

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

Resources Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Mervyn Jones

5. TEL EXT

274-6234

| | |
|---|--------------------------------|
| LEAVE BLANK | |
| JOB NO NCI-361-84-4 | |
| DATE RECEIVED 1/24/84 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| WITHDRAWN | |
| Date | 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 1 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 <u>16 Jan 84</u> | D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Preston B. Speed</u> Preston B. Speed | E. TITLE Chief, Administrative Management Branch |
|-----------------------------|--|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| | <p>234.05 Commercial Activity Program Documentation - Documents accumulated in the initiation, analysis, and implementation of the Commercial Activity Program, including performance work statements and cost comparison studies.</p> <p>a. Documents pertaining to overall policy, procedures, and administration of the CA program. (DLA Commercial Activity Program Office - Destroy 3 years after supersession or obsolescence. Other offices - Destroy when superseded, obsolete, or no longer needed for reference.)</p> <p>b. Case files containing performance work statements, cost comparison studies, and other related documents for specific studies. Destroy 5 years after completion of study, or on completion of a following study, whichever is later.</p> | | WITHDRAWN |