

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2014-0006
 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 Electronic Document Access System (EDA)
 Internal agency concurrences will be provided No

Background Information The Electronic Document Access (EDA) program is one of the Defense Logistics Agency (DLA) Sourcing Environment programs. EDA supports the goals of the DLA to simplify and standardize the methods that DoD uses to interact with commercial and government suppliers in the acquisition of catalog, stock, as well as made-to-order and engineer-to-order goods and services initiatives to increase the application of Electronic Business/Electronic Commerce (EB/EC) across the Department of Defense (DoD). Beginning in 2014, EDA will be accessed through the Wide Area Workflow System (WAWF) application.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	0	10	1

GAO Approval

Outline of Records Schedule Items for DAA-0361-2014-0006

Sequence Number	
1	Electronic Document Access System (EDA) (240.30)
1.1	Inputs/Source Records. (240.30a) Disposition Authority Number: DAA-0361-2014-0006-0001
1.2	Master File (240.30b)
1.2.1	Contracts. Disposition Authority Number: DAA-0361-2014-0006-0002
1.2.2	Contract Deficiency Reports (CDR). Disposition Authority Number: DAA-0361-2014-0006-0003
1.2.3	Personal property Government Bill of Lading. Disposition Authority Number: DAA-0361-2014-0006-0004
1.2.4	Freight Government Bill of Lading Disposition Authority Number: DAA-0361-2014-0006-0005
1.2.5	Non-Automated Government Bill of Lading Disposition Authority Number: DAA-0361-2014-0006-0006
1.2.6	Government Transportation Requests Disposition Authority Number: DAA-0361-2014-0006-0007
1.2.7	Electronic 110 Voucher Report Disposition Authority Number: DAA-0361-2014-0006-0008
1.2.8	DD 577 Signature Card Disposition Authority Number: DAA-0361-2014-0006-0009
1.2.9	Military Interdepartmental Purchase Request (MIPR) Disposition Authority Number: DAA-0361-2014-0006-0010
1.2.10	Contracting Officer Warrants Disposition Authority Number: DAA-0361-2014-0006-0011

Records Schedule Items

Sequence Number	
1	<p>Electronic Document Access System (EDA) (240.30) The Electronic Document Access (EDA) program is one of the Defense Logistics Agency (DLA) Sourcing Environment programs. EDA supports the goals of the DLA to simplify and standardize the methods that DoD uses to interact with commercial and government suppliers in the acquisition of catalog, stock, as well as made-to-order and engineer-to-order goods and services initiatives to increase the application of Electronic Business/Electronic Commerce (EB/EC) across the Department of Defense (DoD). Beginning in 2014, EDA will be accessed through the Wide Area Workflow System (WAWF) application. The EDA is a web-based system that provides secure online access, storage, and retrieval of contracts, contract modifications, government bills of lading, personal property government bills of lading, freight government bills of lading, non-automated government bills of lading, Defense Finance and Accounting Services (DFAS) transaction for others (E110), vouchers, contract deficiency reports, Military Interdepartmental Purchase Requests, Government Transportation Requests, and Contracting Officer Warrants to authorized users throughout the DoD. EDA also provides for the online creation of Contract Deficiency Reports (CDRs) and the CDR Workflow. Documents and index location information are submitted from various sources (Standard Procurement System (SPS), Document Automation and Production Service (DAPS), Mechanization of Contracts Administration System (MOCAS), Defense Contract Management Agency (DCMA), etc.) and other user agencies. Most documents destined for EDA are sent to a document translator – (the DLA Translations Service) to transform the legacy system output into a format that can be stored and accessed within EDA. The EDA was established as a standalone system with interfaces to the following systems that pull data from EDA. • Electronic Document Management (EDM) & EZQuery – Air Force • Electronic Document Workflow (EDW) - Office of Naval Research • Army Contracting Business Intelligence System (ACBIS) - Army • Wide Area Workflow – Receipt and Acceptance (WAWF-RA) – DLA • Electronic Document Management (EDM) - DFAS • Electronic File Room (EFR) - DFAS • Voucher Processing System (VPS) - DAPS • Multi System Search Tool (MSST) - DFAS • Auto-CDRs - Deputy Assistant Secretary of the Navy • Personally Identifiable Information Redaction Server (PURE) • Joint Contingency Contracting System (JCCS) – DLA • Integrated Workload Management System (IWMS) – DCMA • Modification and Delivery Order (MDO) - DCMA Beginning 2014, EDA will be accessed through the Wide Area Workflow System (WAWF) application.</p>
1.1	<p>Inputs/Source Records. (240.30a) Disposition Authority Number DAA-0361-2014-0006-0001 Data is entered via DLA Transaction Services feeds and Manual Uploads.</p>

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

Manual Citation	Manual Title
GRS 20, Item 2c	General Record Series

Withdrawn Status Explanation Inputs and source documents are already scheduled under GRS 20 item 2c.

Disposition Instruction

Retention Period Destroy input/source records when data has been entered into the database (master file or database) and is no longer needed to support reconstruction of, or serve as backup to, the master file or database

Additional Information

GAO Approval Not Required

1.2

Master File (240.30b)

EDA serves as a centralized document repository that is used to provide access to data that generally consists of DoD acquisition, financial, transportation and contractual documents and post procurement data from various sources throughout the Department of Defense. Documents and index location information are submitted from various sources (Standard Procurement System (SPS), Document Automation and Production Service (DAPS), Mechanization of Contracts Administration System (MOCAS), Defense Contract Management Agency (DCMA), etc.) and other user agencies.

