

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2015-0002
Schedule Status Approved

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 Family Morale, Welfare and Recreation
Schedule Subject Non-appropriated Funds (NAF)
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
15	0	15	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2015-0002

Sequence Number	
1	Non Appropriated Funds (NAF)
1.1	NAF Establishment. Disposition Authority Number: DAA-0361-2015-0002-0001
1.2	NAF Minutes of Meetings. Disposition Authority Number: DAA-0361-2015-0002-0002
1.3	Subsidiary Records to NAF Accounts. Disposition Authority Number: DAA-0361-2015-0002-0003
1.4	NAF Bank Deposit Insurance. Disposition Authority Number: DAA-0361-2015-0002-0004
1.5	Check Cashing Privileges. Check cashing privileges Disposition Authority Number: DAA-0361-2015-0002-0005
1.6	NAF Report of Audit Files. Disposition Authority Number: DAA-0361-2015-0002-0006
1.7	NAF Employee Insurance. Disposition Authority Number: DAA-0361-2015-0002-0007
1.8	Physical Inventories. Disposition Authority Number: DAA-0361-2015-0002-0008
1.9	NAF Property Records. Disposition Authority Number: DAA-0361-2015-0002-0009
1.10	Concessionaire Operations. Disposition Authority Number: DAA-0361-2015-0002-0010
1.11	Concessionaire Applications - Not Implemented. Disposition Authority Number: DAA-0361-2015-0002-0011
1.12	Alcoholic Beverage Decalcomania Control. Disposition Authority Number: DAA-0361-2015-0002-0012
1.13	NAF Vehicle Registration. Disposition Authority Number: DAA-0361-2015-0002-0013
1.14	NAF Utility Service Agreements. Disposition Authority Number: DAA-0361-2015-0002-0014
1.15	NAF Organizational Chart Files. Disposition Authority Number: DAA-0361-2015-0002-0015

Records Schedule Items

Sequence Number	
1	<p>Non Appropriated Funds (NAF) Non Appropriated Funds. Relates to non-appropriated funds and activities financed thereby, established primarily for morale, welfare, and recreational facilities and activities, such as military messes and clubs, civilian clubs, cafeterias, snack bars, and recreational activities. Files in this series may be retained in current files areas until eligible for disposal. Documents described in this series which are involved in unsettled claims, incomplete investigations, pending litigation, criminal action, or disciplinary action will not be destroyed until completion of claim, investigation, litigation, or other necessary action.</p>
1.1	<p>NAF Establishment.</p> <p>Disposition Authority Number DAA-0361-2015-0002-0001</p> <p>Documents relating to the establishment of non-appropriated funds, establishment of disbursement limitations, appointment of custodians and council members, and establishment of constitutions and bylaws. Included are orders, bylaws, constitutions, and changes thereto, and similar official fund establishment documents.</p> <p>Final Disposition Temporary</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? No</p> <p>GRS or Superseded Authority Citation NN-168-94 item 490.05</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of Event. Event is on supersession or destroy with related fund account records on dissolution of the fund, as appropriate.</p> <p>Retention Period Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>NAF Minutes of Meetings.</p>

Disposition Authority Number **DAA-0361-2015-0002-0002**

Minutes of meetings of councils and boards of governors appointed to administer non-appropriated funds as prescribed by directives, regulations, constitutions, bylaws, and similar regulatory media. Included are minutes of meetings and directly related documents.

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? **No**

GRS or Superseded Authority Citation **NN-168-94 item 490.10**

Disposition Instruction

Cutoff Instruction **Cutoff at end of Event. Event is an action prescribed within the recorded minutes of meeting if completed.**

Retention Period **Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.**

Additional Information

GAO Approval **Not Required**

Subsidiary Records to NAF Accounts.

Disposition Authority Number **DAA-0361-2015-0002-0003**

Officers and noncommissioned officers open mess restaurant and mess checks; bowling center score sheets or summaries thereof; check registers; golf course and driving range fee registers; nursery fee registers; bed cards; daily bingo and nursery activity reports; monthly feed, crop production, and farm materials reports, cash register tapes and sales slips; cashier's reports; and similar subsidiary documents.

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? **No**

1.3

1.4

Disposition Instruction

Cutoff Instruction Cutoff at end of Fiscal Year
Retention Period Destroy 1 year after cutoff or when no longer needed.

Additional Information

GAO Approval Not Required

NAF Bank Deposit Insurance.

Disposition Authority Number DAA-0361-2015-0002-0004

Information on arrangements with the Treasury Department for protection of non-appropriated fund bank deposits which exceed the coverage provided by the Federal Deposit Insurance Corporation.

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? No

Disposition Instruction

Cutoff Instruction Cutoff at end of Event. Event is when superseded or when account is closed.
Retention Period Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

Additional Information

GAO Approval Not Required

1.5

Check Cashing Privileges. Check cashing privileges

Disposition Authority Number DAA-0361-2015-0002-0005

Information on advancing, revoking or suspending, restoring, and general supervision of check cashing privileges. Included are letters to individuals about bad checks, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges; notices from banks that the bank was in error; notices to activities that check cashing privileges have been suspended or restored for certain individuals; and related papers.

