

**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.

27-46234

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>20 MAY 1977</b>	JOB NO. <b>NC1 361 77 3</b>
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.	
<u>6-16-77</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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

17 May 77 William A. Smith  
Date (Signature of Agency Representative)

Chief, Administrative Mgmt 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>Surplus Property Accounts Adjustment Approvals (980.85)</u> Documents such as inventory adjustment reports and reports of survey reflecting the circumstances concerning the loss, unserviceability, or destruction of property, and serving to determine pecuniary or other responsibility for the absence or condition of articles.  a. Reviewing or Approving Office: Destroy after 3 years.  b. Accountable Officers: File under 988.30		
2	<u>Bidders and Authorized Excess Property Mailing Lists (980.90)</u> Mailing lists applications to be placed on the mailing list and similar or related papers.  Destroy when superseded or cancelled, or when company or organization is no longer eligible to receive excess property.		
3	<u>Designation of Surplus Property Sales Contracting Officers (988.15)</u> Documents relating to and reflecting the designation of contracting officers and termination of such designations.		

15-106  
*sent to agency, all FAC's, NCR, NNM 6/17/77*

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
4	<p>a. Designating Office: Destroy 6 years after termination of appointment.</p> <p>b. Other Offices: Destroy 1 year after termination of appointment.</p> <p><u>Debarred, Ineligible, or Suspended Bidders (988.45)</u> Correspondence and documents relating to debarred, ineligible, or suspended bidders on surplus property. Destroy after 10 years.</p>		