

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

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 Office

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Mervyn Jones

5. TEL. EXT.

274-6234

LEAVE BLANK	
JOB NO	<u>NCT-261-83-2</u>
DATE RECEIVED	<u>5/13/83</u>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>5-23-83</u> Date	<u>[Signature]</u> 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 <u>4-21-83</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature]</u> PRESTON B. SPEED	E. TITLE Chief, Administrative Management Branch
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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	517.30 Construction Projects. Documents accumulated in connection with the planning, design, and construction of specific projects, such as the authorization, justification, tests and investigations, specifications and addenda, tracings, copies of "as built" drawings, shop drawings, progress photographs, inspection and completion reports, and related documents including non-record copies of contracts and related documents for the design and construction of facilities; completion of repairs, maintenance and modifications; installation, repair, or operation of utilities systems and equipment or custodial services. (DLA Activities having Civil Engineering Divisions - DEST 6 years after completion of project or when no longer needed for reference, whichever is later. Others-DEST 2 years after completion of project.) EXPLANATION: The revised file series 517.30 would eliminate the need for file series 520.05, Facilities Contracts. The engineers who work with the construction projects prefer to have all documents relating to the project in a single file.	DLAM 5015.1 517.30	2 items <u>2</u>