

**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 Logistics 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 MAY 2 1977	JOB NO. NC 1 361 77
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
MAY 26 1977 (Date)	<i>James B. Rhoads</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.

4/27/77 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	<u>Contractor Employment Compliance - Construction (880.25)</u> Documents relating to the contractor employment compliance program which due to their special nature cannot logically be filed elsewhere in the 880 series. a. Executive Directorate, Contractor Employment Compliance, HQ DLA - Destroy after 10 years b. Other Offices: Destroy after 10 years		
2	<u>Contractor Employment Compliance - Construction Reviews (880.30)</u> Files maintained by name of construction contractor containing basic information regarding his EEO program, reports of compliance reviews, and related correspondence. Cut off at the end of each project, hold 2 years, then retire. Destroy after 5 years.		
3	<u>Contractor Employment Compliance - Plans and/or Bid Conditions (880.35)</u> Files maintained by specific geographic or project plan area regarding coverage and EEO obligations/responsibilities of construction contractors signatory to the plan or coming under Part II Bid Conditions. Executive Directorate, Contractor Employment Compliance, HQ DLA - Destroy when no longer needed for reference.		

115-106
*Sent to agency, all FRC's, NCW, ~~DATA~~ 5/27/77
NINM*

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4