

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0361-2013-0011**  
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                      **240.35 Equipment Management and Control System (EMACS)**  
Internal agency concurrences will be provided      **No**

Background Information              **EMACS is DLA's support equipment Management Information System (MIS). Such a system is mandated by 40 USC 17505, DoD 4500.36-R, and DLA policy DLAI 4214 that designates EMACS as DLA's MIS for support equipment. EMACS provides comprehensive equipment management for Field Activities that vary greatly by size and type. EMACS facilitates "cradle-to-grave" equipment management.**

#### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0361-2013-0011

Sequence Number	
1	240.35 Equipment Management and Control System (EMACS)
1.1	EMACS Database Master File.
1.1.1	240.35b1 Field Level Disposed Equipment Disposition Authority Number: DAA-0361-2013-0011-0001
1.1.2	240.35b2 Equipment Life Events Disposition Authority Number: DAA-0361-2013-0011-0002
1.1.3	240.35b3 Rollup Data Disposition Authority Number: DAA-0361-2013-0011-0003
1.1.4	240.35b4 Active Equipment Disposition Authority Number: DAA-0361-2013-0011-0004
1.1.5	240.35b5 Other History Disposition Authority Number: DAA-0361-2013-0011-0005

## Records Schedule Items

Sequence Number	
1	<p><b>240.35 Equipment Management and Control System (EMACS)</b> EMACS is DLA's support equipment Management Information System (MIS). Such a system is mandated by 40 USC 17505, DOD 4500.36-R, and DLA policy DLA 4214 that designates EMACS as DLA's MIS for support equipment. It is used to manage all support equipment, excluding DLA Automated Data Processing and Telecommunication equipment. Equipment managed includes Material Handling Equipment (e.g., forklifts, stock selectors, etc.), Automotive Equipment (e.g. passenger vehicles, trucks, trailers, etc.), Automated Material Handling Systems (e.g., AMHS components and entire systems), Other Major Equipment [e.g., site support equipment (front-end loaders, tractors, road graders, electronic security systems, etc.), production equipment (scrap shredders, boring machine for metal work, brake power presses, etc.), laboratory and test equipment (e.g. density testers, burst testers, etc.), office equipment (power file retrievers, mail delivery systems, collating machines, etc.)], and Miscellaneous Warehouse Equipment (e.g., sweepers, scrubbers, etc). EMACS provides comprehensive equipment management for Field Activities that vary greatly by size and type. EMACS facilitates "cradle-to-grave" equipment management. It helps equipment managers conduct equipment replacement acquisition planning and asset control. It assists equipment maintenance through work order generation, preventative maintenance scheduling, and warranty tracking. It also assists equipment management by providing capability to track utilization, equipment costs such as acquisition, replacement, accident, and maintenance costs. It assists replacement forecasting by providing replacement candidates based on several factors. Finally, it provides equipment disposal tracking and control. EMACS was originally implemented in 1986. Currently it is hosted by the DLA Ogden Enclave (DOE) located at the Defense Enterprise Computing Center (DECC) at Hill AFB, UT. DLA and the Navy EMACS databases are hosted on the same servers; but, equipment records are kept separate, and the Navy is responsible for its own records retention policy. Monthly, EMACS supplies data to the Distribution Standard System (DSS), and DSS is likewise responsible for its records retention policy. Users access the system via a CAC-enabled web interface. Field-level data is live and highly detailed. HQ-level data is extracted from portions of field-level data and is much less detailed. HQ-level data is called rollup data and is captured at the end of each month.</p>
1.1	<p><b>EMACS Database Master File.</b> EMACS contains data about equipment including maintenance, acquisition costs, utilization levels, work orders, warranties, and other equipment-related information.</p>
1.1.1	<p><b>240.35b1 Field Level Disposed Equipment</b> Disposition Authority Number      DAA-0361-2013-0011-0001</p>

**Field-level disposed equipment and associated data**

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

**Disposition Instruction**

Retention Period Destroy 2 year(s) after Equipment Disposal

**Additional Information**

GAO Approval Not Required

1.1.2

**240.35b2 Equipment Life Events**

Disposition Authority Number DAA-0361-2013-0011-0002

Field level history and related tables that memorialize key/epoch events and data about the life of a piece of equipment, preserve maintenance detail, track administrative and user actions, keep data about execution of batch jobs.

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

**Disposition Instruction**

Retention Period Destroy 6 year(s) after related equipment records are destroyed.

**Additional Information**

GAO Approval Not Required.

1.1.3

**240.35b3 Rollup Data**

Disposition Authority Number DAA-0361-2013-0011-0003  
**HQ level data that is extracted from field level data and is extracted from portions of field-level data.**

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

**Disposition Instruction**

Cutoff Instruction Capture at the end of each month.

Retention Period Destroy 15 year(s) after the date it was extracted from field-level data

**Additional Information**

GAO Approval Not Required

1.1.4

**240.35b4 Active Equipment**

Disposition Authority Number DAA-0361-2013-0011-0004

**Maintenance History**

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

**Disposition Instruction**

Retention Period Destroy 6 year(s) after after creation of history data

**Additional Information**

GAO Approval Not Required

1.1.5

**240.35b5 Other History**

Disposition Authority Number      **DAA-0361-2013-0011-0005**

**Other history and related data**

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**

**Disposition Instruction**

Retention Period      **Destroy when no longer needed for administrative,  
legal, audit, or other operational purposes**

**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
09/09/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/09/2013	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
09/16/2013	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/16/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
06/05/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
06/10/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/11/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/12/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist