

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Supply Agency

2. MAJOR SUBDIVISION
Staff Director, Administration

3. MINOR SUBDIVISION
Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Peter I. Tomai

5. TEL. EXT.
274-6234

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAR 11 1976	JOB NO. NC1-361-76 - 9
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 "with-drawn" in column 10.	
(Date)	Archivist of the United States

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3 MAR 1976

[Signature]
WILLIAM A. SMITH

Chief, Administrative Mgmt Div

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Procurement Regulations and Instructions (800.05)</u></p> <p>Current disposition standard: Policy Branch, Procurement Division, Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent Other Offices - Destroy when superseded, obsolete or no longer needed for reference</p> <p>Recommended standard: same as above</p> <p>* Offer to National Archives after 20 years.</p>		
2	<p><u>Procurement Assignments (800.10)</u></p> <p>Current disposition standard: Procurement Branch, Procurement Division, Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy when superseded, obsolete, or no longer needed for reference</p> <p>Recommended standard: same as above</p> <p>* Offer to National Archives after 20 years</p>		

Copy to Agency 5-28-76 AD

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p><u>Procurement and Production Council Minutes and Reports (800.15)</u></p> <p>Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent Other Offices - Destroy when superseded, obsolete, or no longer needed for reference</p> <p>Recommended standard: * Procurement and Production Directorate, Headquarters Defense Supply Agency - Destroy after 5 years Others - Destroy when superseded, obsolete, or no longer needed for reference</p>		
4	<p><u>Procurement Reports (800.50)</u></p> <p>Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent Other Offices - Destroy after 2 years except that copies of individual procurement reports used to prepare statistical reports for submission to higher authority will be destroyed after 1 year.</p> <p>Recommended standard: * Procurement and Production Directorate, Headquarters Defense Supply Agency - Destroy after 5 years Other Offices - same as above</p>		
5	<p><u>Contract Administration Policies and Procedures (830.03)</u></p> <p>Current disposition standard: Office of Plans and Management and Directorate of Contract Administration Services, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy 6 years after supersession or obsolescence.</p> <p>Recommended standard: * Contract Administration Directorate CAS, Headquarters Defense Supply Agency - Destroy 6 years after super- session or obsolescence. Delete - Other Offices.</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
6	<p><u>Property Administration Policy and Procedures (840.05)</u></p> <p>Current disposition standard: Contract Administration Directorate, Headquarters Defense Supply Agency - Permanent - Others - Destroy 6 years after supersession or obsolescence</p> <p>* Recommended standard: Contract Administration Directorate, Headquarters Defense Supply Agency - Destroy 6 years after supersession or obsolescence. Delete - Other Offices</p>		
7	<p><u>Quality Assurance Policy and Programs (850.05)</u></p> <p>Current disposition standard: Quality Assurance Directorate and Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy 6 years after supersession or obsolescence.</p> <p>* Recommended standard: Quality Assurance Directorate and Procurement and Production Directorate, Headquarters Defense Supply Agency - Destroy 6 years after supersession or obsolescence. Other Offices - Destroy 4 years after supersession or obsolescence.</p>		
8	<p><u>Production Policy and Programs (860.10)</u></p> <p>Current disposition standard: Production Directorate, Contract Administration Services and Procurement and Production Directorate, Headquarters Defense Supply Agency Permanent - Other Offices - Destroy 6 years after supersession or obsolescence.</p> <p>* Recommended standard: Production Directorate, Contract Administration Services and Procurement and Production Directorate, Headquarters Defense Supply Agency - Destroy after 15 years. Other offices - Destroy 6 years after supersession or obsolescence.</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
9	<p><u>Production Management and Administration (860.20)</u></p> <p>Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy after 10 years.</p> <p>* Recommended standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Destroy after 5 years Other Offices - Destroy after 4 years.</p>		
10	<p><u>Production Resources (860.30)</u></p> <p>Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy after 10 years.</p> <p>* Recommended standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Destroy after 5 years. Other Offices - Destroy after 4 years.</p>		
11	<p><u>Production Application (860.40)</u></p> <p>Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy when superseded or no longer needed for references.</p> <p>* Recommended standard: Procurement and Production Directorate, Head- quarters Defense Supply Agency - Destroy after 5 years. Other Offices - Destroy when superseded or no longer needed for reference.</p>		
12	<p><u>Value Engineering Policy and Programs (862.10)</u></p> <p>Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy after 10 years.</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
*	Recommended standard: Technical and Logistics Services Directorate, Headquarters, Defense Supply Agency - Destroy after 5 years. Other offices - Destroy after 2 years.		
13	<u>Value Engineering Methodology and Technology (862.30)</u> Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy when superseded, obsolete, or no longer needed for value engineering reference.		
*	Recommended standard: Technical and Logistics Services Directorate, Headquarters, Defense Supply Agency - Destroy after 5 years. Other Offices - same as above		
14	<u>Value Engineering Reports (862.40)</u> Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy after 2 years.		
*	Recommended standard: Technical and Logistics Services Directorate Headquarters Defense Supply Agency - Destroy after 5 years. Other Offices - same as above.		
15	<u>Industrial Labor Relations (866.05)</u> Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent Other Offices - Destroy after 6 years		
*	Recommended standard: Production Directorate, Contract Administration Services, Headquarters, Defense Supply Agency - Destroy after 6 years. Other Offices - Destroy after 2 years.		

