

Request for Records Disposition Authority

Records Schedule Number **DAA-0361-2013-0003**

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 **157 76 Routine Surveillance Recordings**

Internal agency concurrences will be provided **No**

Background Information **Surveillance recordings are for physical security/law enforcement requirements and provide adequate evidence for forensic purposes**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0361-2013-0003

Sequence Number	
1	Routine Surveillance Recordings Disposition Authority Number DAA-0361-2013-0003-0001

Records Schedule Items

Sequence Number		
1	<p>Routine Surveillance Recordings</p> <p>Disposition Authority Number DAA-0361-2013-0003-0001</p> <p>Surveillance recordings sufficient for physical security/law enforcement requirements Copy records that provide evidence of an incident into the appropriate investigative file</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>	
	Manual Citation	Manual Title
	157 76	DLA Records Disposition Schedule
	GRS or Superseded Authority Citation GRS 21, Item 18	
	Disposition Instruction	
	Retention Period Destroy or delete after 90 days	
	Additional Information	
	GAO Approval Not Required	

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
04/17/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/05/2013	Submit for Concurrency	David Weber	for	National Archives and Records Administration - Records Management Services
09/10/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/10/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/12/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist