

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

*Handwritten initials and checkmark*

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

LEAVE BLANK

JOB NO  
NC1-361-81-12

DATE RECEIVED  
August 11, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-8-81 *Edward W. Helton*  
Date *acting* 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  
7 Aug 81

D SIGNATURE OF AGENCY REPRESENTATIVE  
*Preston B. Speed*  
PRESTON B. SPEED

E TITLE  
Chief, Administrative Management Branch  
Resources 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>Government-Industry Data Exchange Program (GIDEP) (850.22)</u></p> <p>GIDEP Alerts (reports on actual or potential problems with parts, components, materials, manufacturing processes, test equipment, or safety conditions which may have multiple applications in Government or industry); SAFE Alerts (reports relating to personnel safety problems); Alert Summaries; and GIDEP Data Banks.</p> <p>a. GIDEP Alerts and Safe Alerts maintained by the GIDEP Representative - Destroy after 2 years, or when no longer needed, whichever is later.</p> <p>b. Safe Alerts maintained by Safety Officers - Destroy after 1 year, or when no longer needed, whichever is later.</p> <p>c. Alert Summaries - Destroy after 5 years.</p> <p>d. Alerts and Safe Alerts retained in Item Quality History - Use file number 850.25.</p> <p>e. Data Banks - Destroy when no longer needed.</p>	New	

BACKGROUND

This is a proposed new file number relative to this Agency's participation in the Government-Industry Data Exchange Program. Its purpose is to reduce or eliminate expenditure of manpower, time and money by making maximum use of existing knowledge. GIDEP Alerts are prepared when items purchased or used by DLA are found to contain defects.

The records are maintained at the following participating DLA primary level field activities:

Defense Industrial Plant Equipment Center, Memphis, TN.  
Defense Property Disposal Center, Battle Creek, MI.  
DLA Supply Centers - Columbus and Dayton, OH; Richmond, VA;  
Defense Fuel, Alexandria, VA; Defense  
Industrial and Defense Personnel,  
Philadelphia. PA.

Annual estimated volume: Less than 1 cu ft at each Center

Current disposition standard: None

Recommended disposition standard: As shown on SF 115

GRS do not apply.