

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK	
JOB NO	
NC1-361-80-3	
DATE RECEIVED	
10-29-79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-26-79	<i>Walter W. Stember</i> Date <i>acting</i> 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12/26/79	<i>Peter I. Tomal</i>	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>Technical Analysis of Cost Proposals (TACPs) (868.04)</u></p> <p>Documents relating to TACPs.</p> <p>a. Proposals for \$100,000 or more - Destroy after the end of the eighth fiscal year following initiation of the review. 9 years.</p> <p>b. Proposals less than \$100,000 - Destroy after the third fiscal year following the initiation of the technical analysis. 4 years.</p> <p><u>Exception:</u></p> <p>c. Documents associated with GAO inquiries, controversial matters, or which establish a data bank or record will be retained until their purpose has been served and then destroyed.</p>	NC1-361-79-2	
			3 items

Agency copy sent 1/4/80 gm
NNW
Closed - 1-15-80 JR

BACKGROUND INFORMATION

These files relate to the program for engineering support of selected contracts by Contract Administration Service Engineering Element within the Contract Administration Directorate.

These files are maintained in the DLA Contract Administration Services field activities.

The purpose of this request is to change the disposition instructions (from 3 years) so that these files follow the same disposition standard as file #830.73, Price/Cost Analysis Reports. Job No. NCl-361-79-2 approved a change to the disposition instructions for file #864.04 making this number compatible with file #830.73 since ultimately TACP Reports become part of the Price/Cost Analyst Reports. They need to have the same disposition standard. A separate SF 115 has been submitted to change file #830.73 which compels the need to change this file number also.

Current disposition standard: Destroy after 3 years

Recommended standard: As shown on SF 115