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.

<table>
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<tr>
<th>C. DATE</th>
<th>D. SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>E. TITLE</th>
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<tr>
<td>Dec 79</td>
<td></td>
<td>Chief, Records Management Br Administrative Management Division</td>
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<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. SAMPLE OR JOB NO.</th>
<th>10. ACTION TAKEN</th>
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| 1        | DLA Productivity Program (230.07)  
   Documents relating to the establishment and administration of the DLA Productivity Program. Included are productivity reports, award recommendations, correspondence and related papers.  
   a. Office of Comptroller, HQ DLA - Destroy after 5 years  
   b. Other Offices - Destroy after 3 years.  
   Disposition is not authorized by this schedule. This series will be reviewed in 2 years to determine the appropriate disposition.  
   (Above change made with DLA concurrence) |                     | 2 items |

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4
BACKGROUND

These files contain documents in support of the DLA Productivity Program. They consist of productivity reports, award recommendations, and documents relating to the establishment and administration of the program.

The files are maintained in the Office of the Comptroller, Headquarters, Defense Logistics Agency and the field activities.

The purpose of this request is to add a new file number in DLAM 5015.1 to include the DLA Productivity Program. A Headquarters regulation, DLAR 7730.6, established the program, implementing a DoD Directive.

Current disposition standard: None

Recommended standard: As shown on SF 115

These records are not covered in GRS.

Enclosure: Copy of DLAR 7730.6