

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

11/3
LEAVE BLANK

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

1 FROM (AGENCY OR ESTABLISHMENT)
Defense Logistics Agency

2 MAJOR SUBDIVISION
Staff Director, Administration

3 MINOR SUBDIVISION
Administrative Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
Ms. Anne Nicewicz

5 TEL EXT
274-6234

JOB NO

NCI-361-81-1

DATE RECEIVED

November 4, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-19-80 *[Signature]*
Date 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 28 OCT 1980	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> WILLIAM A. SMITH	E TITLE Chief, Administrative Management Division
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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
1	<p><u>Special Measurement and Orthopedic Footwear Files (920.15)</u> Case files, requisitions for construction of special measurement and orthopedic footwear items (boots and shoes). Included are DD Form 150, Special Measurement Blank for Special Measurement Orthopedic Boots and Shoes, DOFG Form 10, Fitting Report - Special Footwear, and related documents.</p> <p>Destroy after 5 years unless specific information on individual cases justify further retention, in which case files will be destroyed when no longer needed.</p>		

Pen sink changes made with DLA approval on 11/12/80

1 item

*Closed Out: 11-24-80: KTD
Copies sent to NAG & Agency*

BACKGROUND INFORMATION

This is a proposed new file number. These files contain documents relating to requisitioning and supply of special measurement and orthopedic footwear to active duty personnel of the military services and other authorized personnel. (Such footwear is normally corrective, compensating or remedial in nature)

These files are located at the Defense Orthopedic Footwear Clinic (DOFC), Boston, Mass., an element of the Defense Personnel Support Center, Philadelphia, Pa. DOFC is directly responsible for manufacture or procurement of special measurement and orthopedic footwear.

Current disposition standard: None

Recommended standard: As shown on SF 115

GRS does not apply.