

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd 9/24/79
LEAVE BLANK

**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

JOB NO
NCI-361-79-5

DATE RECEIVED
9-26-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

OCT 1 1979
Date *James E. O'Neil*
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 _____ 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
20 Sep 79

D SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]
PETER I. TOMAT

E TITLE
Chief, Records Management Branch
Administrative Management 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>Criminal Incident/Investigation (160.50)</u></p> <p>DLA Forms 635, Criminal Incident/Offense Report, reports of criminal investigations conducted by or received from the Military Departments, FBI, other Federal agencies, or from state or local government agencies. Includes polygraph examination, laboratory reports, crime prevention surveys, logs and index cards.</p> <p>a. Command Security Office, HQ, DLA - Destroy 5 years after completion of investigation or incident.</p> <p>b. Other Offices - Destroy 3 years after completion of investigation or incident.</p> <p>c. <u>Exceptions:</u></p> <p>(1) Reports of polygraph examination will be destroyed within 3 months after close of the investigation which included the relevant examination.</p> <p>(2) Documents related to legal or disciplinary actions will be transferred to files documenting such actions.</p> <p>(3) Logs and index cards will be destroyed after 10 years.</p>		5 items

copy to agency 10-18-79 SW