

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI+ 374-81-50	
DATE RECEIVED 2 OCT 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-07-82 Date	WITHDRAWN Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Nuclear Agency

2. MAJOR SUBDIVISION

Personnel/Administration Directorate

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpanty

5. TEL. EXT.

325-7058

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 3 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 SEP 24 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	E. TITLE Records Administrator
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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
1407 <i>(1414)</i>	<p>SUPPLY CONTROL AND QUANTITATIVE MATERIEL REQUIREMENTS FILES</p> <p>1. The files described in this category relate to the function of supply control which consists of computing the quantitative requirements for major items, secondary items, and repair parts; directing the accomplishment of procurement, cataloging, rebuilding, and disposal of items; determining optimum inventory levels and economic reorder points; and taking other action pertaining to the management of items. Quantitative requirements for major items are determined primarily by the strategic and tactical military outlook as set forth in military planning documents.</p> <p>2. Quantitative requirements for Secondary items and repair parts (usually in the form of supply control studies) are determined primarily by anticipated consumption rates and replacement factors. Strategic and tactical military requirements are considered in these computations. Secondary items and repair parts, although purchased by the stock fund, are nevertheless budgeted for by command operating budgets of, and financed by that portion of the O&M appropriation allocated or allotted by the consuming command.</p> <p>NOTE: Pertinent data directly relating to each item of materiel and supply are assembled in a single folder, or in several folders when the volume or procedures</p>		

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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
(1407 continued)	<p>necessitate use of more than a single folder. Folders are filed by item number or alphabetically by nomenclature. Procedures require that each item will be studied at intervals and each document is normally reviewed at this time. Since varying disposal standards are applicable to the documents maintained in these folders, those documents eligible for destruction, as indicated below, will be destroyed at the time the individual documents are reviewed.</p>		
<u>1407.01</u> (1414-01)	<p><u>MAJOR ITEM FILES.</u> Documents which possess continuing value for the period of time that the item remains in the supply system. Included are activity journal sheets, identification cards, nomenclature descriptions, stock numbering actions, limited selection family actions, catalog and supply data, Tech Committee actions, specifications data, statements of agreement, excess declaration notices, and related papers.</p> <p style="text-align: right;">DESTROY 1 year after obsolescence, discontinuance, or removal of the supply item.</p>		
<u>1407.02</u> (1414-02)	<p><u>MAJOR ITEM FORECASTING FILES.</u> Documents created in forecasting and computing the gross quantitative requirements for individual major and selected items of materiel. Included are materiel planning studies, distribution planning studies, and other studies on the item; analyses of replacement and consumption rates, readiness status, asset data, and comparable information on the item; rebuild and overhaul schedules; analyses of DNA planning documents which provide guidance in computing the requirements for the item; and related papers.</p> <p style="text-align: right;">DESTROY 3 years after supersession of specific documents, or 1 year after obsolescence, discontinuance, or removal of the item.</p>		
<u>1407.03</u> (1414-04)	<p><u>SECONDARY ITEM AND REPAIR PART FORECASTING FILES.</u> Documents created in forecasting the quantity of an individual secondary item or repair part required to meet anticipated demands on the supply system, and in determining the most economical and effective time for the procurement. Included are supply control study forms; procurement directive data; requisition; supply control analyses; consolidated requirement sheets; procurement documents; stock level change sheets; data on deliveries against contracts; status reports and availability reports; repair, fabrication, and set</p>		

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(1407 continued) (1407.03)	<p>assembly data; shipping instructions; overhaul directives; cancellation notices; demands and issues; worksheets; and related papers.</p> <p>Withdraw and destroy during the next review after the documents have been retained for a period of 3 years, or 1 year after obsolescence, discontinuance, or removal of the supply item.</p>		