

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

NCI-361-80-7

1. FROM (AGENCY OR ESTABLISHMENT)

DATE RECEIVED

February 29, 1980

Defense Logistics Agency

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Staff Director, Administration

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT

Ms. Anne Nicewicz

274-6234

2-28-80 James P. O'Keefe
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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

11 Feb 80

[Signature]

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

Visitors and Vehicle Temporary Passes and Permits Files (161.20)

NCI-361-76-17

Documents which reflect the request for, issuance of, and use of visitor passes and vehicle permits to gain access to and exit from Government facilities on a one-time basis, including visitor registers and personal property passes. Excludes passes or permits authorizing the entry of or removal of Government property (see 162.70).

Exception to GRS 18, Item 18.

Destroy after 1 year, except that registers involved in an investigation will be retained until completion of the investigation.

2 items

Copy to agency

Closed Out JE 3/5/80

BACKGROUND

These files include registers of visitors and vehicles entering and exiting facilities.

The files are maintained at DLA field activities and subordinate field activities including Defense Property Disposal Offices (DPDOs). DPDOs worldwide are tenants on host installations and use the visitor/vehicle register to record visitors and vehicles entering and exiting their area. These registers have been used to assist investigative agencies in criminal cases. For example, during the past year 208 major cases were opened and registers were referred to. Some cases are still pending. The requirement for extending the retention period for these files exists.

The purpose of this change is to increase the retention period to 1 yr after the cut off date of the file.

GRS 18, Item 18 applies to these records. An exception is requested.