

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

2/20/80

LEAVE BLANK

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

JOB NO

**NCL-361-80-6**

DATE RECEIVED

**February 29 1980**

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**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**3-5-80** *James P. O'Neil*  
 Date *acting* 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<br><b>11 Feb 80</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i> | E. TITLE<br>Chief, Records Management Br<br>Administrative Management Division |
|-----------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)                                                                                                                                                                                                                               | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------|
| 1           | <p><u>Assignment and Maintenance of Manufacturer and Contractor Codes (730.60)</u><br/>                     Documents requesting new code assignment or maintenance actions pertaining to existing codes.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference purposes.</p> |                      |                  |

*Copy to NCA agency*

*1 item*

## BACKGROUND

These files contain documents requesting new code assignment or maintenance actions pertaining to existing codes.

The files are maintained in the Defense Logistics Services Center, Battle Creek, Michigan. The Codes Branch, Technical Division, Directorate of Item Identification administers a program for the approval of assignment of organizational entity codes and the maintenance actions involving these codes.

The purpose of this request is to establish an appropriate file number to cover the assignment and maintenance of manufacturer and contractor codes.

Current disposition standard: None

Recommended standard: As shown on SF 115

These records are not covered in GRS.