

770702

NC

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 29 SEP 1977	JOB NO.
NC1 361 77 6	
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.	
10-3-77 <i>J.G. Lander</i> (Date) <i>Acting</i> Archivist of the United States	

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:

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.

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29 Aug 77

William A. Smith

WILLIAM A. SMITH

Chief, Administrative Mgt Div

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	<p><u>Executive Level Position Files (330.51)</u> Documents relating to the identification and processing of executive level positions including correspondence to ASD and CSC for approval of classification, selection of incumbent, and allocation of supergrade spaces; files of individual supergrades identified by name and office; and periodic and special reports covering executive level positions.</p> <p>Destroy 5 years after supersession or obsolescence.</p>		

Sent to agency, NCW, NNB, NNM - 10/6/77 1 item