

*NLM*  
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO.  <b>NC1 361 78 8</b>	
DATE RECEIVED  <b>30 MAY 1978</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-2-78 <i>Date</i>	<i>James B. Rhoads</i> <i>Archivist of the United States</i>

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 \_\_\_\_\_ 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 <b>23 MAY 1978</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William A. Smith</i>	E. TITLE Chief, Administrative Management Div.
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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	<p><u>ORDERS RECORD SETS (237.11)</u></p> <p>A. Record copies of general orders published by issuing authority, including background material. Assistant Director, Plans, Programs and Systems, HQ DLA and Primary Level Field Activities - PERMANENT.</p> <p>B. Record copies of special orders published by issuing authorities, including background material. Staff Director, Military Personnel, HQ DLA and Primary Level Field Activities and Subordinate Activities - Destroy after 6 years.</p> <p>C. Information copies of all HQ DLA general orders and special orders published. Publications Division, DLA Administrative Support Center and Publications Management Functional Elements at the Primary Level Field Activities - Maintain under file number 110.30, Reference Publications. Destroy when superseded or obsolete.</p> <p>D. Other Offices - Retain only those orders pertaining to their respective elements or military personnel - maintain under file number 110.30, Reference Publications. Destroy when superseded or obsolete.</p>	NC1-361-76-18	

115-107  
*sent to agency, all FRC's, NCM, NNB & NNM*  
*6/7/78*  
**STANDARD FORM 115**  
 Revised April, 1975  
 Prescribed by General Services Administration  
 FPMR (41 CFR) 101-11.4