

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

8/14/80

LEAVE BLANK

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

JOB NO.

NCL-361-80-12

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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

5. TEL EXT  
274-6234

10-24-80 *[Signature]*  
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 \_\_\_\_\_ 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 5 Aug 80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> WILLIAM A. SMITH	E. TITLE Chief, 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>Inspection Policies and Procedures (240.10)</u> Documents relating to major policies and procedures for conducting IG Inspections.</p> <p>a. Inspector General, HQ DLA - <del>Destroy after 10 years.</del></p> <p>b. Other <sup>offices</sup> - Destroy when superseded, obsolete, or no longer needed for reference.</p>		1. Formal policy issuances & changes - Permanent. 2. All other records - Destroy after 10 years.
2	<p><u>Investigation Policies and Procedures (240.20)</u> Documents relating to major policies and procedures for conducting IG investigations.</p> <p>a. Inspector General, HQ DLA - <del>Destroy after 10 years.</del></p> <p>b. Other <sup>offices</sup> - Destroy when superseded, obsolete, or no longer needed for reference.</p>		1. Formal policy issuances & changes - Permanent. 2. All other records - Destroy after 10 years.
3	<p><u>Inspector General Administration (240.30)</u> Documents relating to overall planning, administration, and procedures relating to Inspector General functions.</p> <p>a. Inspector General, HQ DLA - Destroy after 10 years.</p> <p>b. Others - Destroy when superseded, obsolete, or no longer needed for reference.</p>		

Pending changes made with DLA concurrence

14 items

Jan 10/20/80  
Closed Out: 11-25-80: R.T.J.  
Copy sent to All FCCs, Agency, NNG & NNS

## Request for Records Disposition Authority - Continuation

JOB NO.

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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
4	<p><u>Inspection Planning Guides (240.40)</u> Documents for assisting Inspectors General in conducting inspections of various functional areas, and at various types of DLA activities.</p> <p><i>1. Formal policy issuances &amp; changes - Permanent.</i> <i>2. All other records - Destroy after 5 years.</i></p> <p>a. Inspector General, HQ DLA - <del>Destroy after 5 years.</del> <i>Destroy after 5 years.</i></p> <p>b. Others <sup>Offices</sup> - Destroy when superseded, obsolete, or no longer needed for reference.</p>		
5	<p><u>Coordination of Staff Visits (240.50)</u> Documents accumulated in reviewing, controlling, and coordinating planned inspections, surveys, and visits. Included are schedules of proposed visits, itineraries, approvals, requests for changes, and related papers. Destroy after 5 years.</p>		
6	<p><u>Mandatory Items for Inspection (240.60)</u> Documents accumulated in processing requests from the Director, DLA and HQ DLA principal staff elements for certain items to be inquired into at all inspections in a certain functional area, or at certain types of activities. Inspector General, HQ DLA - Destroy after 10 years. Others - Destroy when superseded, obsolete, or no longer needed for reference.</p>		
7	<p><u>IG Inspection Schedules (240.70)</u> Documents accumulated in preparing inspection schedules, approvals, requests for changes, and related papers. Destroy after 10 years.</p>		
<p><i>Note: Permanent records will be offered NARS in 10 year blocks when 20-30 years old. Each permanent series has an annual accumulation of several inches</i></p>			

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BACKGROUND

The proposed new file numbers are in support of the Inspector General's Program. These files contain documents of overall planning and execution of the functions performed by the Inspector General's Office as they relate to investigations and inspections.

These files are maintained in the Headquarters DLA IG Office and the Regional IG Offices.

The purpose of this request is to eliminate two general (catch all) files, i.e., 240.01 - Inspections and Investigations (General) and 243.01 - Inspector General matters and establish appropriate file numbers to cover the IG mission.

Current disposition standard: None

Recommended standard: As shown on SF 115

GRS does not apply.