

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC1 330 78 11</b>	
DATE RECEIVED <b>30 MAY 1978</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <b>7-11-78</b>	<i>James E. O'Neil</i> Acting Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
 Office of the Secretary of Defense

2. MAJOR SUBDIVISION  
 Washington Headquarters Services

3. MINOR SUBDIVISION  
 Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
 J. E. Haines

5. TEL EXT  
 695-0970

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 Apr 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James S. Nash</i> James S. Nash	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
1	Annual Inventory of Commercial or Industrial Activities. This is a magnetic tape file of the cost of such services performed in DoD and the amount contracted for from non-DoD activities. Sample output is attached.  a. Magnetic Tape File. Scratch when no longer required for reference.  b. Hard copy. Destroy when no longer required for reference.		

*2 items*

*mg 7-13-78  
 agencies, INNR & NCW*