

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

*Rec'd NARS 7 Sep 1978*

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

LEAVE BLANK	
JOB NO.	<b>NC 1 361 78 10</b>
DATE RECEIVED	<b>SEP 8 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>11-16-78</i> Date	<i>J. J. Schade</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  
Ms. Anne Nicewicz

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 1 Sep 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Peter I. Tomai</i> PETER I. TOMAI	E. TITLE Chief, Records Management Branch 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	<p><u>Program Development (220.20) - DLA</u> Documents accumulated by offices formulating programs based on guidance received from higher echelons and which reflect the processes of preparing and adjusting programs based on guidance documents. <del>Included are guidance documents received from higher echelons, operating program documents, yearly Program Objectives Memorandum (POM) and amendments, and other related papers.</del></p> <p>a. <u>Office of Assistant Director, Plans, Programs and Systems, HQ DLA</u> - Permanent. <i>offer to NARS when 20 years old.</i></p> <p>b. <u>Other Offices</u> - Destroy <del>in</del> <i>when</i> 10 years old.</p> <p>Records accumulated by the Office of Assistant Director, Plans, Programs, and Systems, HQ, DLA consist of DIA's annual Program Objectives Memorandum (POM), and related amendments and background papers, exclusive of DoD-wide guidance documents received from OSD.</p> <p>Note: The above change in series description was made with the concurrence of Ms. Nicewicz.</p>		

*sent to NWS, NMM, Agency  
All FRC's  
MAY 12-6-78*

*JJ 11/9/78*

*2 items*