

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

361

| LEAVE BLANK | |
|---|----------------------------------|
| DATE RECEIVED JUL 23 1976 | JOB NO. NC 1-361-76-15 |
| 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. | |
| 8-6-76 <i>James E. O'Neil</i> (Date) <i>acting</i> Archivist of the United States | |

- 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 Tomai
- TEL. EXT.
274-6234
- 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.

22 July 76
Date

[Signature]
WILLIAM A. SMITH
(Signature of Agency Representative)

Chief, Administrative Management
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| 1 | <u>Equipment Evaluation Case Files (232.20)</u> Documents relating to the evaluation of specific items of business equipment for use in particular applications, including correspondence reviewing or evaluating the items, requests for approval of the use of the equipment, and related papers, (Retain in current files area. Destroy 5 years after disposal of equipment.) | | |
| 2 | <u>Publications and Printing Management (237.10)</u> Documents relating to the management of publications and printing functions. Excludes operational records relating to local publications and printing services defined in the 140-series. (Retain in current files area. Destroy 10 years after supersession or obsolescence.) | | |

*Copies to Agency +
All FRC's 8-12-76 OP*