

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:

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, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
10-3-77 <i>J. Lander</i> (Date) <i>acting</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8 1 SEP 1976

WILLIAM A. SMITH

Chief, Administrative Mgt Division

Date (Signature of Agency Representative) (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>ORDERS RECORD SETS (237.11)</u></p> <p>A. Record copies of general orders published by issuing authority, including background material. Assistant Director, Plans, Programs and Systems, HQ DSA - <u>PERMANENT</u>. Offer to NARS when 20 years old.</p> <p>B. Record copies of special orders published by issuing authorities, including background material. Staff Director, Military Personnel, HQ DSA and Primary Level Field Activities and Subordinate Activities - Destroy after 6 years</p> <p>C. Information copies of all HQ DSA general orders and special orders published. Publications Division, DSA Administrative Support Center and Publications Management Functional Elements at the Primary Level Field Activities - Maintain under file number 110.30, Reference Publications. Destroy when no longer needed for reference purposes superseded or obsolete</p> <p>D. Other Offices - Retain only those orders pertaining to their respective elements or military personnel - maintain under file number 110.30, Reference Publications. Destroy when no longer needed for reference purposes superseded or obsolete</p>		

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 - <u>PERMANENT.</u> <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>		