

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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

Sequence Number						
1	<p>Property Demilitarization.</p> <p>Disposition Authority Number DAA-0361-2014-0002-0001</p> <p>Demilitarization certificates, feeder reports and related documents used to research and track actions taken on items rendered unusable for military applications.</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;">610.25</td> <td style="text-align: center;">DLA Records Disposition Schedule</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-361-92-002 / 610.25</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of Calendar Year</p> <p>Retention Period Destroy 4 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>		Manual Citation	Manual Title	610.25	DLA Records Disposition Schedule
Manual Citation	Manual Title					
610.25	DLA Records Disposition Schedule					

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