

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

NC

LEAVE BLANK	
DATE RECEIVED AUG 17 1976	JOB NO. NC 1-361-76-20
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.	
4-1-77 <i>James R Rhoads</i> (Date) Archivist of the United States	

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 _____ 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
WILLIAM A. SMITH
Date (Signature of Agency Representative)

Chief, Administrative Mgt Division
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Demilitarization and Mutilation Program (988.35) (980.70) Documents used to record nomenclature and quantities of military-type items of material demilitarized or mutilated prior to disposal action. Included are forms, ledger sheets, cards, and related papers. Destroy after 3 years, except documents related to and filed with sales contracts will be disposed of with the related contract files.		
2	Vehicle Title Files (988.35) Retained copies of SF 97, Certificate of Release of a Motor Vehicle or other form used to transfer title to equipment in foreign country. Destroy after 4 years.		

Sent to agency, all FRC's, NCW, NNB - 4/5/77

7. ITEM NO.

3

8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)

Precious Metals Recovery Program (980.60) contains policy letters, papers and other documents pertaining to the Precious Metals Recovery Program.

a. Executive Directorate, Technical and Logistic Services, HQ, DSA: Permanent.

Offer to National Archives when 15 to 20 years old. Arrangement: chronologically by year and thereunder alphabetically by subject. Volume: 1 cu. ft. per year

b. All other offices: Destroy after 5 years.

Four copies, including original, to be submitted to the National Archives

115-203

STANDARD FORM 115-A