

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Pa. 12/1/79

LEAVE BLANK

JOB NO.

NC1-361-80-5

DATE RECEIVED

12-6-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-18-80
Date *James P. O'Neil*
Archivist of the United States

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.

C. DATE <i>3 Dec 79</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Chief, Records Management Br 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>DLA Productivity Program (230.07)</u> Documents relating to the establishment and administration of the DLA Productivity Program. Included are productivity reports, award recommendations, correspondence and related papers.</p> <p>a. Office of Comptroller, HQ DLA - Destroy after 5 years when superseded, obsolete, or no longer needed for reference, whichever is sooner.</p> <p>b. Other Offices - Destroy after 3 years.</p> <p><i>a. Disposition is not authorized by this schedule. This series will be reviewed in 2 years to determine the appropriate disposition.</i></p> <p><i>(Above change made with DLA concurrence)</i> <i>on 1/15/80</i></p>		<i>2 items</i>

Copy 206 MKCS