

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

8/11/80

LEAVE BLANK

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

JOB NO

**NCI-361-80-11**

DATE RECEIVED

**August 12, 1980**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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

5. TEL EXT

Ms. Anne Nicewicz

274-6234

8-5-80  
Date

*Paul M. Wang*  
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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7 Aug 80	WILLIAM A. SMITH <i>[Signature]</i>	Chief, Administrative Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Staff Visits (230.16)</u> Documents created in connection with scheduled or special visits (but not inspections, surveys, or audits) to perform staff assistance, staff reviews, technical supervision, or for conducting studies. Included are requests for permission to visit, reports of visit (including findings, recommendations and follow-up actions) and other directly related documents.</p> <p>a. Office performing visit: Destroy after completion of second comparable visit or 1 year after completion of related study.</p> <p>b. Office visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.</p>		

*2 items*

*DLA copy sent 9/18/80 on  
Copies to all FRCs  
Closed - 9-22-80*

BACKGROUND

The purpose of this request is to establish an appropriate file number for special visits which are separate from inspections, surveys or audits. Presently these documents are filed under a functional file number according to the predominant purpose of the visit. The files are being maintained longer than necessary since functional file numbers have disposition standards of 5 years, 10 years and longer. Also, a particular visit may cover a wide range of subjects thus filing it in a separate and distinct file will facilitate retrieval in toto.

These files are maintained at ~~the Headquarters~~, Defense Logistics Agency and the field activities.

This is a new file number. Current disposition standard: None

These files are not covered in the GRS.

14 August 1969

File No.	Description	Disposition
1301-03	Agreement files. Documents relating to agreements between elements of the Army, between the Army and other military services or Federal agencies, or between the army and other nonfederal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and the Army for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, fire protection, facilities, and similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.	Office requesting support and office providing support: agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.
1301-04	Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.	Destroy on supersession or obsolescence.
1301-05	Committee files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the Department of the Army participates; as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.	Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent. Cut off when no longer needed for current operations. Offices of other committee members: Destroy when no longer needed for current operations.
1301-06	Staff visit files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This definition is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visits, recommendations, and other directly related documents.	Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study. Office visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.
1301-07	Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunction,	

Army schedule

Category  
Number

Description of Records

Authorized Disposition  
Instruction

committees within all echelons and elements of DoD. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee meetings; and related documents.

701-07

Staff Visit Files. Documents relating to schedule or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This definition is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case of process. Included are requests for permission to visit, reports of visits, recommendations, and other directly related documents.

Destroy 1 year after completion of next comparable visit or on completion of related study.

701-08

Reference Paper Files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action as distinguished from those official records necessary for documenting performance of a function, process, or action they are used with. Reference paper files consist of the following types of documents:

*OSD Schedule*