

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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</p> <p>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>240 45</td> <td>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 |