

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2013-0007
Schedule Status Approved

Agency or Establishment Defense Logistics Agency
Record Group / Scheduling Group Records of the Defense Logistics Agency
Records Schedule applies to Major Subdivision
Major Subdivision J3 DLA Logistics Operations
Schedule Subject 212.90 Strategic Network Optimization (SNO) Files
Internal agency concurrences will be provided No

Background Information In Fiscal Year (FY) 2010, the Secretary of Defense (SECDEF) asked for initiatives to achieve logistics efficiencies without degrading operational readiness. The Joint Logistics Board (JLB), co-chaired by the Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)) and the Joint Staff Director for Logistics (DJ4), tasked DLA to lead a collaborative effort with the Military Services and US Transportation Command (USTRANSCOM), managing the Strategic Network Optimization (SNO) Logistics Efficiency Program.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2013-0007

Sequence Number	
1	Strategic Network Optimization (SNO) Files.
1.1	HQ DLA Disposition Authority Number: DAA-0361-2013-0007-0001
1.2	Other Activities. Disposition Authority Number: DAA-0361-2013-0007-0002

Records Schedule Items

Sequence Number					
1	<p>Strategic Network Optimization (SNO) Files. Briefing materials, agendas and minutes of executive group meetings, staff studies, program evaluations, data call responses, system documentation, analysis and comparisons, staff reports, internal and external audit results, copies of reports, forwarded to higher headquarters, correspondence, background materials, and other directly related material pertaining to the agency's recommendations to the DoD agencies involved.</p>				
1.1	<p>HQ DLA</p> <p>Disposition Authority Number DAA-0361-2013-0007-0001</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;">212.90</td> <td style="text-align: center;">DLA Records Disposition Schedule</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy when 5 years old.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	212.90	DLA Records Disposition Schedule
Manual Citation	Manual Title				
212.90	DLA Records Disposition Schedule				
1.2	<p>Other Activities.</p> <p>Disposition Authority Number DAA-0361-2013-0007-0002</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>				

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**

Manual Citation	Manual Title
212.90b	DLA Records Disposition Schedule

Disposition Instruction

Retention Period **Destroy when 5 years old or when no longer needed for reference, whichever is later.**

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
04/24/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
12/02/2013	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
12/03/2013	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
12/03/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
03/11/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
03/13/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/13/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/18/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist