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

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

**FROM (AGENCY OR ESTABLISHMENT)**  
Defense Logistics Agency

**MAJOR SUBDIVISION**  
Staff Director, Administration

**MINOR SUBDIVISION**  
Administrative Management Division

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

**TEL EXT**  
274-6234

**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.

**DATE**  
OCT 1 1979

**SIGNATURE OF AGENCY REPRESENTATIVE**  
[Signature]

**TITLE**  
Chief, Records Management Branch  
Administrative Management Division

**DESCRIPTION OF ITEM**  
*(With Inclusive Dates or Retention Periods)*

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
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<tbody>
<tr>
<td>1</td>
<td>Criminal Incident/Investigation (160.50)</td>
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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.

a. Command Security Office, HQ, DLA - Destroy 5 years after completion of investigation or incident.

b. Other Offices - Destroy 3 years after completion of investigation or incident.

c. Exceptions:

   (1) Reports of polygraph examination will be destroyed within 3 months after close of the investigation which included the relevant examination.

   (2) Documents related to legal or disciplinary actions will be transferred to files documenting such actions.

   (3) Logs and index cards will be destroyed after 10 years.

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<thead>
<tr>
<th>ACTION TAKEN</th>
<th>SAMPLE OR JOB NO</th>
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<tbody>
<tr>
<td>5 items</td>
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