

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-361-84-3
DATE RECEIVED	1-16-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
1-19-84	<u>WITHDRAWN</u>
Date	Archivist of the United States

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

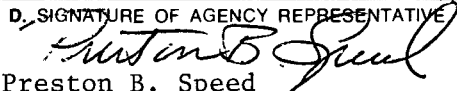
5. TEL. EXT.
274-6234

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>1/9/84</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE  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
	<p>230.12 Management by Objectives (MBO) Program</p> <p>Documents accumulated in the development, administration and execution of the MBO Program including plans, goals and objectives, milestones, progress reports, briefings, and related documents.</p> <p>a. Office of the Assistant Director, Plans, Policies, and Programs, HQ DLA.</p> <p>1. Plans for Headquarters, HQ DLA and each PLFA, policy and program guidance and supporting documents - Permanent.</p> <p>2. Progress reports, briefing materials and schedules, and similar documents - Destroy after 1 year, or when no longer needed for reference, whichever is later.</p> <p>b. PLFA MBO Coordinators - Destroy after 3 years, or when no longer needed for reference, whichever is later.</p> <p>c. Other Staff Offices - Destroy when superseded, obsolete, or no longer needed for reference, whichever is sooner.</p>		<u>WITHDRAWN</u>