

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0361-2014-0013**  
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                      **Police Center (POLC)**  
Internal agency concurrences will be provided      **No**

Background Information              **The system will serve as an enterprise wide system for the collection and storage of police records. This system will track criminal incident data at DLA HQ and the major DLA field sites through information sharing to assist in crime prevention strategies, crime trends, and criminal activities.**

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0361-2014-0013

Sequence Number	
1	Police Center (POLC)
1.1	Police Center Database (Master File) Disposition Authority Number: DAA-0361-2014-0013-0001
1.2	Outputs Disposition Authority Number: DAA-0361-2014-0013-0002

## Records Schedule Items

Sequence Number					
1	<p><b>Police Center (POLC)</b> The system will serve as an enterprise wide system for the collection and storage of police records. This system will track criminal incident data at DLA HQ and the major DLA field sites through information sharing to assist in crime prevention strategies, crime trends, and criminal activities.</p>				
1.1	<p><b>Police Center Database (Master File)</b> Disposition Authority Number      DAA-0361-2014-0013-0001</p> <p>Police Center contains data that is gathered from persons involved in any police incident on DLA property.</p> <p>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</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>240.65</td> <td>DLA Records Disposition Schedule</td> </tr> </tbody> </table> <p><b>Disposition Instruction</b> Cutoff Instruction                      After Incident is closed Retention Period                        Destroy 25 year(s) after incident close out</p> <p><b>Additional Information</b> GAO Approval                            Not Required</p>	Manual Citation	Manual Title	240.65	DLA Records Disposition Schedule
Manual Citation	Manual Title				
240.65	DLA Records Disposition Schedule				
1.2	<p><b>Outputs</b> Disposition Authority Number      DAA-0361-2014-0013-0002</p> <p>This system will provide data to ESAMS (Enterprise Safety Applications Management System), DIBRs (Defense Incident-Based Reporting System), and D-DEX (Dept. of Defense Data Exchange System).</p> <p>Final Disposition                      Temporary</p>				

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
240.65	DLA Records Disposition Schedule

Withdrawn Status Explanation **Outputs were previously scheduled in N1-361-08-3, item 1.**

Disposition Instruction

Cutoff Instruction **Incident close out**

Retention Period **Destroy 25 year(s) after incident close out**

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
08/07/2014	Return to Submitter	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/22/2014	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
04/23/2015	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
04/29/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/30/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/04/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist