

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2013-0002
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 45 Wide Area Work Flow (WAWF)
Internal agency concurrences will be provided No

Background Information Wide Area Work Flow (WAWF) provides DoD with the capability to track and manage miscellaneous payments (Misc Pay) to reimburse DoD employees, members of the military and military dependents and beneficiaries for certain reimbursable expenses. It also provides the capability to track and manage compensation payments to members of the general public filing damage claims against DoD and/or military services.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2013-0002

Sequence Number	
1	Wide Area Work Flow (WAWF)
1 1	Miscellaneous Payment Transaction Disposition Authority Number DAA-0361-2013-0002-0001

Records Schedule Items

Sequence Number					
1	<p>Wide Area Work Flow (WAWF) Provides the capability to track and manage miscellaneous payments to reimburse DoD employees, members of the military and military dependents and beneficiaries for certain reimbursable expenses Provides capability to track and manage compensation payments to members of the general public filing damage claims against DoD and/or military services Manages transactional flow from submission of the claim through the accounting process to disbursement via Defense Finance and Accounting Service (DFAS) DoD Entitlement System</p>				
1 1	<p>Miscellaneous Payment Transaction Disposition Authority Number DAA-0361-2013-0002-0001 Transaction processing may begin as a paper-based collection but information is transcribed from several different paper forms into a web-based data capture directly in WAWF or via SFTP communicated to WAWF</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">240 45</td> <td style="text-align: center;">DLA Records Disposition Schedule</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy 6 year(s) and 3 month(s) after contract closeout</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	240 45	DLA Records Disposition Schedule
Manual Citation	Manual Title				
240 45	DLA Records Disposition Schedule				

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
01/03/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
01/07/2013	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
01/08/2013	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
01/08/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
01/23/2013	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
01/23/2013	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
01/23/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
06/24/2013	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
06/26/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/26/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/27/2013	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist