

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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 <b>JUN 14 1976</b>	JOB NO. <b>NC1-361-76-13</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.	
11-23-77 <i>James L. O'Neil</i> (Date) <i>Det. Archivist</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 ~~10~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11 Jun 76 *[Signature]*  
 Date (Signature of Agency Representative) **WILLIAM A. SMITH** Chief, Administrative Mgt Div  
 (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>Procurement Regulations and Instructions (800.05)</u></p> <p>Current disposition standard:</p> <p>a. Policy Branch, Procurement Division, Procurement and Production Directorate, Headquarters Defense Supply Agency - <u>Permanent</u>.</p> <p>b. Other Offices - Destroy when superseded, obsolete,</p> <p>Recommended standard: <del>same as above</del></p> <p><i>a. Policy Branch Procurement Division, Executive Directorate Procurement, HQ DLA AND DLA ASPR Committee Member Executive Directorate Contract Administration, HQ DLA -- PERMANENT. b) Other offices -- same as above.</i></p>		
2	<p><u>Procurement Assignments (800.10)</u></p> <p>Current disposition standard:</p> <p>a. Procurement Branch, Procurement Division, Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy when superseded, obsolete, or no longer needed for reference</p> <p>Recommended standard: All Offices destroyed when <del>no longer needed.</del> <i>superseded or obsolete.</i></p>		

*Sent to agency all FRC's - NCR - 11/29/77 54 items  
NCR 78141*

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>Procurement and Production Policy &amp; Procedure Development (800.15)</u></p> <p>Procurement and Production Council Minutes and Reports (800.15) Delete this file number. No longer required.</p>		
4	<p><u>Procurement Reports (800.50)</u></p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate, Headquarters          Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy after 2 years except that copies of individual procurement reports used to prepare statistical reports for submission to higher authority will be destroyed after 1 year.</p> <p>Recommended standard:          Same as above</p>		
5	<p><u>Contract Administration Policies and Procedures (830.03)</u></p> <p>Current disposition standard:</p> <p>a. Office of Plans and Management and Directorate of Contract Administration Services, Headquarters Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy 6 years after supersession or obsolescence.</p> <p>Recommended standard:</p> <p>a. Contract Administration Directorate CAS, Headquarters Defense Supply Agency - <u>Permanent</u>,</p> <p>b. Other Offices - Destroy <u>6</u> years after supersession or obsolescence</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
6	<p><u>Property Administration Policy and Procedures (840.05)</u></p> <p>Recommended Standard:</p> <p>a. Contract Administration Directorate, HQ, DSA -- Permanent</p> <p>b. Other Offices: Destroy 6 years after supersession or obsolescence</p>		
7	<p><u>Quality Assurance Policy and Programs (850.05)</u></p> <p>Current disposition standard:</p> <p>a. Quality Assurance Directorate and Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy 6 years after supersession or obsolescence.</p> <p>Recommended standard:</p> <p>a. Quality Assurance Directorate and Procurement and Production Directorate, Headquarters Defense Supply Agency - <u>Permanent</u>,</p> <p>b. Other Offices - Destroy 4 years after supersession or obsolescence.</p>		
8	<p><u>Production Policy and Programs (860.10)</u></p> <p>Current disposition standard:</p> <p>a. Production Directorate, Contract Administration Services and Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy 6 years after supersession or obsolescence.</p> <p>Recommended standard:</p> <p>a. Production Directorate, Contract Administration Services and Procurement and Production Directorate, Headquarters Defense Supply Agency - <u>Permanent</u>,</p> <p>b. Other Offices - Destroy 6 years after supersession or obsolescence.</p>		

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9	<p><u>Production Management and Administration (860.20)</u></p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate, Headquarters            Defense Supply Agency - Permanent.</p> <p>b. Other Offices - Destroy after 10 years.</p> <p>Recommended standard:</p> <p>a. Procurement and Production Directorate, Headquarters            Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy <del>after</del> <sup>when</sup> 4 years <del>OLD</del></p>		
10	<p><u>Production Resources (860.30)</u></p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate,            Headquarters Defense Supply Agency - Permanent.</p> <p>b. Other Offices - Destroy after 10 years.</p> <p>Recommended standard:</p> <p>a. Procurement and Production Directorate,            Headquarters Defense Supply Agency -            Permanent</p> <p>b. Other Offices -            Destroy <del>after</del> <sup>when</sup> 4 years <del>OLD</del>.</p>		
11	<p><u>Production Application (860.40)</u></p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate,            Headquarters Defense Supply Agency -            Permanent</p> <p>b. Other Offices - Destroy when            superseded or no longer needed for references.</p> <p>Recommended standard:</p> <p>a. Procurement and Production Directorate, Head-            quarters Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy when superseded or <i>obsolete</i></p>		
12	<p><u>Value Engineering Policy and Programs (862.10)</u></p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate, Headquarters            Defense Supply Agency - Permanent.</p> <p>b. Other Offices -            Destroy after 10 years.</p>		

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13	<p>Recommended standard:                      a. Technical and Logistics Services Directorate,                      Headquarters, Defense Supply Agency - Permanent                      b. Other offices - Destroy <del>after</del> <sup>WHEN</sup> 2 years <del>OLD</del></p>		
14	<p><u>Value Engineering Methodology and Technology (862.30)</u></p> <p>Current disposition standard:                      a. Procurement and Production Directorate, Headquarters                      Defense Supply Agency - Permanent. b. Other Offices -                      Destroy when superseded, obsolete, <del>or no longer</del>                      needed for value engineering reference.</p> <p>Recommended standard:                      a. Technical and Logistics Services Directorate,                      Headquarters, Defense Supply Agency - Destroy <sup>WHEN</sup> <del>after</del>                      5 years. b. Other Offices - same as above</p>		
14	<p><u>Value Engineering Reports (862.40)</u></p> <p>Current disposition standard:                      a. Procurement and Production Directorate, Headquarters                      Defense Supply Agency - Permanent.                      b. Other Offices - Destroy <sup>WHEN</sup> <del>after</del> 2 years <del>OLD</del></p>		
15	<p>Recommended standard:                      a. Technical and Logistics Services Directorate                      Headquarters Defense Supply Agency - Permanent                      b. Other Offices - same as above.</p> <p><u>Industrial Labor Relations (866.05)</u></p> <p>Current disposition standard:                      a. Procurement and Production Directorate, Headquarters                      Defense Supply Agency - Permanent                      b. Other Offices - <del>Destroy after 6 years</del> <sup>Review annually &amp; destroy</sup>                      obsolete or superseded documents.</p> <p>Recommended standard:                      a. Production Directorate, Contract Administration                      Services, Headquarters. Defense Supply Agency -                      Permanent                      b. Other Offices - <del>Destroy</del> <sup>same as above</sup>                      after 2 years <del>OLD</del></p>		

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16	<p><u>Labor-Management Disputes (866.10)</u></p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate, Headquarters                      Defense Supply Agency - Permanent</p> <p>b. Other Offices - <del>Destroy after 10 years</del> <i>Review annually ↓ destroy</i>  <del>obsolete w superseded documents.</del></p> <p>Recommended standard:</p> <p>a. Production Directorate, Contract Administration Services,                      Headquarters Defense Supply Agency - <u>Permanent</u>,</p> <p>b. Other Offices - <del>Destroy after 6 years</del> <i>Same as above.</i></p>		
17	<p><u>Engineering Support Policy and Programs (868.05)</u></p> <p>Current disposition standard:</p> <p>a. Office of Engineering, Contract Administration Services,                      Headquarters Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy 6 years after superseded or                      obsolete.</p> <p>Recommended standard:</p> <p>a. Production Directorate, Contract Administration Services,                      Headquarters Defense Supply Agency - <u>Permanent</u>,</p> <p>b. Other Offices - same as above</p>		
18	<p><u>Facility Registration (870.30)</u></p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate, Headquarters                      Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy when superseded, obsolete, or                      no longer needed for reference.</p> <p>Recommended standard:</p> <p>a. Production Directorate, Contract Administration Services,                      Headquarters Defense Supply Agency - <u>Permanent</u></p> <p>b. Other Offices - Destroy when superseded, <del>obsolete,</del></p>		

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19	<p><u>Defense General Reserve - School Loan Program (871.05)</u></p> <p>Records pertaining to the operation and termination of the National Industrial Equipment Reserve (NIER) and the development and operation of the School Loan Program within the DoD under Public Law 93-155.</p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate and Technical and Logistics Services, Headquarters Defense Supply Agency and Defense Industrial Plant Equipment Center - Permanent.</p> <p>b. Other Offices - Destroy when obsolete, superseded or no longer needed for reference.</p> <p>Recommended standard:</p> <p>a. Technical and Logistics Services Directorate, Headquarters Defense Supply Agency and Defense Industrial Plant Equipment Center - <u>Permanent</u>.</p> <p>b. Other Offices - Destroy when superseded <i>or obsolete</i> <del>or no longer</del></p>		
20	<p><u>Industrial Mobilization and Readiness Planning (872.05)</u></p> <p>Delete this file number. No longer required.</p>		
21	<p><u>Individual Industrial Preparedness Measures and Industrial Facilities Projects (872.10)</u></p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate, and Defense Supply Centers - Permanent</p> <p>b. Other Offices - Destroy after 10 years</p> <p>Recommended standard:</p> <p>a. Procurement and Production Directorate, and Defense Supply Centers - Permanent</p> <p>b. Other Offices - Destroy <del>after</del> <i>after</i> 2 years <del>OLD</del> <i>OLD</i>  <i>WHEN</i></p>		

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22	<p><u>Stockpiling (872.20)</u></p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Permanent.</p> <p>b. Other Offices - Destroy after 10 years.</p> <p>Recommended standard:</p> <p>a. Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Permanent</p> <p>b. Other Offices - Destroy <sup>when</sup> after 4 years old.</p>		
23	<p><u>Conservation (872.30)</u></p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Permanent</p> <p>b. Other Offices - Destroy after 10 years.</p> <p>Recommended standard:</p> <p>a. Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Permanent</p> <p>b. Other Offices - Destroy <sup>when</sup> after 4 years old.</p>		
24	<p><u>Trade Expansion Guidance and Procedures (872.40)</u></p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Permanent</p> <p>b. Other Offices - Destroy after 10 years.</p> <p>Recommended standard:</p> <p>a. Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - <del>Permanent</del> <sup>Permanent except for</sup></p> <p><del>Destroy after 5 years old</del> <sup>non-record material, maintained for reference,</sup></p> <p>b. <del>Other Offices - Destroy after 4 years old.</del> <sup>which will be destroyed when</sup> <b>b. other Offices - Destroy when 4 years old.</b></p>		



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25	<p><u>Bomb Damage Assessment Program (General) (875.01)</u></p> <p>Current disposition standard:</p> <p>a. Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy when obsolete, superseded,</p> <p>Recommended standard:</p> <p><del>a. Procurement and Production Directorate, Headquarters Defense Supply Agency - Destroy after 5 years</del></p> <p><del>b. Other Offices - Same as above</del></p>		
26	<p><u>Bomb Damage Assessment Studies (875.10)</u></p> <p>Current disposition standard:</p> <p>a. Office of Primary Interest conducting the Study - Permanent</p> <p>b. Other Offices - Destroy when <del>no longer needed for</del> <i>superseded or obsolete</i></p> <p>Recommended standard:</p> <p><del>a. Procurement and Production Directorate, Headquarters Defense Supply Agency - Destroy after 5 years</del></p> <p><del>b. Other Offices - Same as above</del></p>		
27	<p><u>Contracts Compliance/EEO Policies and Procedures (880.02)</u></p> <p>Current disposition standard:</p> <p>a. Office of Contracts Compliance, Contract Administration Services, Headquarters Defense Supply Agency - Permanent</p> <p>b. Other Offices - Destroy when superseded or obsolete.</p> <p>Recommended standard:</p> <p>a. Office of Contracts Compliance, Contract Administration Services, Headquarters Defense Supply Agency - <u>Permanent</u></p> <p>b. Other Offices - same as above</p>		

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28	<p><u>DMS Program Files (890.05)</u></p> <p>Current disposition standard:</p> <ul style="list-style-type: none"><li>a. Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent</li><li>b. Other Offices - Destroy after 10 years.</li></ul> <p>Recommended standard:</p> <ul style="list-style-type: none"><li>a. Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent</li><li>b. Other Offices - Destroy after 2 years <sup>when</sup></li></ul> <p>All permanent series will be offered to the National Archives when 20 years old.</p> <p><i>Permanent series accumulate at an annual rate of ca. 3" except FN 866.10 which accumulates at ca. 18" per year.</i></p>		