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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
16	<p><u>Labor-Management Disputes (866.10)</u></p> <p>Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent Other Offices - Destroy after 10 years</p> <p>* Recommended standard: Production Directorate, Contract Administration Services, Headquarters Defense Supply Agency - Destroy after 10 years. Other Offices - Destroy after 6 years.</p>		
17	<p><u>Engineering Support Policy and Programs (868.05)</u></p> <p>Current disposition standard: Office of Engineering, Contract Administration Services, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy 6 years after superseded or obsolete.</p> <p>* Recommended standard: Production Directorate, Contract Administration Services, Headquarters Defense Supply Agency - Destroy after 15 years. Other offices - same as above</p>		
18	<p><u>Facility Registration (870.30)</u></p> <p>Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent Other Offices - Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>* Recommended standard: Production Directorate, Contract Administration Services, Headquarters Defense Supply Agency and Other Offices - Destroy when superseded, obsolete, or no longer needed for reference.</p>		
19	<p><u>Industrial Equipment Reserve Program (871.05)</u></p> <p>Current disposition standard: Procurement and Production Directorate and Technical and Logistics Services, Headquarters Defense Supply Agency and Defense Industrial Plant Equipment Center - Permanent. Other Offices - Destroy when obsolete, superseded or no longer needed for reference.</p>		

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*	Recommended standard: Technical and Logistics Services Directorate, Headquarters Defense Supply Agency and Defense Industrial Plant Equipment Center - Permanent Other Offices - same as above		
*	Offer to the National Archives after 10 years		
20	<u>Industrial Mobilization and Readiness Planning (872.05)</u> Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Permanent Other Offices - Destroy when superseded, obsolete, or no longer needed for reference.		
*	Recommended standard: Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Destroy after 3 years Other Offices - same as above		
21	<u>Individual Industrial Preparedness Measures and Industrial Facilities Projects (872.10)</u> Current disposition standard: Procurement and Production Directorate, and Defense Supply Centers - Permanent Other Offices - Destroy after 10 years		
*	Recommended standard: Procurement and Production Directorate, and Defense Supply Centers - Destroy after 3 years. Other Offices - Destroy after 2 years		
22	<u>Stockpiling (872.20)</u> Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Permanent. Other Offices - Destroy after 10 years. Recommended standard: Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Destroy after 5 years. Other Offices - Destroy after 4 years		

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23	<p><u>Conservation (872.30)</u></p> <p>Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Permanent. Other Offices - Destroy after 10 years.</p> <p>* Recommended standard: Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Destroy after 5 years. Other Offices - Destroy after 4 years.</p>		
24	<p><u>Trade Expansion Guidance and Procedures (872.40)</u></p> <p>Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Permanent. Other Offices - Destroy after 10 years.</p> <p>* Recommended standard: Procurement and Production Directorate, Headquarters Defense Supply Agency and Defense Supply Centers - Destroy after 5 years. Other Offices - Destroy after 4 years.</p>		
25	<p><u>Bomb Damage Assessment Program (General) (875.01)</u></p> <p>Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy when obsolete, superseded, or no longer needed for reference.</p> <p>* Recommended standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Destroy after 5 years Other Offices - same as above</p>		
26	<p><u>Bomb Damage Assessment Studies (875.10)</u></p> <p>Current disposition standard: Office of Primary Interest conducting the Study - Permanent. Other Offices - Destroy when no longer needed for reference.</p>		

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*	<p>Recommended standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Destroy after 5 years. Other Offices - same as above</p>		
27	<p><u>Contracts Compliance/EEO Policies and Procedures (880.02)</u></p> <p>Current disposition standard: Office of Contracts Compliance, Contract Administration Services, Headquarters Defense Supply Agency - Permanent Other Offices - Destroy when superseded or obsolete.</p> <p>* Recommended standard: Office of Contracts Compliance, Contract Administration Services, Headquarters Defense Supply Agency - Destroy after 10 years. Other Offices - same as above</p>		
28	<p><u>DMS Program Files (890.05)</u></p> <p>Current disposition standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Permanent. Other Offices - Destroy after 10 years.</p>		
*	<p>Recommended standard: Procurement and Production Directorate, Headquarters Defense Supply Agency - Destroy after 3 years Other Offices - Destroy after 2 years.</p>		