

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

*Rec'd NCO 12 Jul 78 MH*

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

LEAVE BLANK	
JOB NO.	<b>NC1 361 78 9</b>
DATE RECEIVED	<b>JUL 19 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>8-9-78</i> Date	<i>James B. Chole</i> Archivist of the United States

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	D. SIGNATURE OF AGENCY REPRESENTATIVE,	E. TITLE
<b>13 JUL 78</b>	<i>Peter I. Tomai</i> WILLIAM A. SMITH	Chief, Administrative Mgt Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Publications Record Sets (237.12)</u></p> <p>a. Record copies of such publications as DLA regulations, DLA manuals, and DLA handbooks. Issuing authorities will maintain a record copy of each publication issued, including changes thereto. Changes need not be posted. These files will include background papers. These files will not be loaned for reference purposes. <u>Excluded</u> are daily, weekly, or monthly bulletins containing only advisory or informative material - PERMANENT. Offer to National Archives and Records Service when 20 years old.</p> <p>(1) Publications authenticated at HQ DLA level will be maintained by DLA Administrative Support Center.</p> <p>(2) Publications authenticated at Primary Level Field Activities will be maintained by the respective primary level field activity.</p> <p>(3) Defense Documentation Center will maintain Tab Indexes, Technical Abstract Bulletins (TAB), Title Announcement Bulletins, Tab AD Numerical Indexes, Technical Information Pilots, and similar publications relating to the DDC collection.</p>	NC1-361-76-18	

*2 items*

*sent to All FRC's NNB & agency  
8-15-78 MH*

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p>b. Record copies of other publications issued and authenticated at field activities will be maintained by the respective field activity. - Destroy 10 years after supersession or obsolescence.</p> <p><u>Publications Background Papers (237.13)</u></p> <p>Rescinded. Use 237.12.</p>		