

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS,**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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 <b>MAR 10 1976</b>	JOB NO. <b>NC1-361-76-5</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.	
JUN 14 1977 (Date)	<i>James B. Rourke</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.

*William A. Smith*

**MAR 1976**

**WILLIAM A. SMITH N**

**Chief, Administrative Mgmt 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>Interagency Interservices, and Intra-agency Agreement (200.06)</u></p> <p>Current disposition standard:</p> <p>a. Staff Directorate, Installations and Services, Headquarters, Defense Supply Agency - Permanent,</p> <p>b. Other Offices - Destroy when superseded, obsolete, or no longer needed for reference purposes.</p> <p>Recommended standard: same as above</p> <p>* a. Offer to National Archives after 40 years.</p>		
2	<p><u>International Planning (212.01)</u></p> <p>Rescinded. No longer used/required.</p>		
3	<p><u>Mobilization Plans (DSA) (213.20)</u></p> <p>Rescinded. Use 220.10</p>		
4	<p><u>Civil Defense Planning (214.20)</u></p> <p>Current disposition standard:</p> <p>a. Civil Defense Materiel Division, Supply Operations Directorate, Headquarters Defense Supply Agency - Permanent.</p> <p>b. Other Offices - Destroy when superseded obsolete, or no longer needed for reference purposes.</p>		

Rec omm

*Sent to agency, all ERC's, NCW, NNM, NND  
6/16/77*

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
*	Recommended standard: a. DSA Civil Preparedness Office - Permanent b. Other Offices - same as above.  5. <u>Program Guidance (220.10)</u>  Current disposition standard: a. Programs and Policy Division, Plans, Programs, and Systems Directorate, Headquarters, Defense Supply Agency - Permanent. b. Other Offices - Destroy after 10 years.  Recommended standard: a. Programs and Policy Division, Plans, Programs and Systems Directorate, Headquarters, Defense Supply Agency - Permanent. b. Other Offices - Destroy after 5 years.		
6	<u>Program Review and Analysis (220.40)</u>  Current disposition standard: a. Programs and Policy Division, Plans, Programs and Systems Directorate, Headquarters, Defense Supply Agency - Permanent. b. Other Offices - Destroy after 10 years.  Recommended standard: same as above		
7	<u>Program Advisory Committee Actions (220.45)</u>  Current disposition standard: a. Plans, Programs and Systems Directorate, Headquarters, Defense Supply Agency - Permanent b. Other Offices - Destroy after 10 years  Recommended standard: same as above		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8	<p><u>Cost Reduction (230.05)</u></p> <p>Current disposition standard:</p> <p>a. Programs and Policy Division, Plans, Programs and Systems Directorate, Headquarters Defense Supply Agency - Permanent. b. Cost Reduction Program Coordinators of PLFAs - Destroy after 5 years.</p> <p>c. Other Offices - Destroy after 2 years.</p> <p>Recommended standard:  <del>same as above</del>  <i>Rescinded</i></p>		
9	<p><u>Compiled Management Documents (230.10)</u></p> <p>Current disposition standard:</p> <p>a. HQ DSA Staff Element of Primary Interest - Permanent</p> <p>b. Other Offices - Destroy after 10 years or when no longer needed for reference or planning purposes, whichever is sooner.</p> <p>Recommended standard:                      Office of Comptroller, Headquarters Defense Supply Agency - Permanent. Other Offices - same as above</p>		
10	<p><u>Staff Meetings (230.15)</u></p> <p>Current disposition standard:</p> <p>a. Executive Office, Headquarters Defense Supply Agency and Heads of HQ DSA Principal Staff Elements - Permanent. b. Other Offices - Destroy after 3 years or when no longer needed for reference, whichever is sooner.</p> <p>Recommended standard:                      a. Executive Office, Headquarters Defense Supply Agency and Heads of HQ DSA Principal Staff Elements - Permanent                      Other Offices - same as above.</p>		
11	<p><u>Highlight Summaries (230.20)</u></p> <p>Current disposition standard:</p> <p>a. Executive Office, Headquarters Defense Supply Agency - Permanent. b. Other Offices - Destroy when no longer needed for reference.</p>		

