

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

4/4/80

LEAVE BLANK

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

JOB NO.
NCL-361-80-9

DATE RECEIVED
4-4-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-11-80 *James E. O'Neil*
Date *Archivist* 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 <i>26 Mar 80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE PETER I. TOMAI <i>[Signature]</i>	E. TITLE Chief, Records Management Branch Administrative Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Publications and Printing Management (237.10)</u> Documents relating to the management of publications and printing functions. Excludes operational records relating to local publications and printing services defined in the 140-series.</p> <p>Destroy after 10 years.</p>		1 item

Closed 4-21-80 copy to agency

BACKGROUND

These files consist of documents accumulated in administering the DLA printing and publications program.

These files are maintained in the Administrative Support Center, DLA, Publications Management Branch.

The purpose of this change is to revise the disposition standard in order to make it easier to administer the files.

Current disposition standard: Retain in current files area.
Destroy 10 years after supersession
or obsolescence.

Recommended standard: Destroy after 10 years.

GRS do not apply.