

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 361
13 items

LEAVE BLANK	
DATE RECEIVED 10/26/73	JOB NO. 174-075
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 "with-drawn" in column 10.	
11-29-73 Date	James B. Rhoads Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Supply Agency

2. MAJOR SUBDIVISION
Office of Administration

3. MINOR SUBDIVISION
Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
C. R. Thompson

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

17 OCT 1973

Albert D. Whitt
ALBERT D. WHITT

Chief, Administrative
Management Division,
Office of Administration

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Records maintained by staff elements of Headquarters, Defense Supply Agency, and by field activities of the Agency performing the functions described. Items 1 through 9 exclude documents relating primarily to programs of contractors. Such documents are included in Items 12 and 13.</p> <p>The files descriptions include the proposed DSA file numbers, file titles, and introductory statements for our later convenience in including them in our records schedule (DSA Manual 5015.1.)</p> <p>237 <u>ENVIRONMENTAL QUALITY</u>. Relates to the management of programs and actions pertinent to the protection and enhancement of environmental quality. Excludes documents relating primarily to such programs of contractors which are appropriate for filing in the 800-series, particularly 820.10, 860.50, and 860.52. Any documents involved in litigation cases will be retained until settlement of the litigation.</p>		
1.	237.01 <u>Environmental Quality (General)</u> . Documents relating to the overall program for the protection and enhancement of environmental quality through the abatement and control of environmental pollution, which due to their general nature cannot logically be filed elsewhere in the 237-series. (Retain in current files area. Destroy after 3 years.)		
2.	237.02 <u>Environmental Quality Policies and Procedures</u> . Documents relating to major policies and procedures for assuring the proper management and administration of		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	environmental quality matters. <u>(Office of Installations and Services, HQ DSA - Destroy 3 years after supersession or obsolescence. b.Others - Destroy when superseded, obsolete, or no longer needed for reference).</u>		
3.	237.03 <u>Environmental Quality Reports</u> . Reports relating to the status, progress, and plans regarding the environmental quality program. (Retain in current files area. Destroy after 3 years).		
4.	237.05 <u>Environmental Assessments</u> . Environmental assessments and statements prepared and processed as required by the National Environmental Policy Act of 1969 (Public Law 91-190) and the guidelines issued by the Council on Environmental Quality and implementing regulations. <u>(Office of Installations and Services, HQ DSA - Retain in current files area. Destroy 5 years after action has been completed or the environmental statement/assessment has been revised. b.Others - Retain in current files area. Destroy after 3 years.)</u>		
5.	237.07 <u>Water Pollution</u> . Documents relating to the abatement of water pollution and compliance with the National Oil and Hazardous Substance Pollution Contingency Plan, including the development of water pollution contingency plans and case files on water pollution incidents. <u>a.(Office of Installations and Services, HQ DSA - Retain in current files area. Destroy after 5 years. b.Others - Retain in current files area. Destroy after 3 years.)</u>		
6.	237.08 <u>Air Pollution</u> . Documents relating to the abatement of air pollution, including action plans developed for air pollution episodes and actions taken to comply with State and Federal air emission standards. <u>a.(Office of Installations and Services, HQ DSA - Retain in current files area. Destroy after 5 years. b.Others - Retain in current files area. Destroy after 3 years.)</u>		
7.	237.09 <u>Land Pollution</u> . Documents relating to the abatement of pollution affecting land resources such as the development of environmentally acceptable methods for the disposal of solid waste. <u>a.(Office of Installations and Services, HQ DSA - Retain in current files area. Destroy after 5 years. b.Others - Retain in current files area. Destroy after 3 years.)</u>		

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8.	<p>237.10 <u>Other Pollution</u>. Documents relating to the abatement of other forms of pollution not described above, such as to the abatement of noise pollution and compliance with the Federal Environmental Pesticide Control Act of 1972. <u>a.(Office of Installations and Services, HQ DSA - Retain in current files area. Destroy after 5 years.</u> <u>b.Others - Retain in current files area. Destroy after 3 years.)</u></p>		
	<p>238 <u>RESOURCES CONSERVATION</u>. Relates to the management of programs and actions to conserve natural Resources.</p>		
9.	<p>238.01 <u>Resources Conservation (General)</u>. Documents relating to the overall program for the conservation of natural resources, which due to their general nature cannot logically be filed elsewhere in the 237-series. (Retain in current files area. Destroy after 3 years.)</p>		
10.	<p>238.02 <u>Resources Conservation Policies and Procedures</u>. Documents relating to major policies and procedures for achieving conservation of natural resources. <u>a.(Office of Installations and Services, HQ DSA - Destroy 3 years after supersession or obsolescence.</u> <u>b.Others - Destroy when superseded, obsolete, or no longer needed for reference.)</u></p>		
11.	<p>238.03 <u>Resources Conservation Reports</u>. Reports relating to the status, progress, and plans regarding natural resources conservation programs. (Retain in current files area. Destroy after 3 years.)</p> <p>Records maintained by the Executive Directorate for Production, Contract Administration Services (CAS), Headquarters, Defense Supply Agency and CAS field activities.</p>		
12.	<p>860.50 <u>Contractors Environmental Quality Programs (General)</u>. Documents relating to programs and program requirements of contractors for the protection and enhancement of environmental quality.</p> <p><u>a.(Executive Directorate, Production, HQ DSA CAS - Destroy 3 years after supersession or obsolescence.</u> <u>b.Others - Destroy when superseded, obsolete, or no longer needed for reference.)</u></p>		

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13.	860.52 <u>Contractors Environmental Quality Programs</u> . Case files relating to individual contractors containing documents pertinent to their environmental quality programs. (Destroy when obsolete, superseded or no longer needed for reference.)		