

### Request for Records Disposition Authority

Records Schedule Number: DAA-0361-2014-0004  
Schedule Status: Returned Without Action  
Agency or Establishment: Defense Logistics Agency  
Record Group / Scheduling Group: Records of the Defense Logistics Agency  
Records Schedule applies to: Major Subdivision  
Major Subdivision: Installation Support  
Minor Subdivision: Morale, Welfare and Recreation  
Schedule Subject: Morale, Welfare and Recreation Records  
Internal agency concurrences will be provided: No

Background Information: An update to existing Morale, Welfare and Recreation series including making it media neutral.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

**WITHDRAWN**

GAO Approval

## Outline of Records Schedule Items for DAA-0361-2014-0004

Sequence Number	
1	Morale, Welfare and Recreation (MWR)
1.1	Morale, Welfare and Recreation Disposition Authority Number: DAA-0361-2014-0004-0001
1.2	MWR Work Order Tracking Disposition Authority Number: DAA-0361-2014-0004-0002
1.3	MWR Local Advertisements Disposition Authority Number: DAA-0361-2014-0004-0003
1.4	MWR Sponsorship Agreements and Advertisements Disposition Authority Number: DAA-0361-2014-0004-0004
1.5	MWR Donations Disposition Authority Number: DAA-0361-2014-0004-0005

# WITHDRAWN

Records Schedule Items

Sequence Number					
1	<p>Morale, Welfare and Recreation (MWR) Relates to Morale, Welfare, and Recreation matters and activities.</p>				
1.1	<p>Morale, Welfare and Recreation Disposition Authority Number DAA-0361-2014-0004-0001 Document relating to morale, welfare, and recreation matters and activities sponsored, monitored, or publicized in the interests of employees. Excluded are the actual records of clubs or functions operated with non-appropriated funds; see 490.00 series. Final Disposition Temporary Item Status Withdrawn Is this item media neutral?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</p> <table border="1" data-bbox="349 1193 1502 1293"> <thead> <tr> <th data-bbox="349 1193 927 1240">Manual Citation</th> <th data-bbox="927 1193 1502 1240">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="349 1240 927 1293">505.10</td> <td data-bbox="927 1240 1502 1293">DLA Records Disposition Schedule</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-361-93-9 Disposition Instruction Retention Period Destroy after 3 years or when obsolete, superseded, or no longer needed, whichever is sooner. Additional Information GAO Approval Not Required</p>	Manual Citation	Manual Title	505.10	DLA Records Disposition Schedule
Manual Citation	Manual Title				
505.10	DLA Records Disposition Schedule				
1.2	<p>MWR Work Order Tracking Disposition Authority Number DAA-0361-2014-0004-0002 MWR requests for Marketing, Sponsorship and Advertising Support. Used for tracking facilities, cost and progress. Final Disposition Temporary</p>				

WITHDRAWN

Item Status **Withdrawn**

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? **No**

Manual Citation	Manual Title
505.12	DLA Records Disposition Schedule

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of FY**

Retention Period **Destroy 3 year(s) after Cutoff**

**Additional Information**

GAO Approval **Not Required**

**MWR Local Advertisements**

Disposition Authority Number **DAA-0361-2014-0004-0003**

MWR Local Advertisements not connected to Commercial Sponsorship Agreements. These records are used to secure advertisement within the local community for MWR events that are open to the public.

Final Disposition **Temporary**

Item Status **Withdrawn**

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? **No**

Manual Citation	Manual Title
505.14	DLA Records Disposition Schedule

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of FY**

Retention Period **Destroy 7 year(s) after Cutoff**

**Additional Information**

GAO Approval **Not Required**

1.3

**WITHDRAWN**

1.4

**MWR Sponsorship Agreements and Advertisements**

Disposition Authority Number DAA-0361-2014-0004-0004

MWR Commercial Sponsorship Agreements and Advertisements. These records may be presented on flyers, banners, tabletops, websites, Facebook, inside facilities, a promotional booth at an event, on-site expo or demonstration. Different forms of sponsorship and advertisement can include monetary, in-kind (trade of service/product) or both.

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
505.16	DLA Records Disposition Schedule

Disposition Instruction

Cutoff Instruction

Cutoff at end of FY

**WITHDRAWN**

Retention Period Destroy 7 year(s) after Cutoff

**Additional Information**

GAO Approval Not Required

1.5

**MWR Donations**

Disposition Authority Number DAA-0361-2014-0004-0005

MWR Donations not connected to Commercial Sponsorship Agreements. These records are used to track gifts provided to MWR.

Final Disposition Temporary

Item Status Withdrawn

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? No

Manual Citation	Manual Title
505.18	DLA Records Disposition Schedule

Disposition Instruction

Cutoff Instruction

Cutoff at end of FY

Retention Period

Destroy 7 year(s) after Cutoff

Additional Information

GAO Approval

Not Required

**WITHDRAWN**

### 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
05/05/2014	Return Without Action	David Weber	for	National Archives and Records Administration - Records Management Services

# WITHDRAWN