Final Disposition Temporary
Item Status Active

1.6	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
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of Event. Event is after termination of suspension or similar notice.
	Retention Period	Keep in CFA until event occurs, then destroy 1 year after the event.
	Additional Information	
	GAO Approval	Not Required
	NAF Report of Audit Files.	
	Disposition Authority Number	DAA-0361-2015-0002-0006
	Information accumulating from audits performed. Included are reports of audit with directly related papers, such as financial statements and correspondence relating to actions taken	
1.7	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of FY.
	Retention Period	Destroy 3 years after Cutoff, or on discontinuance, whichever is first
	Additional Information	
	GAO Approval	Not Required
	NAF Employee Insurance.	
Disposition Authority Number	DAA-0361-2015-0002-0007	
Information relating to the administration of group life, health, and accident insurance programs, and retirement plans for NAF employees. Included are requests for group insurance, agreements, waivers, requests for discontinuance,		

applications for insurance, beneficiary designations, notices of employment termination, statements of contributions, similar documents, and related papers.

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? No

Disposition Instruction

Cutoff Instruction Cutoff at end of Event. Event is after final separation from Federal service occurs.

Retention Period Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 65 years after the event.

Additional Information

GAO Approval Not Required

1.8

Physical Inventories.

Disposition Authority Number DAA-0361-2015-0002-0008

Documents maintained by other than finance and accounting offices reflecting the physical inventory of non-appropriated fund property, supplies, and saleable merchandise. Included are non-appropriated fund property inventory sheets, inventories of food and re-salable merchandise, and periodic inventories by disinterested persons.

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? No

GRS or Superseded Authority Citation NN-168-94 item 490.20

Disposition Instruction

Cutoff Instruction Cutoff at end of FY.

1.9

Retention Period Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

Additional Information

GAO Approval Not Required

NAF Property Records.

Disposition Authority Number DAA-0361-2015-0002-0009

Documents reflecting the description, value, sources, quantity, location, disposition, and other data on non-expendable property and fixed assets. Included are non-appropriated fund stock, property, and fixed assets cards; similar card forms; supporting documents such as receiving reports, inventory adjustment reports, and other vouchers; and other documents supporting entries to the stock record card.

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? No

GRS or Superseded Authority Citation NN-168-94 item 490.20

Disposition Instruction

Cutoff Instruction Cutoff at end of Event. Event is after final disposition of property.

Retention Period Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

Additional Information

GAO Approval Not Required

1.10

Concessionaire Operations.

Disposition Authority Number DAA-0361-2015-0002-0010

Copies of agreements with concessionaires, and documents reflecting the performance of concessionaires. Included are current agreements and associated documents; documents concerning compliance or noncompliance with standards of service, sanitation, and safety; patron complaints and commendations; and related documents.

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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of Event. Event is after termination of agreement.
	Retention Period	Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 3 years after the event.
	Additional Information	
	GAO Approval	Not Required
1.11	Concessionaire Applications - Not Implemented.	
	Disposition Authority Number	DAA-0361-2015-0002-0011
	Applications submitted by persons desiring to operate an activity on the installation but not implemented	
	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of Event. Event is after individual or activity is no longer considered for operation.
	Retention Period	Keep in CFA until event occurs, then destroy 2 years after the event.
	Additional Information	
	GAO Approval	Not Required
1.12	Alcoholic Beverage Decalomania Control.	
	Disposition Authority Number	DAA-0361-2015-0002-0012

Documents used to control the issue of alcoholic beverage decalcomania. Included are records of issue from stock and related documents.

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? No

Disposition Instruction

Cutoff Instruction Cutoff at end of Event.

Retention Period Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

Additional Information

GAO Approval Not Required

1.13

NAF Vehicle Registration.

Disposition Authority Number DAA-0361-2015-0002-0013

Documents relating to the registration of NAF vehicles. Included are applications for NAF vehicle registration, bills of sale or other proof of ownership documents, vehicle registration forms, and related documents.

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? No

Disposition Instruction

Cutoff Instruction Cutoff at end of Event. Event is new registration or on final disposition of vehicle, as applicable

Retention Period Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years.

Additional Information

GAO Approval Not Required

1.14

NAF Utility Service Agreements.

Disposition Authority Number DAA-0361-2015-0002-0014

Documents pertaining to utilities services furnished NAF activities. Included are agreements, modifications, and related documents.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered

No

by this item currently exist in electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff at end of Event. Event is after termination of the agreement.

Retention Period

Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 2 years after the event.

Additional Information

GAO Approval Not Required

NAF Organizational Chart Files.

Disposition Authority Number DAA-0361-2015-0002-0015

Information indicating positions, grades, and personnel of each organizational segment, included are charts, tables, and similar information.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered

No

by this item currently exist in electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction Cutoff after Event.

Retention Period

Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

1.15

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
10/30/2014	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
04/08/2015	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
04/08/2015	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
04/09/2015	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
04/09/2015	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
04/09/2015	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/03/2015	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
09/03/2015	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/03/2015	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/04/2015	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services

09/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/25/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist