

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-361-84-1	
DATE RECEIVED 11/12/82	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3306, the disposal request, including amendments, is approved (except for those that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>W. B. Speed</i> Date	<i>11/14/82</i> Archivist of the United States

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

Resources Management Office

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Mervyn Jones

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 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 21 OCT 85	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i> PRESTON B. SPEED	E. TITLE Chief, Administrative Management Branch
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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	232.57 Automated Information Systems (AIS) Documentation- Documents accumulated in the initiation, development and maintenance of ADP systems, including system specifications, system test documentation, user guides, data flow diagrams, descriptions, data flows and reports - a. Record sets maintained by Central Design Activity (CDA). Destroy two years after supersession or obsolescence. b. Other copies - Destroy when superseded or no longer needed, whichever is sooner.		WITHDRAWN