

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

*Rec'd NCI 10/20/78*

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  
Deputy Assistant Secretary of Defense (Admin)

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

J. E. Haines

5. TEL EXT

695-0970

LEAVE BLANK	
JOB NO	NCI 330 78 121
DATE RECEIVED	JUL 10 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	4-5-79 <i>James E. O'Neill</i> Archivist of the United States

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
5 Jul 78	<i>James S. Nash</i> James S. Nash	OSD Records Administrator

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>tape</p> <p>Magnetic/file containing data on prime contracts awards over \$10,000. Information is used to assist the Department of Defense in the management of the procurement of supplies and services. GSA Form 7036 is attached.</p> <p>a. Magnetic Tape Master File <del>Scratch</del> PERMANENT. Offer NARS when no longer required for reference purposes.</p> <p>b. Hard copy or microfiche output. <del>Destroy</del> when no longer required for reference.</p> <p>(1) Finished reports--PERMANENT. Offer NARS when no longer required for reference. Reports are arranged by subject and accumulate at a rate of ca. 6 inches per year.</p> <p>(2) All other output--TEMPORARY. Destroy when no longer required for reference.</p> <p>Above changes made with OSD approval.</p> <p><i>gm 3/27/79</i></p>		

*3 items*

*Copy Sent to NNB, NNM, NNR, Agency: K.D.*

*4-10-79*