1.2.1

Contracts.

Disposition Authority Number DAA-0361-2014-0006-0002

Final Disposition Temporary
 Item Status Active
 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?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
240.30b(1)	DLA Records Disposition Schedule

Disposition Instruction

Cutoff Instruction **Contract Close-out date**
Retention Period **Destroy 10 year(s) after contract close-out date**

Additional Information

GAO Approval **Not Required**

Contract Deficiency Reports (CDR).

Disposition Authority Number **DAA-0361-2014-0006-0003**

Final Disposition **Temporary**

Item Status **Active**

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**

Manual Citation	Manual Title
240.30b(2)	DLA Records Disposition Schedule

Disposition Instruction

Cutoff Instruction **Contract Close-out date**
Retention Period **Destroy 10 year(s) after contract close-out**

Additional Information

GAO Approval **Not Required**

Personal property Government Bill of Lading.

1.2.2

1.2.3

Disposition Authority Number DAA-0361-2014-0006-0004
 Final Disposition Temporary
 Item Status Active
 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

Manual Citation	Manual Title
240.30b(3)	DLA Records Disposition Schedule

Disposition Instruction
 Cutoff Instruction Issue Date.
 Retention Period Destroy 7 year(s) after Issue Date

Additional Information
 GAO Approval Not Required

Freight Government Bill of Lading

Disposition Authority Number DAA-0361-2014-0006-0005
 Final Disposition Temporary
 Item Status Active
 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

Manual Citation	Manual Title
240.30b(4)	DLA Records Disposition Schedule

Disposition Instruction

1.2.4

1.2.5	Cutoff Instruction	Issue Date			
	Retention Period	Destroy 7 year(s) after Issue Date			
	Additional Information				
	GAO Approval	Not Required			
	Non-Automated Government Bill of Lading				
	Disposition Authority Number	DAA-0361-2014-0006-0006			
	Final Disposition	Temporary			
	Item Status	Active			
	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			
	<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td>240.30b(5)</td> <td>DLA Records Disposition Schedule</td> </tr> </table>		Manual Citation	Manual Title	240.30b(5)
Manual Citation	Manual Title				
240.30b(5)	DLA Records Disposition Schedule				
1.2.6	Disposition Instruction				
	Cutoff Instruction	Index Date.			
	Retention Period	Destroy 2 year(s) and 6 month(s) after Index Date			
	Additional Information				
	GAO Approval	Not Required			
	Government Transportation Requests				
	Disposition Authority Number	DAA-0361-2014-0006-0007			
	Final Disposition	Temporary			
	Item Status	Active			
	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			

1.2.7	Do any of the records covered by this item exist as structured electronic data?	Yes				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Manual Citation</td> <td style="width: 50%; padding: 2px;">Manual Title</td> </tr> <tr> <td style="padding: 2px;">240.30b(6)</td> <td style="padding: 2px;">DLA Records Disposition Schedule</td> </tr> </table>		Manual Citation	Manual Title	240.30b(6)	DLA Records Disposition Schedule
	Manual Citation	Manual Title				
	240.30b(6)	DLA Records Disposition Schedule				
	Disposition Instruction					
	Cutoff Instruction	Index Date				
	Retention Period	Destroy 2 year(s) and 6 month(s) after Index Date				
	Additional Information					
	GAO Approval	Not Required				
	Electronic 110 Voucher Report					
	Disposition Authority Number	DAA-0361-2014-0006-0008				
	Summary reports of voucher data					
	Final Disposition	Temporary				
	Item Status	Active				
	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					
1.2.8	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Manual Citation</td> <td style="width: 50%; padding: 2px;">Manual Title</td> </tr> <tr> <td style="padding: 2px;">240.30b(7)</td> <td style="padding: 2px;"></td> </tr> </table>		Manual Citation	Manual Title	240.30b(7)	
	Manual Citation	Manual Title				
	240.30b(7)					
	Disposition Instruction					
	Cutoff Instruction	Load Date				
	Retention Period	Destroy 6 year(s) and 3 month(s) after Load Date				
	Additional Information					
	GAO Approval	Not Required				
	DD 577 Signature Card					
	Disposition Authority Number	DAA-0361-2014-0006-0009				

Final Disposition Temporary
 Item Status Active
 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

Manual Citation	Manual Title
240.30b(8)	DLA Records Disposition Schedule

Disposition Instruction

Retention Period Trigger "Function" field is "D" which is a Termination of User Account – record is deleted when customer sends this record to EDA application.

Additional Information

GAO Approval Not Required

Military Interdepartmental Purchase Request (MIPR)

Disposition Authority Number DAA-0361-2014-0006-0010

Final Disposition Temporary
 Item Status Active
 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

Manual Citation	Manual Title
240.30b(9)	DLA Records Disposition Schedule

Disposition Instruction

Cutoff Instruction End of Fiscal Year

1.2.9

1.2.10

Retention Period Destroy 3 year(s) after CUTOFF

Additional Information

GAO Approval Not Required

Contracting Officer Warrants

Disposition Authority Number DAA-0361-2014-0006-0011

Final Disposition Temporary

Item Status Active

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

Manual Citation	Manual Title
240.30b(10)	DLA Records Disposition Schedule

Disposition Instruction

Cutoff Instruction Termination of Appointment record

Retention Period Destroy 6 year(s) after Termination of Appointment

Additional Information

GAO Approval Not Required

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
04/18/2014	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
08/26/2014	Submit for Concurrency	David Weber	for	National Archives and Records Administration - Records Management Services
09/03/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/03/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/04/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist