

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-361-80-14

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 03/03/2022

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 1a and 1b were superseded by NC1-361-81-03 items 1a and 1b

Items 3a and 3b were superseded by NC1-361-81-03 items 2a and 2b

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

LEAVE BLANK

JOB NO.

*8/11/80*  
**NCI-361-80-14**

DATE RECEIVED

**August 12, 1980**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*10-17-80*  
Date *P. M. Ware*  
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  | D. SIGNATURE OF AGENCY REPRESENTATIVE       | E. TITLE                                  |
|----------|---|---|
| 5 Aug 80 | <i>William A. Smith</i><br>WILLIAM A. SMITH | Chief, 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><i>related</i></p> <p><b>General Accounting Office Reviews/Surveys (463.10)</b><br/> <del>Reports and other documents relating to reviews/surveys of DLA operations performed by representatives of the General Accounting Office.</del><br/> <b>a. Inspector General HQ DLA - Retain in IG file for 5 years. Destroy after 5 years or when no longer needed for current operations, whichever is later.</b><br/> <del>Destroy 10 years after clearance of exceptions.</del><br/> <b>b. Other offices - Destroy after 2 years.</b></p> |                      |                  |
| 2           | <p><b>Policies and Procedures for Handling Contacts with GAO (463.20)</b><br/>           Documents relating to major policies and procedures for handling GAO contacts and processing GAO reports.</p> <p><del>a. Inspector General, HQ DLA - Destroy after 10 years.</del><br/> <del>b. Other Offices - Destroy when superseded, obsolete, or no longer needed for reference.</del></p>  |                      |                  |
| 3           | <p><b>GAO Reports (463.30)</b><br/>           Documents accumulated during the conduct of GAO reviews/surveys. Included are reports and related papers pertaining to these reviews/surveys.</p> <p>a. Inspector General, HQ DLA - Retain in IG file for 5 years. Destroy after 10 years.<br/>           b. Other Offices - Destroy 10 years after <i>receipt</i> <del>clearance</del> of <i>final report.</i> <b>5</b></p>  |                      |                  |

**5 items**

*changes made with DLA concurrence on 9/19/80  
 Closed Out: 11-10-80 (K.T.D.)  
 Copies sent to AFRC & Agencies*