NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-361-76-05

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 03/03/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 3a is superseded for records FY 2017 and forward only by DAA-GRS-2015-0006-0001 (GRS 1.3, item 010)

Item 3b is superseded by DAA-GRS-2015-0006-0006 (GRS 1.3, item 041)

Item 4b is superseded by DAA-GRS-2015-0006-0007 (GRS 1.3, item 050)

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS:

(See Instructions on Reverse)

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DATE RECEIVED MAR 1 0 1976

JOB NO. NC1-361-76 - 5

NOTI	FICAT	ION	TO	AGENCY
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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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Archivist of the United States

NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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 I. Tomai 274-6234

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

TO: GENERAL SERVICES ADMINISTRATION

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.

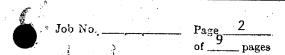
MAR 1976

Administrative Memt Division

Date	WILLIAM A. SMITH N Chief, Adminis (Signature of Agency Representative)	Title)	
7.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKE
1	Interagency Interservices, and Intra-agency Agreement (200.06)	Jos Ne.	
	Current disposition standard: a. Staff Directorate, Installations and Services, Head- quarters, Defense Supply Agency - Permanent, b. Other Offices - Destroy when superseded, obsolete, or no longer needed for reference purposes.		
i≉ α. Of	Recommended standard: same as above fer to National Archives after 40 year.		,
2	International Planning (212.01)		
	Rescinded. No longer used/required.		
3	Mobilization Plans (DSA) (213.20)		
	Rescinded. Use 220.10		
4	Civil Defense Planning (214.20)		
	Current disposition standard: o.Civil Defense Materiel Division, Supply Operations Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy when superseded obsolete, or no longer needed for reference purposes.		
	D		

STANDARD FORM 115
Revised January 1973
Prescribed by General Services
Administration
FPMR (41 CFR) 101–11.4

Standard Form No. 115a
Promulgated 9-1-40 by
General Services Administration
The National Archives



7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
*	Recommended standard:		
a.	DSA Civil Preparedness Office - Permanent		And
,d	Other Offices - same as above.		
-5-	Program Guidance (220.10)		
0	Current disposition standard: Programs and Policy Division, Plans, Programs, and		
٠.	Systems Directorate, Headquarters, Defense Supply		
	Agency - Permanent. b. Other Offices - Destroy after	e e e e e e e e e e e e e e e e e e e	
* .	10 years.		
	Recommended standard:	- · · · · · · · · · · · · · · · · · · ·	
G.	Programs and Policy Division, Plans, Programs and		
	Systems Directorate, Headquarters, Defense Supply Agency		
	Permanent. D. Other Offices - Destroy after 5 years.		
	and the second		
	en e		
	December 1 April (220		
6	Program Review and Analysis (220.40)		
	Current disposition standard:		
a.	Programs and Policy Division, Plans, Programs and		
	Systems Directorate, Headquarters, Defense Supply		
	Agency - Permanent. b. Other Offices - Destroy after	*, **	•
	10 years .		
	Recommended standard:		
5 m 50a ap as	same as above		
15	and the control of th	de de la companya de	•
	er e		
7	Program Advisory Committee Actions (220.45)		
	Flogram Advisory Committee Actions (220.45)		
-	Current disposition standard:	,	
a	Plans, Programs and Systems Directorate, Head-		
	quarters, Defense Supply Agency - Permanent		
Ь	Other Offices - Destroy after 10 years		
			1, 30
	Recommended standard:		
	same as above		
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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
. 8	Cost Reduction (230.05)		
	Current disposition standard:		
q,			
	Systems Directorate, Headquarters Defense Supply		
	Agency - Permanent & Cost Reduction Program		
_	Coordinators of PLFAs - Destroy after 5 years		
	Other Offices - Destroy after2 years		
•	Recommended standard:		
	same standard.		
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9	Compiled Management Documents (230.10)		
	Current disposition standard:		
a.	HQ DSA Staff Element of Primary Interest - Permanent		
Ь	Other Offices - Destroy after 10 years or when no longer		
-	needed for reference or planning purposes, whichever is		×
	sooner.		
	Recommended standard:		
	Office of Comptroller, Headquarters Defense Supply		
	Agency - Permanent. Other Offices - same as above		
		• • • • • • • • • • • • • • • • • • •	
	and the second control of the second of the		
10	Staff Meetings (230.15)		
. 10	Bear Incorning (230.23)		
	Current disposition standard:		
a.	Executive Office, Headquarters Defense Supply Agency		
	and Heads of HQ DSA Principal Staff Elements -		
	Permanent.D.Other Offices - Destroy after 3 years		
	or when no longer needed for reference, whichever is		
	sooner.	• •	
ļ	D1-11 1-		
,	Recommended standard: Executive Office, Headquarters Defense Supply Agency		
14	and Heads of HQ DSA Principal Staff Elements - Permanen		
	Other Offices - same as above.	. L	
	A CONTRACT OF THE CONTRACT OF	_	,
11	Highlight Summaries (230.20)	-	
	Manager Manager Manager and Association of the Asso		
	Current disposition standard:		,
a.	Executive Office, Headquarters Defense Supply Agency -		
• •	Permanent. b.Other Offices - Destroy when no longer	-	
* -	needed for reference.		



