

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-330-07-2	
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED 1/25/07	
2. MAJOR SUBDIVISION Office of the Secretary of Defense		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records and Declassification Division, ESD, WHS			
4. NAME OF PERSON WITH WHOM TO CONFER Luz D. Ortiz	5. TELEPHONE (703) 696-4959	DATE 7/17/02	ARCHIVIST OF THE UNITED STATES <i>Allen Wash</i>

6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>4</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 1/19/2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert Storer</i>	TITLE Chief, Records and Declassification Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Defense Property Accountability System (DPAS) Master File and Outputs: DPAS is an asset management system used to support the Department of Defense (DoD) property accountability and financial requirements.		
2	Capital Funds Expenditure Files: Specified source documentation for the users of DPAS within OSD and the following DoD Components: Department of the Army, Department of the Navy, U.S. Marine Corps, DoD IG, DSS, DeCA, DTRA, and DISA. Army point of contact is the Chief, Army Records Management Division. Navy point of contact is Director of Records/Navy Records Manager. Marine Corps point of contact is Records, Reports and Directives Management. DoD IG point of contact is DoD IG Records Manager. DSS is DSS Administrative Officer. DeCA point of contact is the DeCA Records Officer. DTRA point of contact is the DTRA Records Manager. DISA point of contact is the DISA Records Manager. SEE ATTACHED SCHEDULE.		

2/10/07 copies sent to Agency

SF 115 submission for scheduling records with NARA:

ITEM 1: DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS)

BACKGROUND: The DPAS is an asset management system used to support the Department of Defense (DoD) property accountability and financial requirements. Program oversight and management of DPAS is provided by the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD (AT&L)), Acquisition Resource and Analysis Directorate, Property, Plant, and Equipment Office. The system serves the Army, Navy, and Marines and 23 DoD agencies worldwide (AFIS, CIFA, DARPA, DAU, DCMA, DeCA, DCAA, DoDEA, DFAS, DIA, DISA, DLA, DoDIG, DSS, DTRA, JCS, POW/MIA, MDA, NSA, PFPA, SOCOM, and WHS), since 1992. System is accessed via login and password ID. Users of the system are property officers, property custodians, cataloging specialists, requisitioners, maintenance and utilization personnel, dispatchers, budget personnel, accounting technicians, and accountants. DPAS allows user to: account for real and personal property, heritage assets, and manage their assets (maintenance scheduling, redistributions, allowances). Their actions generate output to other Logistic and Financial Systems. DPAS users have the ability to choose the functionality they want to use to meet their property accountability requirements. The primary file units are the UIC, stock number, serial number, and barcode. Outputs for DPAS are ad hoc and user generated; users can create and save custom queries and reports to meet any special requirements that the standard DPAS reports do not support. Outputs are sent electronically to the user and/or sent to various financial systems, DAISY for asset redistribution, AMCISS, DAAS, and SARSS for requisitioning, and the Army Logistic Integrated Database (LIDB) for UIT reporting. The services and agencies retain ownership and maintain restrictions of the data. This schedule does not include the source information or outputs for the services or the agencies but only applies to the records located in DPAS, source information and outputs are to be retained in accordance with the respective records schedule of each Military Service or Defense Agency

DPAS interfaces with Unit Level Logistics System (ULLS)-S4 (Hand Receipt); Logistics The Army Authorization Document System (LOGTAADS/I25); Defense Business Management System (DBMS); E-BIZ; Standard Industrial Fund System (SIFS); Logistics Modernization Program (LMP); Financial and Accounting Management Information System (FAMIS); Defense Working Capital Fund Accounting System (DWAS); Standard Accounting and Reporting System (STARS); Standard Accounting and Budget Reporting System (SABRS); Business Enterprise Information Services – NonStandard Area (BEIS NSA), Army Material Command Installation Supply System (AMCISS); Standard Army Retail Supply System (SARSS); Defense Automated Address System (DAAS); Base Operation Support System (BOSS); Federal Logistics Data (FEDLOG); Supply Bulletin 700-20 (SB700-20); Army Master Data File (AMDF); Army National Defense Equipment Process (NDE); Facility Equipment Management System (FEMS); Continuing Balance System Expanded (CBS-X); Defense Small Arms Serialization Program (DODSASP) Registry; Controlled Cryptographic Instrument (CCI) Registry, Command Asset Visibility and Equipment Redistribution (CAVERS);

Integrated Facilities System (IFS); and with Planning Resource Infrastructure Decision Evaluation (PRIDE).

Sources of data used to populate the system are supply statuses received from supply requests, AMCISS, SARSS, DASS, asset receipts received from supply systems, BOSS, Cataloging Data received from cataloging entities, FEDLOG, SB700-20, AMDF, real property asset information from real property systems, IFS, PRIDE, authorization allowances received from authorization systems, LOGTAADS, and human computer interface (HCI). User activities are responsible for source (input) documentation used to populate the system, such documentation is to be maintained in accordance with the NARA approved records schedule of respective DPAS user's Military Service or DoD agency.

