

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*28 items*

*361*

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
DATE RECEIVED <b>MAR 11 1976</b>	JOB NO. <b>NC1-361-76-10</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>6-1-76</i> (Date)	<i>James B Rhoads</i> Archivist of the United States

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:

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]*

**MAR 1976**

**WILLIAM A. SMITH**

**Chief, Administrative Mgmt Div**

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>Matériel Management (910.05)</u></p> <p>Current disposition standard: Supply Operations Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy after 10 years.</p> <p>* Recommended standard:                      a. Supply Operations Directorate, Headquarters Defense                      Supply Agency - <del>Destroy after 10 years</del> <i>Permanent. Offer to NARS</i>                      b. Other Offices - Destroy after 5 years <i>when 10 yrs. old.</i>  <i>when old.</i></p>		
2	<p><u>Assignment and Transfer of Matériel Cognizance (911.10)</u></p> <p>Current disposition standard: Supply Operations Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy when no longer needed, superseded, or obsolete.</p> <p>* Recommended standard: Supply Operations Directorate, Headquarters Defense Supply Agency and other offices. Destroy when superseded, obsolete, or no longer needed for reference.</p>		

*Copy to Agency + NCW  
6-3-76*

*5/25/76 - Changes with approval of Ann  
Niewicz (PL)*

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>Material Programs (912.01)</u></p> <p>Current disposition standard:                      Supply Operations Directorate, Headquarters                      Defense Supply Agency - Permanent. Other Offices -                      Destroy after 10 years.</p> <p>Recommended standard:                      * Supply Operations Directorate, Headquarters Defense                      Supply Agency and other offices - Destroy when                      superseded, obsolete, or no longer required.</p>		
4	<p><u>Individual Materiel Programs (912.10)</u></p> <p>Current disposition standard:                      Supply Operations Directorate, Headquarters                      Defense Supply Agency - Permanent.                      Other Offices - Destroy after 10 years.</p> <p>Recommended standard:                      * Supply Operations Directorate, Headquarters                      Defense Supply Agency and other offices -                      Destroy when no longer needed, superseded, or                      obsolete.</p>		
5	<p><u>Decentralized Item Management (913.20)</u></p> <p>Current disposition standard:                      Supply Operations Directorate, Headquarters Defense                      Supply Agency - Permanent. Other offices - Destroy                      when superseded, obsolete, or no longer needed for                      reference.</p> <p>Recommended standard:                      * <i>a.</i> Supply Operations Directorate, Headquarters Defense                      Supply Agency - Destroy <del>after</del> <sup>when</sup> 10 years. <i>b.</i> Other                      Offices - same as above. <sup>add.</sup></p>		
6	<p><u>Requirements (913.50)</u></p> <p>Current disposition standard:                      Supply Operations Directorate, Headquarters Defense                      Supply Agency - Permanent. Other offices - Destroy                      after 10 years.</p> <p>Recommended standard:                      * <i>a.</i> Supply Operations Directorate, Headquarters Defense                      Supply Agency - Destroy <sup>when</sup> <del>after</del> 10 years. <i>b.</i> Other                      Offices - Destroy <sup>when</sup> <del>after</del> 5 years. <sup>add.</sup></p>		

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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	<p><u>Distribution Policy and Procedures (915.05)</u></p> <p>Current disposition standard:            Supply Operations Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy after 10 years.</p> <p>* Recommended standard:            a. Supply Operations Directorate, Headquarters Defense Supply Agency - <del>Permanent</del> <i>Destroy when 10 yrs. old.</i> b. Other Offices - Destroy after 5 years <i>old.</i>  <i>when</i></p>		
8	<p><u>Contingency Plans and Special Projects (915.20)</u></p> <p>Current disposition standard:            Supply Operations Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy after 10 years.</p> <p>* Recommended standard:            a. Supply Operations Directorate, Headquarters Defense Supply Agency - <del>Permanent</del> <i>Destroy when 10 yrs. old.</i> b. Other Offices - Destroy after 5 years <i>old.</i>  <i>when</i></p>		
9	<p><u>Rotation of Stocks (915.45)</u></p> <p>Current disposition standard:            Supply Operations Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy when superseded or obsolete.</p> <p>* Recommended standard:            a. Supply Operations Directorate, Headquarters Defense Supply Agency - Destroy <del>after</del> <i>when</i> 10 years <i>old.</i> b. Other Offices - same as above.</p>		
10	<p><u>Positioning of Stocks (915.50)</u></p> <p>Current disposition standard:            Supply Operations Directorate, Headquarters, Defense Supply Agency - Permanent. Other Offices - Destroy when superseded or obsolete.</p> <p>* Recommended standard:            a. Supply Operations Directorate, Headquarters Defense Supply Agency - Destroy <del>after</del> <i>when</i> 10 years <i>old.</i> b. Other Offices - same as above.</p>		

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11	<p><u>Storage and Warehousing Policies and Procedures (940.02)</u></p> <p>Current disposition standard:                      a. Supply Operations Directorate, Headquarters Defense Supply Agency - <del>Permanent</del> <sup>Destroy</sup> Other Offices - Destroy <i>when 10 yrs. after 10 years. after supersession or obsolescence.</i>                      Recommended standard:                      same as above</p> <p>* <del>Offer to the National Archives after 30 years.</del></p>		<p><i>when 10 yrs. old.</i></p>
12	<p><u>Space Requirements and Allocations (941.10)</u></p> <p>Current disposition standard:                      a. Supply Operations Directorate, Headquarters Defense Supply Agency - <del>Permanent</del> <sup>Destroy</sup> Other Offices - Destroy <i>when 10 yrs. after 10 years. Destroy 10 yrs. after obsolescence or</i>                      Recommended standard: <i>supersession</i>                      same as above</p> <p>* <del>Offer to the National Archives after 30 years.</del></p>		<p><i>when 10 yrs. old.</i></p>
13	<p><u>Materiel Utilization and Disposal Programs (980.20)</u></p> <p>Current disposition standard:                      Technical and Logistics Services Directorate, Headquarters Defense Supply Agency and Defense Logistics Services Center - Permanent.                      Other Offices - Destroy after 10 years.</p> <p>* Recommended standard:                      a. Technical and Logistics Services Directorate, Headquarters Defense Supply Agency and Defense Logistics Services Center - <del>Destroy after 20 years.</del> <sup>Permanent. Offer to NARS when 10 yrs. old.</sup>                      c. Other offices - <del>same as above.</del> <sup>Destroy when 10 yrs old. b. DLS Center - Destroy</sup></p>		<p><i>when 20 yrs. old.</i></p>
14	<p><u>Materiel Utilization and Disposal Procedures (980.30)</u></p> <p>Current disposition standard:                      Technical and Logistics Services Directorate, Headquarters Defense Supply Agency and Defense Logistics Services Center - Permanent                      Other Offices - Destroy after 10 years</p>		<p><i>when 20 yrs. old.</i></p>

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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
*	Recommended standard: a. Technical and Logistics Services Directorate, Headquarters Defense Supply Agency and Defense Logistics Services Center - Destroy <del>after</del> <sup>when</sup> 20 years <i>old.</i> b. Other Offices - same as above		
15	<u>Materiel Utilization and Disposal Progress Reports</u> <u>(980.40)</u>  Current disposition standard: Technical and Logistics Services Directorate, Headquarters, Defense Supply Agency and Defense Logistics Services Center - Permanent. Other Offices - Destroy after 2 years.		
*	Recommended standard: a. Technical and Logistics Services Directorate, Headquarters, Defense Supply Agency and Defense Logistics Services Center - Destroy <del>after</del> <sup>when</sup> 10 <i>yr. old.</i> <del>years</del> b. Other Offices - same as above.		