REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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 7 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.

D. SIGNATURE OF AGENCY REPRESENTATIVE  
WILLIAM A. SMITH  
Chief, Administrative Management Division

E. TITLE

C. DATE  
10 Sep 80

7. ITEM NO.  
1

8. DESCRIPTION OF ITEM  
Care and Preservation Case Files (947.50)  
Reports and documents relating to the identification, classification, and inspection of items in storage or received in storage from sources other than contractors, reflecting the physical condition of the items, packing procedures used, and the examination and testing of items for the general purpose of determining the suitability of storage methods or conditions, and to assure materiel is in issuable condition.

Destroy after 1 year.

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

Closed out: 9-29-80

Copy to Agency

STANDARD FORM 115  
Revised April, 1975
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4
BACKGROUND

These files contain documents relating to the care and preservation of materiel while in storage at the depots.

These files are maintained at the DLA depots in the field.

The purpose of the request is to reduce the retention period from 2 years to 1 year. We have determined that our administrative needs are justified for 1 year retention.

Current disposition standard: Destroy after 2 years.

Recommended standard: As shown on SF 115.