

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2013-0001
Schedule Status Approved

Agency or Establishment Defense Logistics Agency
Record Group / Scheduling Group Records of the Defense Logistics Agency
Records Schedule applies to Agency-wide
Schedule Subject 240.31 Enterprise Business System (EBS)
Internal agency concurrences will be provided No

Background Information

EBS is DLA's Enterprise Resource Planning (ERP) system built on SAP software with customer modifications. EBS is comprised of many different sub-projects/SAP modules that together form a portfolio of tools used to implement end-to-end Agency business processes. EBS encompasses broad Agency functions including Finance, Planning, Procurement, Order fulfillment and Technical quality. EBS modules include, but are not limited to: Business Warehouse-data repository; Customer Relationship Management (CRM)-module used for marketing/customer outreach; SAP for oil and Gas-used by DLA Energy, also known as Energy Convergence; SAP Procurement for Public Sector-contracting functionality, also known as eProcurement; SAP Materials Management module; Product Data Management Initiative (PDMI)-technical engineering information used to support the solicitation of the manufacture of spare parts; Real Property-used to manage DLA Real Property Assets

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	0	9	5

GAO Approval

Outline of Records Schedule Items for DAA-0361-2013-0001

Sequence Number	
1	EBS Inputs/Source Records Disposition Authority Number: DAA-0361-2013-0001-0001
2	EBS Database (Master File) Disposition Authority Number: DAA-0361-2013-0001-0002
3	Reference Data Disposition Authority Number: DAA-0361-2013-0001-0003
4	Contract Related Documents Disposition Authority Number: DAA-0361-2013-0001-0004
5	Real Property Disposition Authority Number: DAA-0361-2013-0001-0005
6	Foreign Military Sales Contracts Disposition Authority Number: DAA-0361-2013-0001-0006
7	Foreign Military Sales Transportation Case Files Disposition Authority Number: DAA-0361-2013-0001-0007
8	Small Arms Disposition Authority Number: DAA-0361-2013-0001-0008
9	National Defense Stockpile Materials Disposition Authority Number: DAA-0361-2013-0001-0009
10	Hazardous Materials Service Contracts Disposition Authority Number: DAA-0361-2013-0001-0010
11	Hazardous Materials Property Sales Disposition Authority Number: DAA-0361-2013-0001-0011
12	Hazardous Materials Monitoring, Elimination, and Accident/Spill Reports Disposition Authority Number: DAA-0361-2013-0001-0012
13	EBS Outputs Disposition Authority Number: DAA-0361-2013-0001-0013
14	EBS System Documentation Disposition Authority Number: DAA-0361-2013-0001-0014

Records Schedule Items

Sequence Number					
1	<p>EBS Inputs/Source Records</p> <p>Disposition Authority Number DAA-0361-2013-0001-0001</p> <p>Data is input via manual entry through various user interfaces and via many different system-to-system data transactions.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" data-bbox="367 1038 1516 1140"> <thead> <tr> <th data-bbox="367 1038 940 1081">Manual Citation</th> <th data-bbox="940 1038 1516 1081">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="367 1081 940 1140">GRS 4.3.020</td> <td data-bbox="940 1081 1516 1140"></td> </tr> </tbody> </table> <p>Withdrawn Status Explanation Item is scheduled under GRS 4.3.020</p> <p>Disposition Instruction</p> <p>Retention Period Destroy input/source records when data has been entered into the database (master file or database) and is no longer needed to support reconstruction of, or serve as backup to, the master file or database</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	GRS 4.3.020	
Manual Citation	Manual Title				
GRS 4.3.020					
2	<p>EBS Database (Master File)</p> <p>Disposition Authority Number DAA-0361-2013-0001-0002</p> <p>EBS contains many data points, transactions, and documents related to Finance, Planning, Procurement, Order Fulfillment, and Technical Quality. Data includes, but is not limited to, sales orders, purchase requisitions, purchase orders, goods receipts, delivery documents, billing documents, contract documents, and other financial and accounting information. EBS is the system of record for DLA financial data.</p>				

