

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO
NCI-374-81-54

DATE RECEIVED
2 OCT 1980

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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-27-80 *Robert M. Woz*
Date Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE WASHINGTON, DC 20403

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Nuclear Agency

2. MAJOR SUBDIVISION
Personnel/Administration Directorate

3. MINOR SUBDIVISION
Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Pauline E. Korpanty

5. TEL EXT
325-7058

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 _____ 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 SEP 24 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	E. TITLE Records Administrator
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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
1412 (1432)	PORT SUPPLY FILES. These files relate to the requisitioning of supplies by commanders of ports and the follow-up and receipt of such supplies. They accumulate in the Logistics Directorate, FCDNA.		
1412.01 (1432-02)	PORT EXTRACT REQUISITION FILES. Documents which relate to the requisition, notification of availability, release, and shipment of supplies. Included are extract requisitions or shipping orders, reports of availability purchase orders, vendor's shipping documents, shipping documents, reports of supplies released and routed, supply reports or ration requests, notices of disapproval, comparable documents relating to the processing of requisitions on depots, procurement offices, and stock control points, and correspondence, reports, and other documents relating to the follow-up of availability and shipments. Cut off at the end of the CY. DESTROY when 3 years old, except that if filed with overseas requisitions, extract requisitions will be destroyed on expiration of the retention period for overseas requisitions.		

*Pen & ink changes made with DNA
concurrency 10/4/80
Closed Out: 10-28-80: P.F.D.
Copy sent to DNA*

1 Item