

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

*NC*

*see NC 15 400 14*

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-361-80-16</b>	
DATE RECEIVED <b>September 22, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9-24-80</i> Date	<i>[Signature]</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 1 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
10 Sep 80	<i>[Signature]</i> WILLIAM A. SMITH	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>Care and Preservation Case Files (947.50)</u> 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.</p> <p>Destroy after 1 year.</p>		

*1 item*

*Closed out: 9-29-80: K.T.J.  
Copy to Agency*

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.