

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Office of the Secretary of Defense

2. MAJOR SUBDIVISION

Washington Headquarters Services

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

J. E. Haines

5. TEL. EXT.

695-0970

LEAVE BLANK

JOB NO

NC1-330-81-2

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-6-81
Date

[Signature]
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 X 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 | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
|----------|---------------------------------------|-----------------------|
| 11/28/80 | <u>[Signature]</u> James S. Nash | Records Administrator |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| Addition | to OSD Administrative Instruction No. 15: | | |
| 214-03 | <u>Source Data for Prime Contract File</u> | | |
| 1. | <p>Standard Form DD2139 contains essential data on prime contracts awarded by DoD over \$10,000. It lists contract number, name and address of contractor, name and address of subcontractor, place of performance and purpose of contract. Items 2, 5 and 11 (sample attached) are used as input to an ADP file (NC1-330-78-12). The card is used for research and reference.</p> <p><u>Disposition:</u></p> <p align="center">(a)</p> <p>Convert SF DD2139 to microfiche and/destroy hard copy after ascertaining that the reproduced copies have been made in accordance with GSA regulations and are adequate substitutes for the paper records. (b) Destroy the microfiche when six years old.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with standards set forth in CFR 101-11.506.</p> <p>Above changes made with OSD approval(Haines). RCT, NARS-NCD, 2/81.</p> | X | |
| | | | 2 items |

*Closed Out: 4-8-81: K.T.D.
Copy to Agency: NARS*