

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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
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 MAR 11 1976	JOB NO. 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 "with-drawn" in column 10.	
<i>6-2-76</i> (Date)	<i>James B. Rhoads</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.

3 MAR 1976

[Signature]
WILLIAM A. SMITH

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	<u>Personnel Policies and Procedures (300.05)</u>		<i>Stay / Withdrawn</i>
*	Delete this file number. This file number is no longer required.		
2	<u>Personnel Strength Reports (314.01)</u> Current disposition standard: a. Office of Comptroller, Headquarters, Defense Supply Agency - Permanent. Other Offices - Destroy after <i>when</i> 10 years old . Recommended standard: same as above		
*	Offer to National Archives after <i>when</i> 15 years old .		
3	<u>Requirements and Utilization Review (316.01)</u> Current disposition standard: a. Office of Comptroller, Headquarters Defense Supply Agency - Permanent b. Other Offices - Destroy after <i>when</i> 10 years old . Recommended standard: same as above		
*	Offer to the National Archives after 15 years		

5/25/76 - Changes with approval of [Signature]
115-106
Copy to Agency & NCW 6-3-76 *Nicwicz*
Copy to all FARC's 6-14-76 *(14)*

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
4	<p><u>Personnel Statistical Reports (330.25)</u></p> <p>Current disposition standard: a. Office of Comptroller, and Office of Civilian Personnel, Headquarters, Defense Supply Agency - Permanent. b. Other Offices - Retain in current files area. Destroy after ^{when} 3 years old.</p> <p>Recommended standard: same as above</p> <p>* Offer to the National Archives after ^{when} 15 years old.</p>		
5	<p><u>Career Management Program Policies and Procedures (334.05)</u></p> <p>Current disposition standard: a. Office of Civilian Personnel, Headquarters, Defense Supply Agency - Permanent. b. Others - Destroy after ^{when} 10 years after ^{supervision} 10 years old.</p> <p>Recommended standard: same as above</p> <p>* Offer to National Archives after 10 years</p>		
6	<p><u>Employee - Management Policies and Procedures (337.05)</u></p> <p>Current disposition standard: a. Office of Civilian Personnel Headquarters, Defense Supply Agency - Permanent b. Others - Destroy after ^{when} 10 years old.</p> <p>Recommended standard: same as above</p> <p>* Offer to National Archives after ^{when} 15 years old.</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
7	<p><u>Employee Organizations (337.10)</u></p> <p>Current disposition standard: Office of Civilian Personnel, Headquarters, Defense Supply Agency - Permanent</p> <p>Recommended standard: same as above</p> <p>* Offer to National Archives ^{when} after 15 years <i>old.</i></p>		
8	<p><u>Equal Employment Opportunity (337.15)</u></p> <p>Current disposition standard: Office of Civilian Personnel Headquarters, Defense Supply Agency - Permanent</p> <p>Recommended standard: same as above</p> <p>* Offer to National Archives ^{when} after 15 years <i>old.</i></p>		