

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

*Rec. 12/25/79*

LEAVE BLANK

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

JOB NO.

**NC1-361-80-2**

DATE RECEIVED

**10-25-79**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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**

*12-18-79*  
Date *acting* *Jane 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 <i>15 Oct 79</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <b>PETER I. TOMAY</b> <i>[Signature]</i>	E. TITLE <b>Chief, Records Management Branch Administrative Management Division</b>
-----------------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<u>Financial Services Policies and Procedures (830.10)</u>  Policies, procedures and other documents involving the overall performance of financial services functions.  Destroy 6 years after supersession or obsolescence.		
2	<u>Price/Cost Analysis Reports (830.73)</u>  Reports, price/cost analyses documents, including pricing, contract repricing, (e. g., change orders), terminations, and final pricing actions on flexibly-priced contracts.  a. Pricing and repricing reviews of proposals exceeding \$100,000 - Destroy after <del>the end of the eighth fiscal year following initiation of the review.</del> <i>9 years.</i>  b. Documents of other price/cost analyses, including terminations and other final pricing actions - Destroy after <del>the end of the third fiscal year following initiation of the review.</del> <i>4 years.</i>  c. <u>Exception:</u> Documents associated with controversial matters or which establish a historical pricing data bank or record will be retained beyond the above specified retention period until their purpose has been served and then destroyed.		<i>4 items</i>

*Agency copy sent 1/7/80 gm NAG-1-14-80*  
*Copy to All FEO 1/15/80*  
*Closed out - 1-18-80*