User generated outputs are asset management reports, inventory reports, maintenance (FEMS), real property (IFS), supply requests, unit readiness, small arms reporting, and accounting transactions. Outputs can be maintained in either paper or electronic form, in accordance to the records schedules of the services or agencies. Outputs are covered under GRS 3, Items 1, 3, 4, 6, 8, 9; GRS 4, Items 2, 3, 4; GRS 6, Item 1a; GRS 7, Items 2 and 4; and GRS 10, Items 2, 3, 4 and 6.

For OSD the following additional NARA job numbers that may apply to the source documentation and outputs of DPAS: NC1-330-77-4, NC1-330-77-11, and N1-330-87-1.

DPAS backup tapes are covered under GRS 20, Item 8a, system documentation under GRS 20, Item 11, and finding aids under GRS 20, Item 9.

FILE NUMBER: [AI 15 File number to be determined]

FILE TITLE: Defense Property Accountability System (DPAS) Master File

FILE DESCRIPTION: Information system containing data about DoD real and personal property assets to ensure property accountability and financial requirement of the services (Army, Navy, and Marine Corps) and Defense agencies. System allows property accountability, management, and financial reporting. Users can generate general ledger transactions, compute depreciation, perform accountable records processing, report financial status, account for government furnished property, and report disposals. Information in this system is received, processed, and/or transferred electronically from systems representing military and civilian logistics, supply, base operations support, contract administration, business management, finance and accounting, asset tracking, equipment management, facilities, resources infrastructure and data collection. The following data is contained within DPAS:

- Authorizations
- Document registers
- Catalog information (received from other systems or user generated for non-NSN items)
- Hand receipt information (receipts, turn-in, transfers, and inventory tracking and status)
- Accounting (depreciation and general ledger data)

- Maintenance and utilization (preventive maintenance schedules and actions, work orders, warranty, loan and lease data)
- User history data

DISPOSITION: Destroy/Delete after the necessary information has been transferred to the subsequent master file and verified, or when no longer needed for legal, audit or operational purposes.

~~**FILE NUMBER:** [AI 15 File number to be determined]~~

~~**FILE TITLE:** Defense Property Accountability System (DPAS) Outputs~~

~~**FILE DESCRIPTION:** User generated outputs such as: asset management reports, inventory reports, maintenance (FEMS), real property (IFS), supply requests, unit readiness, small arms reporting, and accounting transactions and other ad hoc reports.~~

~~**AUTHORITY:** GRS 20, Item 3a and 6~~

~~**DISPOSITION:** Delete after the expiration of the retention period authorized in the records schedule or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is appropriate.~~

GRS
2/2/07 *[Signature]*

~~**ITEM 2: CAPITOL FUNDS EXPENDITURE FILES**~~

~~**BACKGROUND:** This item will address the specified source documentation for the users of DPAS within OSD and the following DoD Components: Department of the Army, Department of the Navy, U.S. Marine Corps, DoD IG, DSS, DeCA, DTRA, and DISA. It will ensure documentation for PP&E transactions such as obligation documents, receipts/vouchers, and DPAS/e-Biz Capitalization certification is maintained for 6 years and 3 months after the disposition of the asset. Note: Records documenting the disposal of real property shall be maintained in accordance with GRS 3, Item 1 or applicable NARA approved schedule.~~

~~**FILE NUMBER:** [File number to be determined]~~

~~**FILE TITLE:** Capitol Funds Expenditure Files~~

~~**FILE DESCRIPTION:** Information used to record financial transactions in accounting system general ledger accounts, appropriation allotments, and/or the supporting subsidiary property accountability records and/or systems pertaining to current, expired, and closed accounts, for PP&E transactions included are:~~

- Final bid documents
- Signed acceptance document by the government
- Contract/Other Legal Instrument (i.e., lease)
- Contract Modifications or Change Orders
- Invoices to support the amount accumulated in the CIP account
- Indirect Costs incurred internally by the gaining activity that relate to the new acquisition or capital improvement
- "FY Military Construction Project Data" (DD Form 1391) and work orders to include the design cost during the planning phase
- Appraisal results for the donated assets
- Transfer documents for transferred assets

GRS
2/2/07 *[Signature]*

- ~~• "Material Inspection and Receiving Report" (DD Form 250)~~
- "Interim and final Transfer and Acceptance of Military Real Property" (DD Form 1354) document, and
- Collection voucher. 6-13 DoD Financial Management Regulation.

AUTHORITY: GRS 7, Items 2 and 3

DISPOSITION: Destroy/Delete 6 years and 3 months after the closure of the appropriate account or liquidation of all obligations in the closed accounts, whichever is later.