

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>SEP 7 1976</b>	JOB NO. <b>NC1-361-76-4</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.	
<i>10-22-76</i> Date	<i>James B. R. [Signature]</i> Archivist of the United States

*10 items* *361*  
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 I. 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.

*[Signature]*  
WILLIAM A. SMITH

**8 SEP 1976** (Date) Chief, Administrative Management Div. (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 cf.)</i></p>	NCI-361-76-4	<i>offer to NARS when 25 years old.</i>
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>		<i>(pres. volume: 8 cf.)</i>

\* Offer to National Archives *after* 25 years. *old.*

*Copy to Agency & NCIW 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 <sup>when</sup> 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</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>	<p><i>(pres. volume 1/2 cu ft)</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 cr)</i></p> <p>* Offer to the National Archives when 25 years old, <i>or when obsolete, whichever is sooner.</i></p>		