

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*6 items*

*361*

LEAVE BLANK	
DATE RECEIVED <b>MAR 11 1976</b>	JOB NO. <b>NC1-361-76 - 7</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.	
7-21-76 <i>James P. O'Neill</i> (Date) acting Archivist of the United States	

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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.  
27 4-6234
- 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]*

8 MAR 1976

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	<p><u>Interservice Cross and Common Service Agreements (400.20)</u></p> <p>Current disposition standard: <i>a. Office of Comptroller, Headquarters, Defense Supply Agency - Permanent. b. Other Offices - Destroy when superseded or obsolete or no longer needed.</i></p> <p>Recommended standard: same as above</p> <p>* Offer to the National Archives <i>when after 5 years old.</i></p>		
<del>2</del>	<p><del><u>Budget Program Data (411.01)</u></del></p> <p><del>Current disposition standard: Office of Comptroller, Headquarters, Defense Supply Agency - Permanent. Other Offices - Destroy when no longer needed or after 10 years, whichever is sooner.</del></p> <p><del>Recommended standard: same as above</del></p> <p><del>* Offer to the National Archives after 20 years</del></p>		
40	<p><u>...</u></p>		

*Changes made with approval of Ann Niewicz (PL) 7/16/76  
Copy to Agency & NEW 7-23-76*

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>Budget Estimates (412.01)</u></p> <p>Current disposition standard:  <i>a.</i> Office of Comptroller, Headquarters, Defense Supply Agency - Permanent. <i>b.</i> Other Offices - Destroy <i>after when</i>                      10 years <i>old.</i></p> <p>Recommended standard:                      same as above</p> <p>* Offer to the National Archives <i>when</i> <i>after</i> 20 years. <i>old.</i></p>		
4	<p><u>Budget Review (413.01)</u></p> <p>Current disposition standard:  <i>a.</i> Office of Comptroller, Headquarters, Defense Supply Agency - Permanent. <i>b.</i> Other Offices - Destroy <i>after when</i>                      10 years <i>old.</i></p> <p>Recommended standard:                      same as above</p> <p>* Offer to the National Archives <i>when</i> <i>after</i> 20 years. <i>old.</i></p>		