

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

7 items

361

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

LEAVE BLANK	
DATE RECEIVED APR 9 1976	JOB NO. NC1-361-76-11
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 "with-drawn" in column 10.	
5-19-76 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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

Mr. Peter Tomai

5. TEL. EXT.

274-6234

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.

5 Apr 76
Date

William A. Smith
(Signature of Agency Representative)

WILLIAM A. SMITH

Chief, Administrative Mgt Division
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<u>Engineering Support (General) (868.01)</u> Documents relating to the overall administration of engineering support functions, which due to their general nature cannot logically be filed elsewhere in the 868-series. (Destroy after <i>when</i> 10 years old .)		
2	<u>Cost/Schedule Control System Criteria and Cost/Schedule Status Report (868.02)</u> Documents relating to engineering monitoring of contracts that include C/SCSC and/or C/SSR; engineering reports, Memorandum of Agreements. (Destroy after <i>when</i> 10 years old .)		
3	<u>Technical Analysis of Cost Proposals (TACPs) (868.04)</u> Documents relating to TACPs. (Destroy after <i>when</i> 10 years old .)		
4	<u>Engineering Support Management and Administration (868.10)</u> Documents relating to engineering support planning, reporting training scheduling, inspections and surveys. (Destroy after <i>when</i> 10 years old .)		
5	<u>Engineering Support Resources (868.15)</u> Documents relating to engineering workload and manpower. (Destroy after <i>when</i> 10 years old .)		

Copy to Agency & NCW 5-20-76

Request for Records Disposition Authority – Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6	<u>Procurement Activity Technical Representatives (868.25)</u> Documents relating to technical representatives agree- ments, assignments and surveys. (Destroy after 10 years.) <i>pld.</i> <i>when</i>		
7	<u>Engineering Support Surveillance and Liaison (868.30)</u> Documents relating to engineering surveillance, assistance and liaison assignments, as well as engineering working files pertaining to individual selected contracts under surveillance in accordance with procedures specified in DSAM 8300.1. (Upon completion of the contract, review the file and send significant material not already in the official contract file for inclusion in that file; destroy the remaining papers within 90 days.)		