

## Request for Records Disposition Authority

Records Schedule Number      DAA-0361-2014-0001

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                831.25 Contracting Officer File

Internal agency concurrences will be provided    No

Background Information            Combining record series SCO appointments (650.78 - N1-361-92-02) and 831.25 Administrative Contracting Officer Appointment Files (N1-361-91-13) to meet requirements issued in the Defense Logistics Acquisition Directive dated 17 Sept 2013

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0361-2014-0001

Sequence Number
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1	Contracting Officer File. Disposition Authority Number: DAA-0361-2014-0001-0001
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## Records Schedule Items

Sequence Number						
1	<p><b>Contracting Officer File.</b></p> <p>Disposition Authority Number      <b>DAA-0361-2014-0001-0001</b></p> <p>Includes the completed Request for Appointment of a contracting officer form, documentation requirements of FAR 1.603-2 and DFARS 201.603-2 as well as a copy of the contracting officer warrant board minutes (when a board is conducted), copy of the contracting officer warrant test and test results, a copy of the signed contracting officer warrant certificate and termination documentation.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>Yes</b></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><b>831.25</b></td> <td><b>DLA Records Disposition Schedule</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>N1-361-92-02 item 650.78 n1-361-91-13 item 831.25</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff at Termination of Appointment</b></p> <p>Retention Period                         <b>Retain in the respective files for 6 years after termination of appointment to facilitate warrant modifications, eligibility transfers and reinstatments.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>		Manual Citation	Manual Title	<b>831.25</b>	<b>DLA Records Disposition Schedule</b>
Manual Citation	Manual Title					
<b>831.25</b>	<b>DLA Records Disposition Schedule</b>					

## 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
11/26/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
01/09/2014	Submit for Concurrency	David Weber	for	National Archives and Records Administration - Records Management Services
01/23/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/23/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/23/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist