

Rev NCV 7/28/74

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.  NC 1 361 78 18	
DATE RECEIVED  SEP 8 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-15-78 Date	<i>James B. Roode</i> 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

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 9 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	<u>Audio-Visual Presentations (180.01)</u>  Current disposition standard: Destroy after 10 years  Recommended standard: Destroy after 3 years	DLAM 5015.1	
2	<u>Exhibit and Demonstration Back-up Material (180.20)</u>  Current disposition standard: Destroy after 10 years  Recommended standard: Destroy after 3 years		
3	<u>Program Scheduling (220.30)</u>  Rescinded. Use 220.01		

42 items

sent to All FRC's 10-27-78 MAB  
Agency

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	<p><u>Committee Management Instructions (236.01)</u></p> <p>Current disposition standard:</p> <p>a. Office of Administration, HQ DLA - Destroy after 10 years. b. Other Offices - Destroy after 2 years</p> <p>Recommended standard:</p> <p>a. Office of Administration, HQ DLA - Destroy after 7 years. b. Other Offices - Same</p>		
5	<p><u>Committee Management Case Files (236.05)</u></p> <p>Current disposition standard:</p> <p>a. HQ DLA - Destroy 10 years after approval/disapproval. b. Other Offices - Destroy 1 year after approval/disapproval</p> <p>Recommended standard:</p> <p>a. HQ DLA - Destroy 7 years after approval/disapproval b. Other Offices - Same</p>		
6	<p><u>Committee Activity Reporting (236.10)</u></p> <p>Current disposition standard:</p> <p>a. Office of Administration, HQ DLA - Destroy after 10 years. b. Other Offices - Destroy after 2 years</p> <p>Recommended standard:</p> <p>a. Office of Administration, HQ DLA - Destroy after 7 years. b. Other Offices - Same</p>		
7	<p><u>Administrative Systems Management (237.01)</u></p> <p>Current disposition standard:</p> <p>Destroy when obsolete or superseded or after 10 years as applicable</p> <p>Recommended standard:</p> <p>Destroy when obsolete or superseded or after 5 years as applicable</p>		

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8	<p><u>Records Management (General) (237.70)</u></p> <p>Current disposition standard:</p> <p>a. Office of Administration, HQ DLA - Destroy after 10 years. b. Other Offices - Destroy after 3 years</p> <p>Recommended standard:</p> <p>a. Office of Administration, HQ DLA - Destroy after 5 years. b. Other Offices - Destroy after 2 years</p>		
9	<p><u>Records Management Reports (237.71)</u></p> <p>Current disposition standard:</p> <p>Destroy after 10 years</p> <p>Recommended standard:</p> <p>Destroy after 6 years</p>		
10	<p><u>Personnel (General) (300.01)</u></p> <p>Current disposition standard:</p> <p>Destroy after 10 years</p> <p>Recommended standard:</p> <p>Destroy after 5 years</p>		
11	<p><u>Civilian Personnel (General) (330.01)</u></p> <p>Current disposition standard:</p> <p>Destroy after 10 years</p> <p>Recommended standard:</p> <p>Destroy after 5 years</p>		
12	<p><u>Reduction-in-Force (General) (330.90)</u></p> <p>Current disposition standard:</p> <p>Destroy after 10 years</p> <p>Recommended standard:</p> <p>Destroy after 5 years</p>		

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13	<p><u>Promotion, Qualification, and Placement (General) (333.01)</u></p> <p>Current disposition standard:                      Destroy after 10 years</p> <p>Recommended standard:                      Destroy after 5 years</p>		
14	<p><u>Cooperative Education Programs (335.70)</u></p> <p>Current disposition standard:                      Destroy after 10 years</p> <p>Recommended standard:                      Destroy after 5 years</p>		
15	<p><u>Wage System Administration (336.10)</u></p> <p>Current disposition standard:                      Destroy after 10 years</p> <p>Recommended standard:                      Destroy after 5 years</p>		
16	<p><u>Employee - Management Cooperation (337.01)</u></p> <p>Current disposition standard:                      Destroy after 10 years</p> <p>Recommended standard:                      Destroy after 5 years</p>		
17	<p><u>Appeals and Grievances (337.20)</u></p> <p>Current disposition standard:                      Place in inactive file upon supersession or obsolescence,                      cut off annually, hold 10 years then destroy</p> <p>Recommended standard:                      ..... , hold 5 years then destroy</p>		

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18	<p><u>Individual Accident Case Reports (370.20)</u></p> <p>Current disposition standard:</p> <p>Destroy 10 years after all aspects of case are closed.</p> <p>Recommended standard:</p> <p>Destroy 5 years after all aspects of case are closed.</p>		
19	<p><u>Contract Audit Programs and Policies (462.10)</u></p> <p>Delete this number. Files are applicable to DCAA.</p>		
20	<p><u>Contract Audit Reports (462.30)</u></p> <p>Delete this number. Files are applicable to DCAA.</p>		
21	<p><u>Surety Bonds (470.05)</u></p> <p>Delete this number. The requirement for Surety Bonds and reporting thereon was discontinued by CH 37, DLAM 7000.1, 6 Aug 73, Accounting and Finance Manual.</p>		
✓ 22	<p><u>Leasing of Real Property (511.50)</u></p> <p>Current disposition standard:</p> <p>Destroy files pertaining to leases for less than \$25,000 per annum 6 years after close of the calendar year of termination and final payment. Destroy files pertaining to leases for \$25,000 or more 10 years after termination and final payment.</p> <p><u>Recommended change:</u></p> <p>Change less than \$25,000 to less than \$50,000 and more than \$25,000 to more than \$50,000</p> <p>(This change to coincide with congressional and DoD limitation increases.)</p>		WITHDRAWN
✓ 23	<p><u>Real Property Outgrants (513.12)</u></p> <p>Current disposition standard:</p> <p>Destroy 6 years after termination of outgrant</p> <p>Recommended standard:</p> <p>Destroy 2 years after termination of outgrant.</p>		WITHDRAWN

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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
24	<u>Construction Projects (517.30)</u>  Current disposition standard:  Destroy 10 years after completion of project.  Recommended standard:  Destroy 6 years after completion of project.		
25	<u>Family Housing (General) (546.01)</u>  Current disposition standard:  Destroy after 6 years  Recommended standard:  Destroy after 3 years		
26	<u>Family Housing Utilization (546.05)</u>  Current disposition standard:  Destroy after 6 years  Recommended standard:  Destroy after 3 years		
27	<u>Personnel Travel Arrangements (672.01)</u>  Current disposition standard:  Destroy after 10 years  Recommended standard:  Destroy after 3 years		
28	<u>Research and Development (General) (710.01)</u>  Current disposition standard:  Destroy after 10 years  Recommended standard:  Destroy after 3 years		

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29	<u>Research and Development Projects (710.30)</u>  Current disposition standard: Destroy 10 years after termination or completion of project  Recommended standard: Destroy 3 years after termination or completion of project		
30	<u>Technical Data Support (General) (750.01)</u>  Current disposition standard: Destroy after 10 years  Recommended standard: Destroy after 3 years		
31	<u>Business Opportunity/Federal Procurement Conferences, and Others (816.40)</u>  Current disposition standard: Destroy after 5 years  Recommended standard: Destroy after <sup>4</sup> / <del>2</del> years		
32	<u>Engineering Support Management and Administration (868.10)</u>  Rescinded. Use 868.01.		
33	<u>Engineering Support Resources (868.15)</u>  Rescinded. Use 868.01.		
34	<u>Distribution (General) (915.01)</u>  Current disposition standard: Destroy after 10 years  Recommended standard: Destroy after 5 years		

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35	<p><u>Storage Facilities (General) (941.01)</u></p> <p>Current disposition standard:                      Destroy after 10 years</p> <p>Recommended standard:                      Destroy after 5 years</p>		
36	<p><u>Storage Reports (942.01)</u></p> <p>Current disposition standard:                      Destroy after 10 years</p> <p>Recommended standard:                      Destroy after 5 years</p>		
37	<p><u>Storage Space Planning and Layouts (General) (944.01)</u></p> <p>Current disposition standard:                      Destroy after 10 years</p> <p>Recommended standard:                      Destroy after 5 years</p>		
38	<p><u>Maintenance, Repair and Modification (General) (950.01)</u></p> <p>Current disposition standard:                      Destroy after 10 years</p> <p>Recommended standard:                      Destroy after 5 years</p>		
39	<p><u>Maintenance, Repair and Modifications Programming (950.25)</u></p> <p>Current disposition standard:                      Destroy after 10 years</p> <p>Recommended standard:                      Destroy after 5 years</p>		



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40	<u>Shop Operations (General) (952.01)</u>  Current disposition standard:  Destroy after 10 years  Recommended standard:  Destroy after 5 years		
41	<u>Modification and Conversion (General) (953.01)</u>  Current disposition standard:  Destroy after 10 years  Recommended standard:  Destroy after 5 years		
42	<u>Modification or Conversion Orders (953.20)</u>  Current disposition standard:  Destroy after 10 years  Recommended standard:  Destroy after 5 years		