

**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 Tomai

5. TEL. EXT.

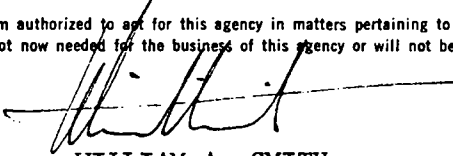
274-6234

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED AUG 5 1976	JOB NO. NC1-361-76-17
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.	
<u>1-12-77</u> (Date)	<u>James B. Rhoads</u> 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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

28 July 76
Date



WILLIAM A. SMITH

(Signature of Agency Representative)

Chief, Administrative Mgmt Div

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<u>Protective Services (General) (160.01)</u> Documents relating to the administration of the protective services program which due to their general nature cannot logically be filed elsewhere in the 160-series. (Destroy after 3 years.)		
2	<u>Protective Services Agreements and Authorizations (160.20)</u> Documents reflecting memorandums of understanding, agreements, and authorizations concerning physical security, law enforcement, and criminal investigative matters with Military Departments and Federal and state agencies. (Destroy 3 years after supersession or obsolescence.)		
3	<u>Armed Forces Disciplinary Control Board (160.30)</u> Delete this file number. No longer required.		
4	<u>Protective Services Special Equipment (160.40)</u> Documents relating to requirements for, procurement and use of equipment, other than those discussed in 162.20 through 162.50 such as speed detection radars, identification cameras and related equipment, tear gas masks, and specialized transportation equipment. (Destroy 3 years after acquisition of the equipment to which the documents relate or when no longer needed if equipment is not obtained.)		

Sent to New and agency - 2/14/77

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
5	<p><u>Criminal Incident/Investigation Files (160.50)</u> DSA Forms 635, Criminal Incident/Offense Report, reports of criminal investigations conducted by or received from the Military Departments, FBI, other Federal agencies, or from state or local government agencies. Includes polygraph examination, laboratory reports, crime prevention surveys, logs and index cards. (Destroy after 5 years except:</p> <p>a. Reports of polygraph examination will be destroyed within 3 months after close of the investigation which included the relevant examination.</p> <p>b. Documents related to legal or disciplinary actions will be transferred to files documenting such actions.</p> <p>c. Logs and index cards will be destroyed after 10 years.)</p>		
6	<p><u>Analysis of Criminal Offenses and Trends (160.51)</u> Summaries, charts, graphs and statistical data reflecting trends in crime. (Destroy after 3 years.)</p>		
7	<p><u>Law Enforcement (General) (161.01)</u> Documents relating to law enforcement which due to their general nature cannot logically be filed elsewhere in the 161-series. (Destroy after 3 years.)</p>		
8	<p><u>Visitors and Vehicle Temporary Passes and Permits Files (161.20)</u> Documents which reflect the request for, issuance of, and use of visitor passes and vehicle permits to gain access to and exit from Government facilities on a one-time basis, including visitor registers and personal property passes. <u>Excludes</u> passes or permits authorizing the entry of or removal of Government property (see 162.70). (Destroy after 6 months.)</p>		
9	<p><u>Individual Access Files (161.25)</u> Documents relating to the request for, authorization, issue receipt surrender and accountability records pertaining to identification badges, cards and passes (other than visitor). (Destroy 1 year after obsolete or no longer needed <u>except</u> that individual badges, photographs, or passes will be destroyed upon revocation, cancellation or expiration and <u>except</u> that credentials relating to personnel barred from a facility will be destroyed 5 years after final action to bar from facility.)</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
10	<u>Visitors and Vehicle Temporary Passes and Permits (161.26)</u> This number deleted. Changed to 161.20.		
11	<u>Motor Vehicle Registration Files (161.30)</u> Documents and records relating to permanent registration of private vehicles to include commercial vehicles. (Destroy upon normal expiration or supersession of registration or 3 years after revocation of registration.)		
12	<u>Motor Vehicle Liability Insurance (161.35)</u> Documents pertaining to requirements for motor vehicle liability insurance coverage, accepted and accredited insurers, solicitation and sale, suspension or withdrawal of solicitation or accreditation privileges, reports, notices, certificates and other related documents. (Destroy after 1 year, or when superseded or no longer needed; whichever is later, <u>except</u> that documents pertaining to suspension or withdrawal actions initiated by DSA activities will be retained and destroyed after 3 years.)		
13	<u>Vehicle Accident Investigation Files (161.40)</u> Reports, sketches, and related papers concerning accident investigations. (Destroy after 2 years <u>except</u> that documentation pertinent to claims will be maintained under 252.50.)		
14	<u>Traffic Violations Files (161.50)</u> Documents relating to traffic tickets for moving and non-moving violations, withdrawal of driver permits, and related papers. (Destroy after 2 years.)		
15	<u>Seizure and Disposition of Property Files (161.60)</u> Documents pertaining to acquisition and disposition of contraband and physical evidence. (Destroy 3 years after final action on or disposition of the property and responsibility therefor has been appropriately terminated.)		
16	<u>Firearms Registration Records (161.70)</u> Documents relating to registration of privately owned weapons and firearms. (Destroy 6 months after cancellation of registration or departure of registrant from jurisdiction of the registering activity.)		