	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy when 6 years and 3 months old when document/transaction and all related business processes have concluded and is considered "business complete"
	Additional Information	
	GAO Approval	Not Required
3	Reference Data	
	Disposition Authority Number	DAA-0361-2013-0001-0003
	Customer or vendor contract information or such data that is used for administrative, legal, audit, or other operational purposes	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Withdrawn Status Explanation	This item is non-record material used for reference purposes.
	Disposition Instruction	
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required

WITHDRAWN

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Contract Related Documents

Disposition Authority Number DAA-0361-2013-0001-0004

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? Yes

Do any of the records covered
by this item exist as structured
electronic data? Yes

Disposition Instruction

Retention Period Destroy data related to contracts 6 years after final
payment in accordance with GRS 1.1.010, excluding
contracts requiring a longer retention period.

Additional Information

GAO Approval Not Required

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Real Property

Disposition Authority Number DAA-0361-2013-0001-0005

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? Yes

Do any of the records covered
by this item exist as structured
electronic data? Yes

Withdrawn Status Explanation Item scheduled under GRS 3 item 1a.

Disposition Instruction

Retention Period Destroy data related to Real Property 10 years after
unconditional sale or release by the Government of
conditions, restrictions, mortgages or or other liens in
accordance with GRS 3, Item 1a.

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6	Additional Information	
	GAO Approval	Not Required
	Foreign Military Sales Contracts	
	Disposition Authority Number	DAA-0361-2013-0001-0006
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
Retention Period	Destroy data related to Foreign Military Sales (FMS) contracts 10 years after final payment. See DLA records series 811.50E and 831.05E	
7	Additional Information	
	GAO Approval	Not Required
	Foreign Military Sales Transportation Case Files	
	Disposition Authority Number	DAA-0361-2013-0001-0007
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
Retention Period	Destroy data related to Foreign Military Sales (FMS) transportation case files when 30 years old. See DLA records series 940.05.	

8	Additional Information	
	GAO Approval	Not Required
	Small Arms	
	Disposition Authority Number	DAA-0361-2013-0001-0008
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
Retention Period	Destroy 6 year(s) and 3 month(s) after cutoff	
9	Additional Information	
	GAO Approval	Not Required
	National Defense Stockpile Materials	
	Disposition Authority Number	DAA-0361-2013-0001-0009
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
Retention Period	Destroy data related to National Defense Stockpile materials 8 years after removal of the commodity from the stockpile. See DLA records series 972.10	
Additional Information		

10	GAO Approval	Not Required
	Hazardous Materials Service Contracts	
	Disposition Authority Number	DAA-0361-2013-0001-0010
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy Hazardous Materials service contracts when 50 years old. See DLA Records series 660.10A
Additional Information		
11	GAO Approval	Not Required
	Hazardous Materials Property Sales	
	Disposition Authority Number	DAA-0361-2013-0001-0011
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy when 50 years old. See DLA records series 650.54A
Additional Information		
GAO Approval	Not Required	

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Hazardous Materials Monitoring, Elimination, and Accident/Spill Reports

Disposition Authority Number DAA-0361-2013-0001-0012

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Retention Period Destroy when 75 years old. See DLA Records Series 547.58 and 720.70.

Additional Information

GAO Approval Not Required

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~~EBS Outputs~~

~~Disposition Authority Number DAA-0361-2013-0001-0013~~

~~Includes standard and ad hoc reports that are needed for administrative, legal, audit or other operational purposes.~~

~~Final Disposition Temporary~~

~~Item Status Withdrawn~~

~~Is this item media neutral? Yes~~

~~Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes~~

~~Do any of the records covered by this item exist as structured electronic data? Yes~~

~~Withdrawn Status Explanation Item scheduled under GRS 4.3.040.~~

~~Disposition Instruction~~

~~Retention Period Destroy when no longer needed~~

~~Additional Information~~

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GAO Approval Not Required

EBS System Documentation

Disposition Authority Number DAA-0361-2013-0001-0014

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word-processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Withdrawn Status Explanation Item is scheduled under GRS 3.1.051.

Disposition Instruction

Retention Period Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. GRS 3.1 item 051.

Additional Information

GAO Approval Not Required

WITHDRAWN

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/19/2012	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
01/22/2015	Submit for Concurrency	David Weber	for	National Archives and Records Administration - Records Management Services
02/03/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist