

**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	JOB NO.
5 OCT 1977 NC 1 361	78 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 "with-drawn" in column 10.	
10-20-77 <i>Jams S. O'Heil</i> (Date) <i>acting</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9 Sept 77
[Signature]
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	<u>Within-Grade Increase Denials (337.40)</u> Negative determinations of acceptable level of competence of within-grade increases, and basis thereof; employees written request for reconsideration; reports of investigation, written summaries, or transcripts of any personal presentations made; final decision on requests for reconsideration. (Destroy 1 year after date of final decision.		

115-106
Sent to agency, NAIM, NCM-10/24/77 1 item