

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule. DAA-0361-2014-0005

## Request for Records Disposition Authority

Records Schedule Number      DAA-0361-2014-0005  
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     Agency-wide  
Schedule Subject                 After Action Reports (AAR)  
Internal agency concurrences will be provided      No

### Background Information

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	2

### GAO Approval

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Records Schedule: DAA-0361-2014-0005

## Outline of Records Schedule Items for DAA-0361-2014-0005

Sequence Number	
1	After Action Reports (AAR)
1.1	Training Exercises
1.1.1	Official Record Copy Disposition Authority Number: DAA-0361-2014-0005-0001
1.1.2	Reference Copies Disposition Authority Number: DAA-0361-2014-0005-0002

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## Records Schedule Items

Sequence Number

1	<p>After Action Reports (AAR) After Action Reports (AAR) are formal documents, intended to serve as aids to performance evaluation and improvement, by registering situation-response interactions, analyzing critical procedures, determining their effectiveness and efficiency, and proposing adjustments and recommendations. An AAR reviews all aspects of the preparations for, immediate response to, and initial recovery from serious or significant incidents or training exercises. The response and recovery from a serious incident or training exercise provides a significant test of the capabilities of the installation and community partners. The final AAR document identifies strengths, weaknesses and areas for improvement and provides recommendations for future response and recovery efforts. Types of AARs are (1) Actual Serious Incidents (includes but not limited to bomb threats, active shooter, hostage, fires, chemical spills/leaks, adverse weather conditions (i.e. hurricane, flooding), and (2) Training Exercises (i.e. full scale exercises).</p>				
1.1	<p>Training Exercises Training exercises for final AAR, including planning, execution, corrective action plan documents, and other supporting documentation that will significantly enhance the final AAR.</p>				
1.1.1	<p>Official Record Copy Disposition Authority Number      DAA-0361-2014-0005-0001 Official record copy maintained by the creating office. 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</p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>110.60B(1)</td><td>DLA Records Disposition Schedule</td></tr></tbody></table> <p>Disposition Instruction Cutoff Instruction                      CUTOFF Annually Retention Period                        Destroy 3 year(s) after cutoff</p>	Manual Citation	Manual Title	110.60B(1)	DLA Records Disposition Schedule
Manual Citation	Manual Title				
110.60B(1)	DLA Records Disposition Schedule				

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Records Schedule **DAA-0361-2014-0005**

1.1.2

## Additional Information

GAO Approval Not Required

## Reference Copies

Disposition Authority Number DAA-0361-2014-0005-0002

Reference copies maintained by other offices.

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
110.60B(2)	DLA Records Disposition Schedule

## Disposition Instruction

Cutoff Instruction CUTOFF Annually

Retention Period Destroy 1 year(s) after cutoff

## Additional Information

GAO Approval Not Required

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## 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
04/07/2014	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
02/19/2015	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
06/22/2015	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
06/22/2015	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
06/30/2015	Return Without Action	David Weber	for	National Archives and Records Administration - Records Management Services

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