

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

LEAVE BLANK	
JOB NO	NC1-361-84-6
DATE RECEIVED	7-26-84
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
6/27/84 <i>Day</i>	<i>Robert K. Star</i> <small>Archivist of the United States</small>

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**

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 <b>24 JULY 84</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i> <b>Preston B. Speed</b>	E. TITLE <b>Chief, Administrative Management Branch</b>
------------------------------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><b>FN234.05 Commercial Activity Program Documentation.</b> 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.</p> <p>(1) DLA Commercial Activity Program Office.</p> <p>DISPOSITION: PERMANENT. Offer to the National Archives in 5 year blocks when 20 years old.</p> <p>(2) Other Offices.</p> <p>DISPOSITION. TEMPORARY. Destroy when superseded, obsolete or no longer needed for reference.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.</p> <p>DISPOSITION: TEMPORARY. Destroy 5 years after completion of study or on completion of a following study whichever is later.</p>	(GRS 16, Item 1a)	