Changes with approval of P. Tomai*  
*Copy to Agency & NCW 12-9-75*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>from Key Facilities List, whichever occurs first.</p> <p>c. Others - Retain in current files area and destroy after 4 years or on removal from Key Facilities List, whichever occurs first.</p>		
3	<p><u>Industrial Facilities Protection Surveys and Arms, Ammunition and Explosives Surveys Reporting (157.11)</u>                      DSA Form 561, Industrial Security Management Report. Executive Directorate, Industrial Security, HQ DSA. Destroy after 3 years. Others - Destroy after 2 years.</p>		
4	<p><u>Industrial Facilities Protection Performance Surveys (157.12)</u>                      DSA Form 409, Security Inspection Record. Destroy on removal from Key Facilities List.</p>		
5	<p><u>DoD Key Facilities List (KFL) (157.13)</u>                      Executive Directorate, Industrial Security, HQ DSA (DCAS-N) <sup>(see)</sup> <del>Permanent office of record commencing with the "U" edition dated 1 July 1974.</del> Others - Destroy after publication of superseding Key Facilities List edition.</p>		
6	<p><u>Industrial Facilities Protection Program Change List (DD Form 451) (157.15)</u>                      Documents listing facilities approved by DoD components for inclusion, change or deletion from the Key Facilities List. Executive Directorate, Industrial Security, HQ DSA (DCAS-N). Maintain for 6 months after publication of the next Key Facilities List or changes thereto at which time the record copies may be destroyed. Others - Destroy upon verification that addition, deletion, or change have been annotated on the master list and/or may be destroyed after verification by contributor that the appropriate information has been included in subsequent editions of the Key Facilities List.</p>		

*Offer SA to National Archives within 10 years of publication date.*