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12	<p>Recommended standard: Executive Office, Headquarters Defense Supply Agency a. Director's annotated file of Highlight Reports - Permanent b. Heads of HQ DSA Principal Staff Elements and Heads of Primary Level Field Activities - Destroy after 1 year.</p>		
13	<p><u>Defense Supply Agency (231.10)</u></p> <p>Current disposition standard: a. Management Planning Division, Plans, Programs and Systems Directorate, Headquarters, Defense Supply Agency - Permanent. b. Other Offices - Destroy after 10 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.</p> <p>Recommended standard: same as above</p>		
14	<p><u>Headquarters Defense Supply Agency (231.20)</u></p> <p>Current disposition standard: a. Management Planning Division, Plans, Programs and Systems Directorate, Headquarters, Defense Supply Agency - Permanent. b. Other Offices - Destroy after 10 years or when superseded, obsolete or no longer needed for reference, whichever is sooner.</p> <p>Recommended standard: same as above</p>		
14	<p><u>DSA Field Activities (231.30)</u></p> <p>Current disposition standard: a. Management Planning Division, Plans, Programs and Systems Directorate, Headquarters Defense Supply Agency - Permanent. b. Others - Destroy after 10 years or when superseded, obsolete or no longer needed for reference, whichever is sooner.</p> <p>Recommended standard: same as above</p>		

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15	<p><u>Systems Development and Evaluation Case Files (232.10)</u></p> <p>Current disposition standard:</p> <p>a. HQ DSA Staff Element of Primary Interest - Permanent</p> <p>b. Other Offices - Destroy when superseded, obsolete, or no longer needed for planning or guidance purposes.</p> <p>Recommended standard:</p> <p>a. Plans, Programs and Systems Directorate, Headquarters Defense Supply Agency - Destroy 5 years after completion of case study except documents pertaining to adopted programs will be destroyed 5 years after related program is superseded or discontinued.</p> <p>b. Other Offices - same as above.</p>		
16	<p><u>Automatic Data Processing System Development (232.50)</u></p> <p>Current disposition standard:</p> <p>a. Plans, Programs and Systems Directorate, Headquarters Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>Recommended standard:</p> <p>a. Plans, Programs and Systems Directorate, Headquarters, Defense Supply Agency - Permanent</p> <p>b. Other Offices - Dispose of with related contract dispute to the extent feasible, otherwise destroy 6 years after final action in any claim, appeal as complaint.</p>		
17	<p><u>Publication Record Sets (237.12)</u></p> <p>Current disposition standard:</p> <p>a. Publication Division and Administrative Management Division, DSA Administrative Support Center, and Defense Documentation Center - Permanent</p> <p>c. Other Offices - Destroy 10 years after supersession or obsolescence</p> <p>Recommended standard: same as above</p>		

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18	<p><u>Information Requirements Case Files (237.32)</u></p> <p>Current disposition standard:</p> <p>a. Office of Comptroller, Headquarters Defense Supply Agency - Permanent.</p> <p>b. Other Offices - Destroy 2 years after report is discontinued.</p> <p>Recommended standard:</p> <p>All Offices - Destroy 2 years after report is discontinued.</p>		
19	<p><u>Command Inspections (242.05)</u></p> <p>Current disposition standard:</p> <p>a. Headquarters, Defense Supply Agency Staff Element Sponsoring or Monitoring Inspection - Permanent</p> <p>b. Other Offices - Destroy after next comparable inspection or after 2 years, whichever is sooner.</p> <p>Recommended standard:</p> <p>a. Plans, Programs and Systems Directorate, Headquarters Defense Supply Agency - Permanent.</p> <p>b. Other Offices - same as above.</p>		
20	<p><u>IG Inspections (243.10)</u></p> <p>Current disposition standard:</p> <p>a. Office of Inspection General, Headquarters Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy after next general inspection or upon inactivation of the inspected activity, whichever is sooner.</p> <p>Recommended standard:</p> <p>same as above</p>		

