

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

361

4 items
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

Peter I. Tomai

5. TEL. EXT.

274-6234

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JUL 30 1976	JOB NO. NC1-361-76-16
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.	
<i>8-6-76</i> <u>James E. O'Heill</u> (Date) <i>acting</i> 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.

28 July 76
Date

[Signature]
WILLIAM A. SMITH

(Signature of Agency Representative)

Chief, Administrative Management Div.

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Quality Assurance (QA) Contracts (850.40)</u> Case files relating to individual contracts maintained by QARs and QA elements under procedures contained in DSAM 8200.2. Destroy 2 years after close of contract except:</p> <p>a. If a NASA contract, and NASA has prescribed a retention period of longer than 2 years, the retention period shall be as prescribed.</p> <p>b. If the contract contains a warranty provision for a period greater than 2 years, the retention period shall be the warranty period.</p> <p>c. If it can be determined that there will be or there is a good probability that there will be litigation on the contract, the file shall be retained until resolution of the litigation, <i>and then destroyed.</i></p> <p><u>NOTE:</u> Copies of contracts and contract modifications contained in the Contract File should be removed and destroyed within 90 days after the contract is closed since these documents are contained in the official the contract file.</p>		

*Copies to Agency
All FAC's 8-12-76*

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
2	<p><u>QA Contractor Files (850.45)</u> Files maintained by QARs and QA elements by name of contractor containing documents relating to the contractor in general or to two or more contracts. (As required by DSAM 8200.2, assure that documentation indicative of significant contractor/subcontractor noncompliance/action is forwarded on a current basis to proper Contract Administration element for inclusion in the official contractor general file.) Review annually and destroy all records over 2 years old.</p>		