

60.8

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>SEP 18 1975</b>	JOB NO. <b>NC-361-76-1</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
11-14-75 <i>James E. O'Neill</i> Date Acting Archivist of the United States	

TO: **GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 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 Tomai
- 5. TEL. EXT.  
274-6234
- 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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

12 Sep 75 (Date) *William A. Smith* (Signature of Agency Representative) WILLIAM A. SMITH Chief, Administrative Mgt Division (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<u>IG Investigations (243.20)</u>  Documents accumulated during the course of investigations and inquiries conducted by Inspector General. Included are reports of investigations or inquiry and related papers.  a. Office of Inspector General, HQ DSA - Destroy 2 years after approval of report, completion of case, or resolution, except that files required for precedents may be withdrawn and destroyed when no longer needed for their intended purpose. Retain in Current Files Area.  b. Others - Destroy 1 year after approval of report, completion of case, or resolution.		

*Copies to Agency & All ERC's 11-21-75*