

**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	JOB NO.
AUG 17 1976	NC1 - 361-76-19
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.	
1-6-77	<i>James E. O'heale</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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*13 Aug 76 for*  
*W. L. Smith*  
Date: \_\_\_\_\_  
WILLIAM A. L. SMITH, ITH  
(Signature of Agency Representative)

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	<u>Arms, Ammunition and Explosives Survey Reports (157.11)</u> <u>Individual facility Arms, Ammunition and Explosives Survey Reports conducted in accordance with DSAR 5220.4, Safe-guarding Conventional Arms, Ammunition and Explosives. Destroy 2 years after the date of report.</u> [REDACTED]	Reference NC-361-76-3, 157 series approved 5 Dec 75.	
2	<u>Agreements with Service Educational Activities (SEAs) (980.50)</u> Formal donation agreements with Service Educational Activities executed by DSA under delegation from Assistant Secretary of Defense (Installations & Logistics) and Assistant Secretary of Defense (Manpower and Reserve Affairs) and documents relating to each agreement. Destroy 2 years after termination of agreement. Retain in current files area.		

*Copy to Agency 1-10-77 dO*