

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-361-81-10</i>	
DATE RECEIVED <i>May 22, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>6-11-81</i> Date	<i>[Signature]</i> 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
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 15 May 81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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	<p><u>DD Form 250 Files (820.14)</u></p> <p>Documents such as DD Form 250, DD Form 1155, and laboratory testing reports, maintained at Defense Contract Administration Services activities data input terminals, which serve as the basis for transmission to the regional headquarters of DCASRs of data reflecting shipments, inspection and/or acceptance of material or other performance on individual contracts. Included also are similar files maintained at the headquarters of DCASRs relating to contracts administered by the headquarters.</p> <p>Upon completion of contract, place in closed file. Cut off closed files at annual or more frequent recurring intervals, hold a comparable period, and retire to applicable federal records center for ultimate disposal as indicated:</p> <p>(a) Transactions of more than \$10,000 - Destroy 6 years and 3 months after cutoff.</p> <p>(b) Transactions of \$10,000 or less - Destroy 3 years after cutoff.</p>	new	2 items

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 2 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p><u>NOTE:</u> If such files are withdrawn after they have been placed in the closed file because of a claim, litigation, or investigation (not a routine audit), they will be consolidated with the ACO contract file or disbursing officers contract file and a permanent charge out or notation so stating will be substituted in the file.</p> <p>GAO approval was obtained.</p>		