

NO

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:

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

WILLIAM A. SMITH

Chief, Administrative Mgt Division

81 SEP 1976

Date

(Signature of Agency Representative)

(Title)

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Row 1: 1, ORDERS RECORD SETS (237.11), [blank], [blank]. Description includes A, B, C, D with details on record copies and retention periods.

LEAVE BLANK. DATE RECEIVED: SEP 23 1976. JOB NO.: NC1-361-76-18. NOTIFICATION TO AGENCY. In accordance with the provisions of 44 U.S.C. 3303a the disposal request... 10-3-77 Acting Archivist of the United States

sent to agency, all FROs, NCR, NINB, NINM - 10/6/77

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p><u>PUBLICATIONS RECORD SETS (237.12)</u></p> <p>Record copies of such publications as regulations, manuals, and handbooks, maintained by the issuing authority.</p> <p><u>DSA Administrative Support Center</u> - Record sets of Type</p> <p>a. <u>A publications authenticated at HQ DSA level, including background papers - PERMANENT.</u> These files will be maintained by the Publications Division, DSASC. <i>Offer to NARS when 20 years old.</i></p> <p>b. <u>Defense Documentation Center</u> - Record sets of published TAB Indexes, Technical Abstract Bulletins (TAB), Title Announcement Bulletins, TAB AD Numerical Indexes, Technical Information Pilots, and similar publications relating to the DDC collection - PERMANENT. <i>Offer to NARS when 20 years old.</i></p> <p>c. <u>Others</u> - Destroy 10 years after supersession or obsolescence. <i>Offer to NARS when 20 years old.</i></p> <p>Issuing authorities will maintain a record copy of each publication issued, including changes thereto. Changes need not be posted. These files may include the background papers described under 237.13. These files will not be loaned for reference purposes; normal reference requirements will be filed by maintaining and using reference copies (110.30). <u>Excluded</u> are daily, weekly, or monthly bulletins containing only advisory or informative material which will be maintained in accordance with 110.30.</p>		