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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
Q.	Recommended standard: Executive Office, Headquarters Defense Supply Agency Director's annotated file of Highlight Reports - Permanent		
	b./Heads of HQ DSA Principal Staff Elements and Heads of Primary Level Field Activities - Destroy after 1 year		
12	Defense Supply Agency (231.10)		
α.	Current disposition standard: Management Planning Division, Plans, Programs and Systems Directorate, Headquarters, Defense Supply Agency - Permanent. Other Offices - Destroy after 10 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.		
	Recommended standard: same as above		
13	Headquarters Defense Supply Agency (231.20)		
Q.	Current disposition standard: Management Planning Division, Plans, Programs and Systems Directorate, Headquarters, Defense Supply Agency - Permanent. b Other Offices - Destroy after 10 years or when superseded, obsolete or no longer needed for reference, whichever is sooner.		
	Recommended standard: same as above		
14 G.	Current disposition standard: Management Planning Division, Plans, Programs and Systems Directorate, Headquarters Defense Supply Agency - Permanent. b Others - Destroy after 10 years or when superseded, obsolete or no longer needed for reference, whichever is sooner.		
	Recommended standard: same as above		



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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	
15	Systems Development and Evaluation Case Files (232.10)			
a	Current disposition standard:			
	HQ DSA Staff Element of Primary Interest - Permanent Other Offices - Destroy when superseded, obsolete,			
	or no longer needed for planning or guidance purposes.			
	Recommended standard:			
G.	Plans, Programs and Systems Directorate, Headquarters			
	Defense Supply Agency - Destroy 5 years after completion			
	of case study except documents pertaining to adopted programs will be destroyed 5 years after related program			
,	is superseded or discontinued.			
b.	Other Offices - same as above.		**	
16	Automatic Data Processing System Development (232.50)			
	Current disposition standard: Plans, Programs and Systems Directorate, Headquarters			
4.	Defense Supply Agency - Permanent			
Ы	Other Offices - Destroy when superseded, obsolete,			
	or no longer needed for reference.			
	Recommended standard:			
۹.	Plans, Programs and Systems Directorate, Headquarters,			
· h	Defense Supply Agency - Permanent Other Offices - Dispose of with related contract			
	dispute to the extent feasible, otherwise destroy			
	6 years after final action in any claim, appeal as	».		
1	complaint.			
17	Publication Record Sets (237.12)			
	Current disposition standard:			
· q.	Publication Division and Administrative Management			
	Division, DSA Administrative Support Center; and			
	Defense Documentation Center - Permanent . Other Offices - Destroy 10 years after supersession			
C.	or obsolescence	, , '		
	Recommended standard: same as above			
	same as above			

