

### Request for Records Disposition Authority

Records Schedule Number      DAA-0361-2014-0008

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                 110.36c Schedule of Daily Activities-High Level Management Officials.

Internal agency concurrences will be provided   No

Background Information            To document High level management activities that are potentially major events to document DLA activities for historical or research purposes.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

## Outline of Records Schedule Items for DAA-0361-2014-0008

Sequence Number
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1
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Schedules of Daily Activities - High Level Management Officials Disposition Authority Number: DAA-0361-2014-0008-0001
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## Records Schedule Items

Sequence Number					
1	<p><b>Schedules of Daily Activities - High Level Management Officials</b></p> <p>Disposition Authority Number      DAA-0361-2014-0008-0001</p> <p><b>Calendars, appointment books, schedules, logs and diaries documenting meetings, appointments, telephone calls, trips, visits and other activities that contain substantive information relating to the official activities of the DLA Director and DLA Vice Director</b></p> <p>Final Disposition                      Permanent</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>110.36C</td> <td>DLA Records Disposition Schedule</td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      End of Calendar Year</p> <p>Transfer to Inactive Storage          Retain in office for five years then transfer to FRC.</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning      Transfer electronic records to the National Archives for pre-accessioning 3 year(s) after cutoff</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives in 5 year blocks 20 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      From 1996 To 2010</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 5 Years</p>	Manual Citation	Manual Title	110.36C	DLA Records Disposition Schedule
Manual Citation	Manual Title				
110.36C	DLA Records Disposition Schedule				

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		1 GB
Paper	2 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

## 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
06/23/2014	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
08/25/2014	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
08/28/2014	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/22/2014	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
10/16/2014	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
10/21/2014	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
10/21/2014	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
10/28/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
11/12/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/12/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/13/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist