

NC

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

361

2 items

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

LEAVE BLANK	
DATE RECEIVED APR 13 1976	JOB NO. NC1-361-76-12
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.	
(Date)	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 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.

2 April 76
Date

WILLIAM A. SMITH

(Signature of Agency Representative)

Chief, Administrative Mgt Division

(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>Paying Office Contract Files (431.11)</u></p> <p>Files relating to individual contracts maintained by paying offices. (Upon completion of contract, place in appropriate closed file, depending on dollar value. Cut off closed files at annual or more frequent recurring intervals; hold a comparable period and retire for ultimate disposal as indicated: <u>Transactions for \$10,000 or less - 3 years after cut-off; for over \$10,000 - 6 years after cut-off.</u> Exception: Files known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed in accordance with this disposal standard until settlement of the claim or completion of the investigation or litigation.)</p> <p>NOTE: These disposition instructions pertain only to transactions dated after July 25, 1974. For the period predating July 25, 1974, disposition instructions based on \$2500 are still in effect for all agencies.</p>		