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21	<p><u>GAO Investigations (245.01)</u></p> <p>a. Current disposition standard:                      Headquarters, Defense Supply Agency Staff Element                      of Primary Interest - Permanent</p> <p>b. Other Offices - Destroy after 5 years</p> <p>Recommended standard:                      a. Office of Comptroller, Headquarters Defense Supply                      Agency - Permanent</p> <p>b. Other Offices - same as above.</p>		
22	<p><u>Legal Opinions (251.01)</u></p> <p>Delete this file number. Not required/used.</p>		
23	<p><u>Claims, Appeals and Litigation Policy and Procedures (252.05)</u></p> <p>Current disposition standard:                      a. Office of Counsel, Headquarters, Defense Supply                      Agency - Permanent. b. Other Offices - Destroy when                      no longer needed for reference.</p> <p>Recommended standard:                      a. Office of Counsel, Headquarters, Defense Supply                      Agency - Destroy after 15 years. b. Other Offices -                      same as above</p>		
24	<p><u>Inventions, Patents, and Copyrights Policy and Procedures (253.05)</u></p> <p>Current disposition standard:                      a. Office of Counsel, Headquarters, Defense Supply                      Agency - Permanent. b. Other Offices - Destroy                      when no longer needed.</p> <p>Recommended standard:                      same as above</p>		

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25	<p><u>Legislation Files (260.10)</u></p> <p>Current disposition standard:</p> <p>a. Office of Counsel, Headquarters, Defense Supply Agency Permanent. b. Other Offices - Destroy after 5 years or when no longer needed, whichever is later.</p> <p>Recommended standard:</p> <p>a. Office of Counsel, Headquarters, Defense Supply Agency - Permanent . b. Other Offices - same as above</p>		
26	<p><u>Congressional Liaison (260.20)</u></p> <p>Current disposition standard:</p> <p>a. Office of Special Assistant for Congressional Affairs, Headquarters Defense Supply Agency and Procurement and Production Directorate, HQ, DSA - Permanent</p> <p>b. Other Offices - Destroy after 3 years</p> <p>Recommended standard:</p> <p>a. Office of Special Assistant for Congressional Affairs, Headquarters Defense Supply Agency and Procurement and Production Directorate Destroy after 10 years. b. Other Offices - Destroy after 3 years</p>		
27	<p><u>Congressional Investigations and Hearings (260.30)</u></p> <p>Current disposition standard:</p> <p>a. Assistant Director, Plans, Programs and Systems Headquarters, Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy after 5 years.</p> <p>Recommended standard:</p> <p>a. Office of Special Assistant for Congressional Affairs, Headquarters Defense Supply Agency - Permanent</p> <p>b. Other offices - Destroy after 5 years</p>		



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28	<p><u>Information Materials (270.10)</u></p> <p>Current disposition standard:</p> <p>a. Office of Special Assistant for Public Affairs, Headquarters, Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy when no longer needed for references or other public affairs purposes.</p> <p>Recommended standard:</p> <p>a. Office of Special Assistant for Public Affairs, Headquarters, Defense Supply Agency - <del>Destroy</del> <b>Permanent</b> <del>after 10 years.</del> b. Other Offices - Destroy when no longer needed for reference or other public affairs purposes.</p>		
29	<p><u>Committee Files (236.20)</u></p> <p>Current disposition standard:</p> <p>a. Office of the committee chairman or secretariat, whichever is designated "office of record" and offices of members of international committees in which a foreign government is the office of record - Permanent, except that records of committees consisting solely of DSA members or local committees concerned with administrative non-mission matters will be destroyed when no longer needed for reference.</p> <p>b. Office of members of committees of DSA, joint, advisory, interdepartmental, and international committees in which another DoD agency or an agency of the U.S. Government is the office of record - Destroy when no longer needed for reference.</p> <p>Recommended standard: Same as above.</p> <p>Records described in Item 1 and 17b will be offered to the National Archives after 40 years.</p> <p>Records described in Item 24 will be offered after 30 years.</p> <p>All other permanent records will be offered after 20 years.</p>		236.20