REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse) RB 361

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

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Supply Agency

2. MAJOR SUBDIVISION

Staff Director Administration

3. MINOR SUBDIVISION

Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
Mr. Peter Tomai	46234

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.

(Date)   WILLIAM A. SMITH, Chief, Administrative Management Division

(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
1	<u>Patent Royalties (253.50)</u> Documents concerning contractor royalty reports and refund or adjustment of reported royalties. (Destroy after 10 years).		

Copy to Agency 11/5/74
WNRC

BACKGROUND INFORMATION

Documents reflect contractor royalty reports and refund or adjustment
of reported royalties. They are created by Contracting Officers and
received and acted upon by Office of Counsel, Defense Supply Agency,
in accordance with Defense Supply Procurement Regulation 9-110 and
Armed Services Procurement Regulation 9-110. It is necessary for
convenience to segregate them from other patent files.

Current disposition standard: None

Recommended standard: Destroy after 10 years.