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	L ARCHIVES AND RECORDS SERVICE, WASHINGTON,	DC 20408	DATE RECEIVED	<b>007</b> 1000	,
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Dauline I	E. Korpanty	325-7058	<u> </u>	Archivist of the l	United States
	E OF AGENCY REPRESENTATIVE:	1323-7038			
that the this age	certify that I am authorized to act for this ager records proposed for disposal in this Reque ncy or will not be needed after the retention p Request for immediate disposal.	st of <u> </u>	e(s) are not now ne	eeded for the b	pusiness of
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C. DATE SEP 2	D. SIGNATURE OF AGENCY REPRESENTATIVE 4 1980 Autor Co Joyan	H E. TITLE	Administrator	· · · · · ·	· · ·
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		(2) Feeder reports:		the CY.		
b. Other offices: Cut off at the close of the CY. DESTROY when 2 years old. 115-203 Four copies, including original, to be submitted to the National Archives STANDARD FORM 1			DESTROY when 2 years old	1		

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Request f	or Records Disposition Authority-Continuation	JOB NO.		PAGE OF 3 of
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		SAMPLE OR JOB NO	10. Action take
(1406 con	tinued)			
<u>1406.03</u> (1413-03)	SUPPLY ITEM IDENTIFICATION FILES. Documents relating proposed original item identification or proposed contractions, transfers, and cancellations of basic name definitions, descriptions, references, and illustrations inclusion in supply catalogs. Included are requests nomenclature and Federal stock number, name and desc transmittal forms, reference drawings or illustrations sketches, coordinating or collaborating actions, can tion requests, justification data, and similar documpertaining to the proposed item identifications. Cut off at the close of the DESTROY 4 years after complete the proposed item identification is the complete of the proposed item identification is after complete the proposed item identification is after complete of the proposed item identifications.	hanges, mes, ions for s for cription ncella- ments e FY. Letion		
<u>1406.04</u> (1413-05)	of action on the particular transaction. <u>ITEM IDENTIFICATION CARD FILES</u> . Interim and approve supply item identification cards containing the basis source of catalog data for each item of supply, such item name, number, and description; illustrating ske references to applicable drawings, specifications, a standards; and name of manufacturer. Identification serve as an aid in establishing interchangeability a stitutability between items or supply, as an aid in nating duplicate items, or as standard terminology f in supply operations.	ed ic as etches; and a cards and sub- elimi-		
	DESTROY on supersession, ob cence, or when no longer ne <del>or on discontinuance</del> .	1		
<u>1406.05</u> (1434-01)	PROPERTY DISPOSAL ACCOUNT FILES. Documents maintain account for the receipt and disposition of property which the property disposal officer is accountable. Included are voucher registers, vouchers and support documents, inventory adjustment reports, stock record or equivalent forms (jacket files) used for the same pose, and other documents supporting the account. I stock record cards will be retained in the active fi until filled or final entry is made thereon.	for ing cards pur- Unfilled		
	Cut off at the end of the C DESTROY when 2 years old.	Y.		
	NOTE: This description does not include accounts where involve the receipt of surplus, salvage, or suppoperty from contractors; or property related contract property accounts.	crap		

Prescribed by 1974 Prescribed by General Services Administration FPMR (41 CFR) 101–11.4

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Request	for Records Disposition Authority-Continuation	JOB NO.		PAGE OF 4 of
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. Sample or Job No	10. ACTION TAKE
(1406 co	ntinued)			
1406.06 (1434-02)	EXCESS PROPERTY REPORTING FILES. Reports used to di nate information concerning availability of excess p Included are reports of excess personal property, li card forms, and similar documents.	roperty		
	Cut off at the end of the DESTROY when 1 year old. disposal is authorized.	-		
1406.07 (1434-11)	SURPLUS SALABLE PROPERTY REPORTING FILES. Reports s to selling activities listing surplus property for s Included are property lists, transmittal letters, an related documents.	ale.	1	
	DESTROY 1 year after dispo property.	sal of		
<u>1406.08</u> (1415-01)	DUE-IN DOCUMENT FILES. Documents reflecting quantit type of materiel due in which are used as a record o shipments, as a notification of shipment or for purp warehouse space utilization planning. Included are of requisitions, purchase orders, shipping and deliv orders, and similar documents; but excluding such do when filed with vouchers to the stock record account	f due-in oses of copies ery cuments		
	DESTROY 6 months after rec shipment, or when they hav served their intended purp	e		
1406.09	REQUISITION REGISTER FILES. Registers maintained to requisitions submitted for supplies to be furnished other Government agencies.			
	DESTROY when 1 year old.			
1406.10 (1415-08)	REQUISITION REFERENCE FILES. Extra copies of requis that are maintained by the activity responsible for tiating the requisitions.			
	DESTROY when no longer nee not later than 6 months af disapproval of requisition pletion of supply action.	ter		
115-203	Four copies, including original, to be submitted to the National Ar	chives	STANDARD	FORM 115-A

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Request f	or Records Disposition Authority-Continuation	JOB NO.	*	PAGE OF 5 of 6
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		S. SAMPLE OR JOB NO	10. ACTION TAKE
(1406 cor	tinued)			
<u>1406.11</u> (1415-11)	STATION SUPPLY REPORTING FILES. Reports concerning status of supply, excess stock, and the redistributi stock, including station stock status peport, and re on the status of equipment.	on of		
	DESTROY when 2 years old.			
1406.12 (1415-19)	MATERIAL HANDLING EQUIPMENT (MHE) USE FILES. Docume containing data for use in establishing utilization requirements for MHE. Included are daily records of operations, copies of MHE utilization reports, and s documents.	MHE		
r	a. Offices of the DESTROY when 1 year old. DNA staff:			
	b. Other offices: DESTROY when 2 years old.			
1406.13 (1421-01)	WAREHOUSE PLANNING AND LAYOUT FILES. Warehouse, she open storage space planning and layout diagrams, or parable papers relating to space planning and layout	com-		
	Cut off at the end of the C DESTROY on supersession or obsolescence.	У.		
<u>1406.14</u> (1421-12)	NATIONAL STOCKPILE ACCOUNT FILES. Documents relating the receipt, storage, and inventory of strategic and tical materials stored by the DNA for GSA, Defense Materials Service. Included are inventory record can which reflect the program designation of material st commodity name, commodity grade, unit of measure use number assigned to commodity type, and vouchers with porting documents such as receiving and shipping rep adjustment documents, and related papers.	cri- rds ored, d, and sup-		
	DESTROY 2 years after out s ment of material.	hip-		
1406.15 (1421-13)	NATIONAL STOCKPILE VOUCHER REGISTER FILES. Register tained to assign voucher numbers in numerical sequen vouchers relating to the receipt, storage, and shipm strategic and critical materials for the account of GSA, Defense Materials Service.	ce to ent of	-	
	DESTROY 6 years after indiv sheets or individually bound are filled.			

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Prescribed July 1974 Prescribed by General Services Administration FFMR (41 CFR) 101–11.4

Request f	or Records Disposition Authority-Continuation	JOB NO		PAGE OF 6 of 6
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKE
(1406 con	tinued)			
<u>1406.16</u> (1421-14)	NATIONAL STOCKPILE REPORTING FILES. Documents reflect the storage space allocated and occupied by the strat and critical materials stored by the DNA for the GSF Defense Materials Service. These reports also reflect quantity of each commodity stored and the last received report number and outbound report number used by the storing activity.	tegic , ect the .ving	æ	
	DESTROY when 2 years old.			
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115-203	Four copies, including original, to be submitted to the National Arc	hives	Revised Jul Prescribed Administr	by General Servi