

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 10/24/78
LEAVE BLANK

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

JOB NO
NO1 361 79 1

1 FROM (AGENCY OR ESTABLISHMENT)
Defense Logistics Agency

DATE RECEIVED
OCT 25 1978

2 MAJOR SUBDIVISION
Staff Director, Administration

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3 MINOR SUBDIVISION
Administrative Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
Ms. Anne Nicewicz

5 TEL EXT
274-6234

1-11-79
Date *James B. Rhoads*
Archivist of the United States

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 <i>16 Oct 78</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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>Real Property Outgrants</u> (513.12) Documents relating to the temporary use of DLA controlled real property for outgrant by permit, lease, license, easement, and similar purposes. (Destroy 2 years after termination of outgrant).</p>		
2	<p><u>Leasing of Real Property</u> (511.50) Documents relating to acquisition of real property by lease and the release of such property by lease termination, such as leasing agreements, notices of renewal, releases, supplemental agreements, notices of cancellation, appraisals, and related correspondence.</p> <p>(a) Destroy files pertaining to leases for less than \$50,000 per annum 6 years after close of the calendar year of termination and final payment (b) Destroy files pertaining to leases for \$50,000 or more 10 years after termination and final payment. (c) Files which relate to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation.</p>		4 items

sent to All FRC's + Agency

MD 1-12-79