

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

5/10/79

LEAVE BLANK

JOB NO
NCI-361-793

DATE RECEIVED
May 15, 1979

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-14-79 *James P. O'Neil*
Date *Acting* 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 _____ 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 <u>4 May 79</u>	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>Industrial Facility Address File (155.40)</u> An automated filing system which contains records relative to industrial facilities that are associated with the Defense Industrial Security Program. This automated system includes data processing equipment for information storage and retrieval. The information can be linked with individuals in the Industrial Personnel Security Clearance File.</p> <p>Retain in the automated file and destroy from the automated file at the end of 13 months following termination. Subsequent to removal from the automated file the listings are transferred to a microfiche purge listing*</p> <p>*The microfiche purge listing is scheduled for destruction after 3 years per NCI-361-78-D.</p> <p><i>8/5/29/79</i></p>		<i>1 item</i>

115-107

sent to Agency, NNCM + NNI

mg 6-27-79