

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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JOB NO. *NI-361-91-11*

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

DATE RECEIVED *5-30-91*

1. FROM (Agency or establishment)  
**Defense Logistics Agency**

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
**Staff Director, Administration**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION  
**Planning & Resource Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Allen Easterly**

5. TELEPHONE EXT. **274-6234**

DATE *8/12/91* ARCHIVIST OF THE UNITED STATES  
*Claudia J. ...*

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary. ~~X is already in your possession.~~

B. DATE <i>23 May 91</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i> Preston B. Speed	D. TITLE Chief, Administrative Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	The enclosed is a revision of the records disposition schedule for our Small Business Office. This revision will supersede the 816 series of our Files Maintenance and Disposition Manual (DLAM 5015.1) and be reissued as the new 130 series. The contents of the present 130 series will be cancelled.		

*Copies sent to agency, NCF, NN-W, NNT 8/22/91*

## SMALL BUSINESS

**130 SMALL BUSINESS.** Relates to the direction and implementation of the DLA Small Business Program including DOD Small Business and Small Disadvantaged Business Utilization Programs and related economic development programs.

**130.01 Small Business Program Files.** Documents related to the formulation, management, administration and execution of individual Small Business programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. (*Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.*)

**130.02 Small Business Policy Files.** Documents providing general direction, staff guidance and reporting in the management and administration of Small Business including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.

a. HQ DLA - Cut off at the end of the year. Destroy after 3 years.

b. Other Activities - Destroy after 1 year.

**130.10 Small Business Source Files.** Documents maintained for the purpose of determining source capabilities, such as brochures, replies to questionnaires, financial data, prospectuses, requests for inclusion on bidders' mailing lists, extracts from industry publications, pre-award surveys, and lists of tools and equipment. (*Destroy when superseded, obsolete, or when the concern is no longer considered as source of supply for any reason.*)

**130.15 Procurement Technical Assistance.** Correspondence, Federal Register announcements, Commerce Business Daily announcements, solicitations for cooperative agreement proposals, program evaluation criteria, applicant proposals, cooperative agreement award documents, recipient performance reports and other similar information used to administer procurement technical assistance programs. (*Destroy after 6 years.*)

*Changed per telecon  
with Judith  
Saulnier (6/12/91)  
DLA Lambert  
6/12/91*

**130.20 Special Small Business/Economic Utilization Projects and Reports.** Documents relating to participation in special projects as directed by higher headquarters and documents relating to special reports required by congressional interest, other Government agencies, and higher headquarters. (*Destroy after 3 years.*)

**130.25 Outreach Development Files.** Conference information, registration forms, correspondence, publication cover letters and inquires related to various outreach programs used to develop outreach programs; coordinate, sponsor, and participate in Federal, State, and local government and industry sponsored conferences, trade fairs, and economic assistance events in support of outreach programs. (*Cut off at the end of the year. Destroy after 3 years.*)

**130.30 Small Business/Labor Surplus Area Preference Activity Files.** Documents relating to preferential consideration given to small business and/or labor surplus area firms.

a. Procurement Activity - Destroy after 10 years.

b. Administrative Activity - Destroy after 3 years.

**130.35 Minority Contracting.** Minority Contracting Program (8A), search and offering letters and related responses used to assist and counsel small and disadvantaged business firms in acquiring information and in resolving problems encountered in bidding or performing on DOD contracts. *(Destroy after 3 years.)*

**130.40 Procurement Action Reviews.** Copies of proposed contract actions, abstracts of bids and offers and similar documents, work papers and reference material used to review pending procurement actions for breakouts and set aside opportunities for increasing small business participation and competition for DOD requirements. *(Destroy after 3 years.)*

**130.45 Command Management Plan.** Locally developed Command Management Plan and related correspondence created in the development and concurrence of plan; and reference copies of other Small Business office plans used in the development of an annual command management plan to identify and promote initiatives to be taken to accomplish objectives of the DLA Small Business Program. *(Destroy when superseded, obsolete, or after 3 years, whichever is sooner.)*

**130.50 Sheltered Workshop Support.** Inquiries, information requests, cover letters, and correspondence related to the development and implementation of programs for support of sheltered workshops affiliated with National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH). *(Destroy after 2 years.)*

**130.55 Federal Prison Industries.** Inquiries, information requests, cover letters, and correspondence related to the development and implementation of programs for support of Federal Prison Industries. *(Destroy after 2 years.)*

**130.60 Program Goals.** Proposed goals, statistical information, measurements of performance, letters and correspondence assigning approved goals used in the establishment of program goals and evaluation of activity performance in achieving goals for the award of prime contracts to firms. *(Destroy after 6 years.)*

**130.65 Subcontract Negotiations.** Contractor's plans, copies of contracting documents and related records used to review contract proposals and participate in negotiations with DOD prime contractors regarding their proposed subcontracting plans for award of subcontracts to small and disadvantaged business firms. *(Destroy after 3 years.)*

**130.70 Subcontractor Plans and Programs.** Evaluations of contractor performance and requests for information and related responses used to evaluate DOD prime contractors, small, disadvantaged, and labor surplus area subcontracting plans and programs, establish or recommend goals for awards to firms, and to evaluate prime contractor performance in complying with goals and other subcontracting plan requirements. *(Destroy after 3 years.)*