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	(WITH INCLUSIVE DATES OR RETENTION PERIODS)	SAMPLE OR JOB NO.	ACTION TAKEN
18	Information Requirements Case Files (237.32)		
*	Common dinaminian abandanda		* 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
e	Current disposition standard:		
Ч,	Office of Comptroller, Headquarters Defense		
	Supply Agency - Permanent. Other Offices - Destroy 2 years after report is		
9	discontinued.		
	discontinued.		
	Recommended standard		
	All Offices - Destroy 2 years after report is discontinue		
	All Offices - Destroy 2 years after report is discontinue	d.	
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7.0	(2/2 05)		
19	Command Inspections (242.05)		,
	Correct disposition standard:		
_	Current disposition standard:	;	
а	Headquarters, Defense Supply Agency Staff Element		
1	Sponsoring or Monitoring Inspection - Permanent		,
. 5	Other Offices - Destroy after next comparable		
	inspection or ^{after} 2 years, whichever is sooner.	,	
		, '	
C.	Recommended standard:		7
، بن ·	Plans, Programs and Systems Directorate, Headquarters		
. L	Defense Supply Agency - Permanent.		
D	Other Offices - same as above.		
	The second secon		
	A Committee of the complete of the complete of the committee of the complete of the complete of the complete of		
20	TC Transations (2/2 10)		
20	IG Inspections (243.10)		
×	Current dienogition standard:		-
6	Current disposition standard: Office of Inspection General, Headquarters		
u,	Defense Supply Agency - Permanent	· · · · · · · · · · · · · · · · · · ·	
٢	I was a second of the second o	1 .	
, D,	inspection or upon inactivation of the inspected		1
	activity, whichever is sooner.		
	activity, whichever is sooner.		
	Recommended standard:		
	same as above	_	
	Same as above		
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	g and the state of	τ	1
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GAO Investigations (245.01) Current disposition standard: Headquarters, Defense Supply Agency Staff Element of Primary Interest - Permanent Other Offices - Destroy after 5 years	
Headquarters, Defense Supply Agency Staff Element of Primary Interest - Permanent	
Recommended standard: Office of Comptroller, Headquarters Defense Supply	
Agency - Permanent. Other Offices - same as above.	
A CONTROL OF THE STATE OF THE S	
22 Legal Opinions (251.01)	
Delete this file number. Not required/used. 23 Claims, Appeals and Litigation Policy and Procedures	
(252.05)	
Current disposition standard: Office of Counsel, Headquarters, Defense Supply Agency - Permanent. b. Other Offices - Destroy when no longer needed for reference.	
Recommended standard: Office of Counsel, Headquarters, Defense Supply Agency - Destroy after 15 years. Other Offices - same as above	
Inventions, Patents, and Copyrights Policy and Procedures (253.05)	
Current disposition standard: Office of Counsel, Headquarters, Defense Supply Agency - Permanent. DOther Offices - Destroy when no longer needed.	
Recommended standard: same as above	

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Promulgated 9-1-49 by
General Services Administration
The National Archives

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1	of 9 pages

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25	Legislation Files (260.10)		
a.	Current disposition standard: Office of Counsel, Headquarters, Defense Supply Agency Permanent Other Offices - Destroy after 5 years or when no longer needed, whichever is later.		
a.	Recommended standard: Office of Counsel, Headquarters, Defense Supply Agency - Permanent . b.Other Offices - same as above		
	Congressional Liaison (260.20) Current disposition standard: Office of Special Assistant for Congressional Affairs, Headquarters Defense Supply Agency and Procurement and Production Directorate, HOP DSA - Permanen Other Offices - Destroy after 3 years	L	
	Recommended standard: Office of Special Assistant for Congressional Affairs, Headquarters Defense Supply Agency and Wocuren Destroy after 10 years. D. Other Offices - Destroy after 3 years	vent and G ctavate	roduction
27	Congressional Investigations and Hearings (260.30)		
	Current disposition standard: Assistant Director, Plans, Programs and Systems Headquarters, Defense Supply Agency - Permanent Other Offices - Destroy after 5 years.		
, a,	Recommended standard: Office of Special Assistant for Congressional Affairs, Headquarters Defense Supply Agency - Permanent		
Ь.	Other offices - Destroy after 5 years		

Standard Form No.	1158
Promulgated 9-1-49 by	
General Services Adminis	tration
The National Archives	

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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
28	Information Materials (270.10)		
	Current disposition standard:	n de la companya de l	
a.	Office of Special Assistant for Public Affairs,	e de la companya del companya de la companya del companya de la co	
	Headquarters, Defense Supply Agency - Permanent	•	
Ь.	Other Offices - Destroy when no longer needed		
-	for references or other public affairs purposes.		
	Recommended standard:		
a.	Office of Special Assistant for Public Affairs,		
	Headquarters, Defense Supply Agency - Destroy Rermancat		
	efter 10 years.b. Other Offices - Destroy when		
	no longer needed for reference or other public	# 1	
	affairs purposes.	•	
		*	
29	Committee Files (236.20)		×
	Current disposition standard:	200 C	
	a. Office of the committee chairman or secretariet,		
	whichever is designated "office of record" and offices of members of international committees in which a		
	foreign government is the office of record - Permanent,		
	except that records of committees consisting solely of		
	DSA members or local committees concerned with administra-		
	tive non-mission matters will be destroyed when no longer		
	needed for reference.		
	b. Office of members of committees of DSA, joint,		C
	advisory, interdempartmental, and international committees		\$
	in which another DoD agency or an agency of the U.S.		
	Government is the office of record - Destroy when no	•	
	longer needed for reference.		j
•			
	Recommended standard: Same as above.		
•	Same as above.		
	Records described in Item 1 and 17b will be offered		
	to the National Archives after 40 years.		
**************************************	Records described in Item 24 will be offered after 30 year	S •	
	All other permanent records will be offered after 20 years		
	war sauct between records with he offered stret 50 Aesis	•	
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