

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

NC

LEAVE BLANK
JOB NO. NC1 361 78 7
DATE RECEIVED 16 MAY 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
5-24-78 <i>James B. Rhoads</i> Date 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 I. 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 8 May 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William A. Smith</i> WILLIAM A. SMITH	E. TITLE Chief, Administrative Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<u>Microfiche Purge Listings (155.07)</u> Purged personnel security records retained on microfiche as a key to hard copy file retrieval. Sensitive personnel security records are purged from the automated master file 25 months after the clearance has been terminated. (Destroy after 3 years).		new file numbers
2	<u>NATO/ISS/100 Form - NATO Industrial Security Index (155.68)</u> Documents accumulated relative to those persons (foreign and domestic) certified to NATO by National Security Authorities as being briefed and cleared to have access to NATO classified information. (Destroy upon termination of employment of individual or upon termination of the program involved).		
3	<u>NATO Facility Security Clearance Certificate (155.70)</u> Documents accumulated relative to those industrial facilities certified to NATO by the National Security Authorities as being cleared and to their capabilities to safeguard or store NATO classified information. (Destroy when advised by the NATO requester that the contract or purchase requirement is completed).		

3 items

115-107

sent to agency. NNM, 5 NC-D - 5/31/78