

**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 NOV 15 1976	JOB NO. NC 1-361-77-1
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>4-1-77</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

10 Nov 76
Date

William A. Smith
(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
	215. <u>Joint Action Files.</u> Relates to files maintained in support of Joint Action Papers processed by Assistant Director, Plans, Programs and Systems, HQ DSA. Contains input and comments establishing DSA positions.		
1	215.01 <u>Joint Action Files (General)</u> Documents relating to administrative procedures for processing Joint Chief of Staff action documents. Includes Joint Administrative Instructions (JAIs) and DSA Headquarters Staff Instruction for internal processing guidance. Destroy after 3 years or when superseded, obsolete, or no longer needed for reference purposes, whichever is sooner.		
2	215.10 <u>Memorandums of Policy and Joint Staff Memorandums</u> Documents relating to both numbered and unnumbered Memorandums of Policy and Staff Memorandums, including comments establishing DSA positions. Destroy when superseded, obsolete or no longer needed for reference.		
3	215.20 <u>Joint Chief of Staff Notes and Reports</u> Documents relating to both numbered and unnumbered notes and reports provided either by or to JCS staff elements. Includes comments and staffing notes establishing a DSA position on the paper. Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.		

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