## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

DATE RECEIVED JOB NO.

TO DISTUSE OF RECORDS	
13 items (See Instructions on Reverse)	361
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	
1. FROM (AGENCY OR ESTABLISHMENT) Defense Supply Agency	Palatic cases with processing the control of the co
2. MAJOR SUBDIVISION Staff Director, Administration	
3. MINOR SUBDIVISION	

NC1-361-76 - 6

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5. TEL. EXT. (274-6234 6-2-76 Jane

MAR 1976

WILLIAM A. SMITH

Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Peter I. Tomai

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

Chief, Administrative Mgmt Division

Date	(Signature of Agency Representative)	(Title)	
7. EM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKE
1	Pérsonnel Policies and Procedures (300.05)		with
*	Delete this file number. This file number is no longer required.		
2	Personnel Strength Reports (314.01)		
	Current disposition standard:  Office of Comptroller, Headquarters, Defense Supply Agency - Permanent. Other Offices - Destroy after 10 years.		
	Recommended standard: same as above		
* Of	fer to National Archives after 15 years all.		
3	Requirements and Utilization Review (316.01)		
	Current disposition standard:  Office of Comptroller, Headquarters Defense Supply Agency - Permanent  Other Offices - Destroy after 10 years		
	Recommended standard: same as above		

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STANDARD FORM 115
Revised January 1973
Prescribed by General Services
Administration
FPMR (41 CFR) 101–11.4

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## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

Current disposition standard: 2.Office of Comptroller, and Office of Civilian Personnel, Headquarters, Defense Supply Agency - Permanent. Other Offices - Retain in current files area. Destroy offices - Retain in current fi	7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKE
2.0ffice of Comptroller, and Office of Civilian Personnel, Headquarters, Defense Supply Agency - Permanent. Other Offices - Retain in current files area. Destroy after 3 years.  Recommended standard:     same as above  * Offer to the National Archives after 15 years  Career Management Program Policies and Procedures (334.05)  Current disposition standard:     Office of Civilian Personnel, Headquarters, Defense Supply Agency — Permanent Others - Destroy after  Personnel of the National Archives after 10 years  * Offer to National Archives after 10 years  Employee - Management Policies and Procedures (337.05)  Current disposition standard:     Office of Civilian Personnel Headquarters, Defense Supply Agency - Permanent Others - Destroy after 10 years  Recommended standard:     Others - Destroy after 10 years  Recommended standard:     Supply Agency - Permanent Others - Destroy after 10 years  Recommended standard:     Same as above	4	Personnel Statistical Reports (330.25)		
2.0ffice of Comptroller, and Office of Civilian Personnel, Headquarters, Defense Supply Agency - Permanent. Other Offices - Retain in current files area. Destroy after 3 years.  Recommended standard:     same as above  * Offer to the National Archives after 15 years  Career Management Program Policies and Procedures (334.05)  Current disposition standard:     Office of Civilian Personnel, Headquarters, Defense Supply Agency — Permanent Others - Destroy after all.  Publication.  Recommended standard:     same as above  * Offer to National Archives after 10 years  Employee - Management Policies and Procedures (337.05)  Current disposition standard:     Office of Civilian Personnel Headquarters, Defense Supply Agency - Permanent Others - Destroy after 10 years  Recommended standard:     Office of Civilian Personnel Headquarters, Defense Supply Agency - Permanent Others - Destroy after 10 years  Recommended standard:     Same as above		Current disposition standard:		
Permanent. Other Offices - Retain in current files area. Destroy effect 3 years.  Recommended standard:     same as above  * Offer to the National Archives effect 15 years ***  Career Management Program Policies and Procedures (334.05)  Current disposition standard:     a.Office of Civilian Personnel, Headquarters, Defense Supply Agency — Permanent. Others - Destroy effect ***  Permanent ***  Recommended standard:     same as above  * Offer to National Archives after 10 years  Employee - Management Policies and Procedures (337.05)  Current disposition standard:     Office of Civilian Personnel Headquarters, Defense Supply Agency — Permanent 5. Others — Destroy effect 10 years ***  Recommended standard:     same as above  ###################################				
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Recommended standard: same as above  * Offer to the National Archives after 15 years  Career Management Program Policies and Procedures (334.05)  Current disposition standard: a.Office of Civilian Personnel, Headquarters, Defense Supply Agency — Permanent: Others - Destroy after  Necommended standard: same as above  * Offer to National Archives after 10 years  Employee - Management Policies and Procedures (337.05)  Current disposition standard: a.Office of Civilian Personnel Headquarters, Defense Supply Agency - Permanent b.Others - Destroy after 10 years  Recommended standard: same as above				
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## Office of Civilian Personnel, Headquarters, Defense Supply Agency — Permanent. Others - Destroy after where  ### Offer to National Archives after 10 years  ### Employee - Management Policies and Procedures (337.05)  ### Current disposition standard:  ### Office of Civilian Personnel Headquarters, Defense  ### Supply Agency - Permanent  ### Others - Destroy after 10 years  #### Recommended standard:  #### Recommended standard:  #### Same as above  ###################################	5			
## Office of Civilian Personnel, Headquarters, Defense Supply Agency — Permanent. Others - Destroy after where  ### Offer to National Archives after 10 years  ### Employee - Management Policies and Procedures (337.05)  ### Current disposition standard:  ### Office of Civilian Personnel Headquarters, Defense  ### Supply Agency - Permanent  ### Others - Destroy after 10 years  #### Recommended standard:  #### Recommended standard:  #### Same as above  ###################################		Current disposition standard:		
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Recommended standard:     same as above  * Offer to National Archives after 10 years  6	~ .	Supply Agency — Permanent, 6.0thers - Destroy after who	u	
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Employee - Management Policies and Procedures (337.05)  Current disposition standard:  Office of Civilian Personnel Headquarters, Defense Supply Agency - Permanent  Others - Destroy after 10 years  Recommended standard: same as above	!			
Current disposition standard:  a.Office of Civilian Personnel Headquarters, Defense Supply Agency - Permanent  b.Others - Destroy after 10 years  Recommended standard: same as above	* 01	fer to National Archives after 10 years		
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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
7	Employee Organizations (337.10)		
	Current disposition standard: Office of Civilian Personnel, Headquarters, Defense Supply Agency - Permanent		
	Recommended standard: same as above		
* 0	ffer to National Archives after 15 years old.		
8	Equal Employment Opportunity (337.15)		
	Current disposition standard: Office of Civilian Personnel Headquarters, Defense Supply Agency - Permanent		
	Recommended standard: same as above		
* C	ffer to National Archives after 15 years		