

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

NC

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

1 FROM (AGENCY OR ESTABLISHMENT)  
 Defense Logistics Agency

2 MAJOR SUBDIVISION  
 Staff Director, Administration

3 MINOR SUBDIVISION  
 Administrative Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Ms. Anne Nicewicz

5 TEL EXT

274-6234

LEAVE BLANK	
JOB NO <b>NCI-361-81-4</b>	
DATE RECEIVED <b>January 28, 1981</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>2-5-81</b> Date	<i>[Signature]</i> 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 \_\_\_\_\_ 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 12 Jan 81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Preston B. Speed]</i> PRESTON B. SPEED	E TITLE Chief, Records Management Branch Administrative Management Division
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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
1	<p><u>943.40 Receiving Report Files.</u> Documents such as DD Form 250 and DD Form 1155 which serve as proof of acceptance and support an acceptance report (DIC: PKN/PKP) or receipt transaction (DIC: D4*) transmitted to a Defense Contract Administration Services Region or Defense Supply Center. These are separate from contract files and are filed by date of acceptance.</p> <p>Destroy 6 years and 3 months after cutoff date.</p>		

*Closed out: 2-9-81: K.T.1.  
 Copy Sent to Agency & NNR*