

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

4/2/81
LEAVE BLANK

**TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO
NCI-361-81-8

DATE RECEIVED
April 2, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
6-11-81 *[Signature]*
Date Archivist of the United States

1 FROM (AGENCY OR ESTABLISHMENT)

Defense Logistics Agency

2 MAJOR SUBDIVISION

Staff Director, Administration

3 MINOR SUBDIVISION

Resources 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 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 30 Mar 81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i> PRESTON B. SPEED	E TITLE Chief, Administrative Management Branch Resources Management Division
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<u>Small Arms Serialization Program (914.10)</u> Documents relating to the overall administration of small arms serialization program. when Destroy after 10 years old.	new	
2.	<u>Small Arms Control File (Active/Inactive) (914.20)</u> Individual record (card or listing) for each small arm that is under the activity's accountability. Place transaction card in inactive file after disposition of the small arm. Destroy after annual reconciliation has been completed and records no longer appear on the Small Arms Inventory Listing.		
3.	<u>Small Arms Inventory Listing (914.30)</u> Listing of serial numbered small arms data contained in the DLA Central Registry. a. Defense Property Disposal Service - Retain in current files area. Destroy after 3 years old. when b. Other Offices - Destroy upon receipt of new listing. Changes concurred in by Ms. Nicewicz, DLA, 5-26-81.		6 items

R.C.T./NARS-NCD

*Closed Out: 6-22-81: K.T.D.
Copy to SNC-b, Agency; NNM*

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
4.	<p><u>Small Arms Transaction Register and Small Arms Reject Listing (914.40)</u> Listings and registers generated from the use of the Small Arms Serialization Program.</p> <p>a. Defense Property Disposal Service - Retain in current files area. Destroy after 3 years old. when</p> <p>b. Other Offices - Destroy after annual reconciliation is complete.</p>		