

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-361-76-04

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 03/03/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 6a and 6b were superseded by N1-361-92-003 item 214.40a and 214.40b

Items 15a and 15b were superseded by N1-361-91-001 items 15, 16, and 17

Items 25a and 25b were superseded by N1-361-91-005 item 3

Items 28a and 28b were superseded by N1-361-90-003 item 5

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

10 items
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 I. Tomai
5. TEL. EXT.
274-6234
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED SEP 7 1976	JOB NO. NCI-361-76-4
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.	
10-22-76 Date	<i>James B. Rhoode</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 SEP 1976 *[Signature]* WILLIAM A. SMITH Chief, Administrative Management Div.
(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>Reading Files (110.10)</u></p> <p>Current disposition standard: Executive Office, Headquarters Defense Supply Agency - Permanent Other Offices - Destroy when 1 year old</p> <p>Recommended standard: a. Executive Office, Headquarters Defense Supply Agency Permanent <i>(6 cu. ft. annual)</i> b. Other Offices - same as above. <i>(present volume 10 cu. ft.)</i></p>	NCI-361-76-4	
2	<p><u>Industrial Security Administration (155.05)</u></p> <p>Current disposition standard: a. Executive Directorate, Industrial Security, HQ DSA, and Defense Industrial Security Clearance Office - Permanent <i>(1 cu. ft. annual)</i> b. Other Offices - Destroy when 3 years old</p> <p>Recommended standard: same as above</p> <p>* Offer to National Archives <i>offer</i> offer 25 years old.</p>		

Copy to Agency & NCI 10-27-76 CN

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
3	<p><u>Criminal Investigation Reports (163.30)</u></p> <p>Delete this number. Consolidated with 160.50.</p>		
4	<p><u>Histories (170.10)</u></p> <p>Current disposition standard: Historian, Headquarters, Defense Supply Agency Permanent. Other Offices - Destroy when no longer needed for reference purposes.</p> <p>Recommended standard: a. Historians, Headquarters, Defense Supply Agency and Primary Level Field Activities - Permanent. Retain in the activities until inactivation. <i>(4 cu. ft. annual)</i> b. Other Offices - same as above. <i>(pres. volume 40 cu. ft.)</i></p> <p>* Offer to the National Archives ^{when} after 10 years. <i>old.</i></p>		
5	<p><u>Audiovisual Finding Aids and Production Documentation (180.15)</u></p> <p>Existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records. Production case files or similar files which include copies of pro- duction contracts and schedules, treatment plans, scripts, transcripts, answer print reviews, or other documentation bearing on the origin, acquisition, re- lease or ownership of the audiovisual production.</p> <p>Current disposition standard: Destroy after 10 years <i>(pres. volume 1/2 cu. ft.)</i></p> <p>Recommended standard: a. Technical Presentations Division, DSA Administrative Support Center - Permanent b. Others - File number 110.35 is applicable.</p> <p>* Offer to the National Archives when 25 years old, <i>or when obsolete,</i> <i>whichever is sooner.</i></p>		

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
6	<p><u>Audiovisual Productions (180.16)</u></p> <p>Record sets of productions, regardless of media involved (motion picture, video, audio, or multi-media), that are produced by or for the Defense Supply Agency. This includes original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print of each motion picture. The master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording. The original or the earliest generation of each recording or a kinescope of the recording. The audiovisual elements used in the production, i.e., the original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an inter-negative (if one exists) for each color image as well as other still pictorial records such as posters, original artwork, slide sets, and filmstrips--the original and a reference print of each item. <u>Excludes</u> duplicate prints and duplicate recordings--see file number 110.35.</p> <p>Current disposition standard: a. Technical Presentations Division, DSA Administrative Support Center - Permanent b. Others - File number 110.35 is applicable.</p> <p>Recommended standard: same as above</p> <p><i>(pres. volume: 2 CF)</i></p> <p>* Offer to the National Archives when 25 years old, <i>or when obsolete, whichever is sooner.</i></p>		