	(See Instructions on reverse)	MC	JOB NO.		
	IAL SERVICES ADMINISTRATION, LARCHIVES AND RECORDS SERVICE, WASHINGTON,	DC 20408	DATE RECEIVED	61-8	0-16
1. FROM (AGE	NCY OR ESTABLISHMENT)		Seatem	ser a	2,1980
	Logistics Agency		NOTIFIC	ATION TO AGE	ICY
2. MAJOR SUBDIVISION Staff Director, Administration In accordance with the proguest, including amendment					
3. MINOR SUB			quest, including amendmen be stamped "disposal not	approved" or "withd	rawn" in column 10
Admini	strative Management Division		1		
4. NAME OF PERSON WITH WHOM TO CONFER 5. TEL. EXT			0 21(1)	2000	$\mathcal{N}$
Ms• Ann	ne Nicewicz	274-6234	9-14-80 _ Date	Archivist of the	United States
	E OF AGENCY REPRESENTATIVE.				
this age	certify that I am authorized to act for this agent records proposed for disposal in this Request ncy or will not be needed after the retention proposed for immediate disposal.  Request for disposal after a spect retention.	eriods specified. 🗸			•
C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE			
10 Sep 80	WILLIAM A. SMITH	Chief, Adm	inistrative Ma	na gement l	Division
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	Care and Preservation Case Files Reports and documents relating to classification, and inspection of ceived in storage from sources of reflecting the physical condition procedures used, and the examination the general purpose of deterstorage methods or conditions, as in issuable condition.  Destroy after 1 year.	to the identife of items in state of the item on of the item and test of the summining	orage or re- tractors, s, packing ing of items itability of	/ i-h	ha
115_107		<del> </del>		STANDARD	FORM 115

\_107

Closed out: 9-29-50: K.T.J.
Copy to Agency

REQUEST FOR RECORDS SPOSITION AUTHORITY

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

part of 1 spoor

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## BACKGROUND

These files contain documents relating to the care and preservation of materiel while in storage at the depots.

These files are maintained at the DLA depots in the field.

The purpose of the request is to reduce the retention period from 2 years to 1 year. We have determined that our administrative needs are justified for 1 year retention.

Current disposition standard: Destroy after 2 years.

Recommended standard: As shown on SF 115.