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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
17	<u>Loss and Recovery of Firearms and Ammunition (161.72)</u> Documents and reports relating to the loss and recovery of firearms and ammunition including equipment designed to increase the efficiency or destructiveness of firearms. Includes reports made by HQ DSA to the National Crime Information Center. (Command Security Office - HQ DSA - Destroy after 10 years. Others - Destroy after 3 years.)		
18	<u>Analysis of Offense Rates and Trends (161.80)</u> Delete this file number. No longer required.		
19	<u>Absence Without Leave and Desertion (161.90)</u> Delete this file number. No longer required.		
20	<u>Physical Security (General) (162.01)</u> Documents relating to the overall aspect of physical security which due to their general nature cannot logically be filed elsewhere in the 162-series. (Destroy after 3 years.)		
21	<u>Physical Security Area (162.10)</u> Documents, plans, and related papers pertaining to classification designation, procedures, and requirements for sensitive areas requiring special protective measures. (Retain in current files area. Destroy after 3 years or when the area no longer requires special protective measures; whichever is later.)		
22	<u>Physical Barriers (162.20)</u> Documents relating to use, design, installation, and maintenance of physical barriers. (Retain in current files area. Destroy after 3 years or when barrier is removed; whichever is later.)		
23	<u>Protective Lighting (162.30)</u> Documents relating to use, design, installation and maintenance of protective and emergency lighting. (Retain in current files area. Destroy after 3 years or when lighting is removed; whichever is later.)		

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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
24	<u>Protective Alarm System (162.40)</u> Documents relating to use, design, installation and maintenance of alarms and intrusion detection systems. (Retain in current files area. Destroy after 3 years or when the alarm system is removed; whichever is later.)		
25	<u>Protective Communications (162.50)</u> Documents relating to use, design, installation, and maintenance, and security of communications nets used by protective services forces. (Retain in current files area. Destroy after 3 years or when the communications net is removed; whichever is later.)		
26	<u>Police Force Records (162.60)</u> Documents relating to operation and use of police; clearances, qualifications, training, examination, uniforms, and weapons of personnel; and orders, supervision, records, and reports. (Destroy after 1 year or when superseded or obsolete, as applicable.)		
27	<u>Security of Materiel (162.70)</u> Documents relating to the use of locks, keys and combinations; security storage areas and bins; and inspections and movements of vehicles with Government materiel onto, within, and off of installations or facilities. (Destroy after 3 years, <u>except</u> that key accountability files will be destroyed 1 year after keys to security areas have been surrendered to the accountable custodian.)		
28	<u>Physical Security Surveys (162.80)</u> Documents including schedules pertaining to annual, semiannual or special surveys to determine adequacy of physical security of activities, facilities, or sensitive areas or operations. (Retain in current files area. Destroy after 3 years or when obsolete or no longer needed, whichever is later.)		
29	<u>Criminal Investigations (163)</u> This series rescinded. Incorporated in 160.50.		