

## Request for Records Disposition Authority

Records Schedule Number      DAA-0361-2014-0002  
Schedule Status                Modified Approved Version

Agency or Establishment      Defense Logistics Agency  
Record Group / Scheduling Group   Records of the Defense Logistics Agency  
Records Schedule applies to    Agency-wide  
Schedule Subject                610.25 Property Demilitarization  
Internal agency concurrences will be provided    No

Background Information        Demilitarization certificates, feeder reports and related documents currently is an approved series (N1-361-92-02) and is being submitted to change to media neutral.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0361-2014-0002

Sequence Number
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1	Property Demilitarization. Disposition Authority Number: DAA-0361-2014-0002-0001
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## Records Schedule Items

Sequence Number		
1	<p><b>Property Demilitarization.</b></p> <p>Disposition Authority Number      <b>DAA-0361-2014-0002-0001</b></p> <p><b>Demilitarization certificates, feeder reports and related documents used to research and track actions taken on items rendered unusable for military applications.</b></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>	
	Manual Citation	Manual Title
	<b>610.25</b>	<b>DLA Records Disposition Schedule</b>
	GRS or Superseded Authority Citation <b>N1-361-92-002 / 610.25</b>	
	<b>Disposition Instruction</b>	
	Cutoff Instruction <b>End of Calendar Year</b>	
	Retention Period <b>Destroy 4 year(s) after cutoff</b>	
	<b>Additional Information</b>	
	GAO Approval <b>Not Required</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
03/27/2014	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
07/08/2014	Submit for Concurrency	David Weber	for	National Archives and Records Administration - Records Management Services
07/15/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/15/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/17/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist