

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NC

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
NG1-361-81-2

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-19-80 *[Signature]*
Date 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.

05 DEC 1980

C DATE
05 DEC 1980

D SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

E TITLE
Chief, Administrative Management Division

WILLIAM A. SMITH

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<u>Defense Audit Service Reviews/Surveys (464.10)</u> a. Office of the Comptroller, HQ DLA - Destroy after 5 years or when no longer needed for current operations, whichever is later. b. Other Offices - Destroy after 2 years.	NG1-361-80-15	
2	<u>DAS Reports (464.30)</u> a. Office of the Comptroller, HQ DLA - Retain in Comptroller file for 5 years. Destroy after 10 years. b. Destroy 5 years after receipt of final report. This SF 115 is based on transfer of functional responsibilities. Effective 1 December 1980, the functional responsibilities relative to audits and reviews conducted by the Defense Audit Service are transferred from the Office of the Inspector General to the Office of the Comptroller.		

4 items