

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

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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 *James P. O'Neil*  
Date *Archivist* 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

3 Dec 79

D. SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*

E. TITLE

Chief, Records Management Br  
Administrative Management Division

7. ITEM NO.

1

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

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a. Office of Comptroller, HQ DLA - ~~Destroy after 5 years when superseded, obsolete, or no longer needed for reference, whichever is sooner.~~  
b. Other Offices - Destroy after 3 years.

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

*a. 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) on 1/15/80*

*2 items*

### 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