

MASS DATA CHANGE WORKSHEET

RG 361

Old Disposal Authority	Old Retention Period	New Disposal Authority	New Retention Period	Net Difference in Number of Years (+ or -)	Mass Change	Center Change
5015-1/913/70B-	2 years	5015-1/913/70B	2 years	0	NA	NA
5015-1/913/70C	5 years	5015-1/913/70B	2 years	-3		

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

NC 6/6/80

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

LEAVE BLANK
JOB NO
<b>NCI-361-80-10</b>
DATE RECEIVED <b>June 5, 1980</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<b>6-9-80</b> <i>James E. O'Neil</i> Date <i>Acting</i> 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 2 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
2 Jun 80	WILLIAM A. SMITH <i>[Signature]</i>	Chief, 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>Item Supply Control Files (913.70)</u> Documents reflecting basic significant item identification data (technical, cataloging actions) and those relating to requirements determination and supply control actions and associated supporting documents including standard supply control studies.</p> <p>a. Basic item identification data. (Destroy 1 year after item is deleted from supply system.)</p> <p>b. Requirements/supply control data. (Destroy after 2 years.)</p> <p><b>NOTE:</b> The requirement for case type files for items managed and associated supporting documentation including Standard Supply Control Studies will generally be established at the discretion of individual commodity managers. At a minimum, case files should be established on all Weapon System items, items deemed to be of a "critical" nature and items for which Command/outside interest exists. Criteria for items other than those mentioned will be discretionary. The primary factor that should govern this decision is the anticipated need for such documentation based upon the Commodity's previous</p>		

*Copies to Agency & All Files*

*2 items*

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
2 OF 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1 (contd)	experience. Other factors to be considered include annual demand value, requisition frequency, and any item characteristics which may warrant the establishment of a file, i. e., supply/procurement peculiarities, MOB or VIP status, etc.		

## BACKGROUND INFORMATION

These files relate to the process of establishing proper stock levels of materiel and control of such inventories to maintain them in balance with demands.

These files are maintained at the Defense Logistics Agency Supply Centers in the Field.

The purpose of this change is to reflect new documentation requirements and retention periods for Item Supply Control files resulting from a study conducted by Headquarters, DLA Supply Operations Directorate. The need for a case file on each item managed was looked into and possible criteria for an item's qualification for the establishment of a case file, i.e., annual demand value and frequency as well as the retention period.

Justification for this change is based on limited use of the documentation especially in the area of low demand items, and the costs involved in collection, maintenance and retention in terms of thousands of items.

Current disposition standard: a. Basic Item Documentation. Retain until entire file is eligible for disposal, i.e.,

Supply items deleted from supply system -  
Place in an inactive file, retain 1 year, then destroy.

Items remaining in supply system - Review and dispose of either after 2 years for "Requirements Forecasting" and 5 years for "Quantitative Materiel Requirement Summaries".

Recommended standard: Same as SF 115

These files are not covered in GRS.