

Request for Records Disposition Authority

Records Schedule Number **DAA-0361-2013-0008**
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 **Small Arms Serialization Program**
Internal agency concurrences will be provided **No**

Background Information **Small arms are a matter of National Security. Ownership records must be retrievable for criminal investigative purpose, in accordance with DoD 4000.25-2-M, DoD 4140.1-R and AR-710 regulation.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0361-2013-0008

Sequence Number	
1	620.20 Small Arms Serialization Program Disposition Authority Number: DAA-0361-2013-0008-0001
2	620.40 Small Arms Control File (Active/Inactive) Disposition Authority Number: DAA-0361-2013-0008-0002
3	620.60A Small Arms Inventory Listing (DLA Disposition Services) Disposition Authority Number: DAA-0361-2013-0008-0003
4	620.60B Small Arms Inventory Listing (Other Offices) Disposition Authority Number: DAA-0361-2013-0008-0004
5	620.90 Small Arms IT System Work Orders Disposition Authority Number: DAA-0361-2013-0008-0005

Records Schedule Items

Sequence Number						
1	<p>620.20 Small Arms Serialization Program</p> <p>Disposition Authority Number DAA-0361-2013-0008-0001</p> <p>Documents relating to the administration of small arms serialization program. Covers administration, guidance, and direction including Standard Operating Procedures and similar documents not covered elsewhere.</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;">620.20</td> <td style="text-align: center;">Small Arms Serialization Program</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation NC1-361-81-8</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when superseded, or after audit has been made and exceptions or irregularities have been reported/corrected.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>		Manual Citation	Manual Title	620.20	Small Arms Serialization Program
Manual Citation	Manual Title					
620.20	Small Arms Serialization Program					
2	<p>620.40 Small Arms Control File (Active/Inactive)</p> <p>Disposition Authority Number DAA-0361-2013-0008-0002</p> <p>Record for each small arm, by serial number, that is under the activity's accountability either received/released/destroyed. Documents accumulated include: DTID 1348, Demil Certificate, Inert Certificate and listing of serial numbers accompanying turn in document, letter of authorized certifier/verifier</p> <p>Final Disposition Temporary</p>					

Item Status **Active**
 Is this item media neutral? **No**
 Explanation of limitation **620.40 records are paper (hardcopy) only**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
620.40	Small Arms Control File (Active/Inactive)

GRS or Superseded Authority Citation **NC1-361-81-8**

Disposition Instruction

Cutoff Instruction **Cutoff when weapon is destroyed.**
 Retention Period **Destroy after 75 years**

Additional Information

GAO Approval **Not Required**

620.60A Small Arms Inventory Listing (DLA Disposition Services)

Disposition Authority Number **DAA-0361-2013-0008-0003**

Small Arms Inventory Listing. Listing of serial numbered small arms data contained in the DLA Central Registry-reconciled annually

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**

Manual Citation	Manual Title
620.60A	Small Arms Inventory Listing

GRS or Superseded Authority Citation **NC1-361-81-8**

3

4

Disposition Instruction

Cutoff Instruction Cutoff at the end of calendar year.

Retention Period Destroy after 2 years or when no longer needed

Additional Information

GAO Approval Not Required

620.60B Small Arms Inventory Listing (Other Offices)

Disposition Authority Number DAA-0361-2013-0008-0004

Listing of serial numbered small arms data contained in the DLA Central Registry-reconciled annually.

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

Manual Citation	Manual Title
620.60B	Other Offices

GRS or Superseded Authority Citation NC1-361-81-8

Disposition Instruction

Retention Period Destroy upon receipt of new listing

Additional Information

GAO Approval Not Required

5

620.90 Small Arms IT System Work Orders

Disposition Authority Number DAA-0361-2013-0008-0005

Copies of system problems for data input requiring correct /file manipulation by system programmers or small arms PM. Includes work order request (e-mail), tracking documents and records pertaining to resolution.

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**

Manual Citation	Manual Title
620.90	Small Arms IT System Work Orders

Disposition Instruction

Retention Period **Destroy when superseded, or after audit has been made and exceptions or irregularities have been reported/corrected.**

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
05/21/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/04/2013	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
09/04/2013	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/04/2013	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