

NEA

**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 I. Tomai

5. TEL. EXT.

274-6234

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 21 JUL 1977	JOB NO. NC.1 361 77 5
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>8-1-77</u> (Date)	<u>James B. Chodur</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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

14 Jul 77
Date

[Signature]

WILLIAM A. SMITH

(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	<p><u>Contracts Involving Only Progressing and Expediting of Surveillance (860.70)</u></p> <p>a. The official contract file maintained by Production when Production is the only CAO element (other than Q) with DCAS responsibilities.</p> <p>Destroy the official file 6 months after completion of contract.</p> <p>b. Production workfolders are duplicate or working files when the "official" file is maintained in Contract Administration. Upon final delivery, the original documents and letters will be removed and forwarded to the "official" file.</p> <p>Destroy remaining documents when no longer needed or not later than 1 year after final delivery.</p>		

Sent to agency and NCW-8/2/77