

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-361-84-6
DATE RECEIVED	7-26-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6/27/84 <i>Day</i>	<i>Robert K. Star</i> 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 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 24 JULY 84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i> 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.	<p>FN234.05 Commercial Activity Program Documentation. Documents accumulated in the initiation, analysis, and implementation of the Commercial Activity Program including performance work statements and cost comparison studies.</p> <p>a. Documents pertaining to overall policy, procedures and administration of the CA Program.</p> <p>(1) DLA Commercial Activity Program Office.</p> <p>DISPOSITION: PERMANENT. Offer to the National Archives in 5 year blocks when 20 years old.</p> <p>(2) Other Offices.</p> <p>DISPOSITION. TEMPORARY. Destroy when superseded, obsolete or no longer needed for reference.</p> <p>b. Case files containing performance work statements, cost comparison studies, and other related documents for specific studies.</p> <p>DISPOSITION: TEMPORARY. Destroy 5 years after completion of study or on completion of a following study whichever is later.</p>	(GRS 16, Item 1a)	