

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

<b>LEAVE BLANK</b>	
JOB NO.	NCL-361-82-4
DATE RECEIVED	9-23-82
<b>NOTIFICATION TO AGENCY</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 J. [Signature]</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 <i>26 Aug 82</i>	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>Bills of Lading (652.10) DLAM 5015.1 ( Aug 1980)</p> <p>Documents relating to inbound and outbound shipments, consisting of property received and property shipped, bills of lading, freight bills, shipping documents, express receipts, tally sheets, waybills, dray tickets, holding orders, switching orders, demurrage reports, transit privilege bills of lading, cross-reference sheets, and similar and related documents.</p> <p><i>international</i></p> <p>a. Microfilm - Destroy when 3 years old, except that records on <u>international</u> shipments of household goods will be destroyed 6 years after the period of the account. Excepted files should be separately maintained or segregated from other files.</p> <p>b. Hard Copy - Destroy when microfilm has been determined to be an adequate substitute for the paper records.</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*