

**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.  <b>NC1-361-83-3</b>	
DATE RECEIVED  <b>8-10-83</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>Oct 30, 83</i> Date	<i>Peter H. Kane</i> 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 <b>2 Aug 83</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i> <b>PRESTON B. SPEED</b>	E. TITLE <b>Chief, Administrative Management Branch</b>
----------------------------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><del>XXXX</del> Organization and Functions Management Studies. Documents relating to the organization and functions of HQ DLA, and DLA Field Activities, including staff studies, requests for or authorization to conduct studies, and documents accumulated in evaluating DLA programs to determine if goals are achieved, to assess the effectiveness of the program.</p> <p>* (a) (Office of Assistant Director, Plans, Policies and Programs, HQ DLA - Permanent. (b) Other offices - Destroy after 10 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.)</p> <p>* 1(a) - Permanent. Offer for transfer to National Archives in 5 year blocks when 20 years old.</p> <p>Above amendment concurred in by Mervyn Jones, DLA/RMO. RCT-NARS/NCD, 9-28-83</p> <p><i>@4 to Agency, NNA, NNB. 11-02-83 RCT</i></p>	(new)	2 items