REQUEST FOR RECORDS DISPOSITION AUTHORITY. LEAVE BLANK (See Instructions on reverse) JOB NO. NC1-361-82-3 TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 DATE RECEIVED 9-21-82 1. FROM (AGENCY OR ESTABLISHMENT) DEFENSE LOGISTICS AGENCY NOTIFICATION TO AGENCY 2. MAJOR SUBDIVISION In accordance with the provisions of 44 U.S.C. 3303a the disposal re-STAFF DIRECTOR. ADMINISTRATION quest, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. 3. MINOR SUBDIVISION RESOURCES MANAGEMENT DIVISION 4. NAME OF PERSON WITH WHOM TO CONFER 5. TEL. EXT. MR. MERVYN JONES 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 $\underline{}$ 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 REPRESENDATIVE E. TITLE musines s CHIEF, ADMINISTRATIVE MANAGEMENT 25 Aug 80 PRESTON B. SPEED BRANCH RESOURCES MANAGEMENT DIVISION 7. 8. DESCRIPTION OF ITEM SAMPLE OR (With Inclusive Dates or Retention Periods) JOB NO. 1 Receiving Report Files (943.40) (CH 1. DLAM 5015.1)

ACTION TAKEN Documents such as DD Form 250 and DD Form 1155 which serve as proof of acceptance and support an acceptance report (DIC: PKN/PKP) or receipt transaction transmitted to a Defense Contract Administration Services Region or Defense Supply Center. These are separate from contract files and are filed by date of acceptance. Transactions of more than \$10,000 - Destroy 6 years and 3 months after cutoff. Transactions of \$10,000 or less - Destroy 3 years after cutoff. MASS DATA CHANGE SHEET NOT REQUIRED 2 items

Closed out: 10-1-82: CM

Copied to Agency, NNM & All FRC's

STANDARD FORM 115

Revised April, 1975

Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

115-107

STANDARD FORM 115