

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

LEAVE BLANK	
JOB NO  NCL-361-82-3	
DATE RECEIVED 9-21-82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-29-82 <i>Date</i>	<i>Robert M. Wang</i> <i>Archivist of the United States</i>

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  
MR. MERVYN JONES

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 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 25 Aug 82	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	<p>Receiving Report Files (943.40) (CH 1, DLAM 5015.1)</p> <p>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 (DIC: D4) 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.</p> <p>a. <u>Transactions of more than \$10,000</u> - Destroy 6 years and 3 months after cutoff.</p> <p>b. <u>Transactions of \$10,000 or less</u> - Destroy 3 years after cutoff.</p> <p align="center">MASS DATA CHANGE SHEET NOT REQUIRED</p>		2 items

*Closed out: 10-1-82: CM  
Copied to Agency, NNM & All FRC's*