

Request for Records Disposition Authority

Records Schedule Number

DAA-0361-2015-0003

Schedule Status

Approved

Agency or Establishment

Defense Logistics Agency

Record Group / Scheduling Group

Records of the Defense Logistics Agency

Records Schedule applies to

Major Subdivsion

Major Subdivision

Defense Logistics Agency

Minor Subdivision

Installation Support

Schedule Subject

Family, Morale, Welfare and Recreation

Internal agency concurrences will

be provided

No

Background Information

Changes are being made as a result of an Enterprise review of NAF

and FMWR records by the Office of Primary Responsibility.

Item Count

Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn
	Disposition Items	Disposition Items	Disposition Items
5	0	5	0

GAO Approval





Outline of Records Schedule Items for DAA-0361-2015-0003

Sequence Number	
1	Family, Morale, Welfare and Recreation (FMWR). Disposition Authority Number: DAA-0361-2015-0003-0001
2	Family, Morale, Welfare and Recreation (FMWR) Work Order Tracking Disposition Authority Number: DAA-0361-2015-0003-0002
3	Family, Morale, Welfare and Recreation (FMWR) Local Advertisements. Disposition Authority Number: DAA-0361-2015-0003-0003
4	Family, Morale, Welfare and Recreation (FMWR) Sponsorship Agreements and Advertisements. Disposition Authority Number: DAA-0361-2015-0003-0004
5	Family, Morale, Welfare and Recreation (FMWR) Donations. Disposition Authority Number: DAA-0361-2015-0003-0005

Records Schedule Items

Records Schedule Items					
Sequence Number					
1	Family, Morale, Welfare and Recreation (FMWR).				
	Disposition Authority Number	DAA-0361-2015-0003-0001			
	and activities sponsored, more employees. Excluded are the	information relating to Family, Morale, Welfare, and Recreation matters and activities sponsored, monitored, or publicized in the interests of employees. Excluded are the actual records of clubs or functions operated with conappropriated funds which are scheduled under the nonappropriated funds ecords schedule.			
	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 email and word processing?	No			
,	GRS or Superseded Authority Citation	N1-361-93-9 (505.10)			
	Disposition Instruction				
	Cutoff Instruction	Cutoff at end of CY.			
	Retention Period	Destroy 3 years after cutoff or when obsolete, superseded, or no longer needed, whichever is sooner.			
	Additional Information				
	GAO Approval	Not Required			
2	amily, Morale, Welfare and Recreation (FMWR) Work Order Tracking				
	Disposition Authority Number	DAA-0361-2015-0003-0002			
3	FMWR requests for Marketing, Sponsorship and Advertising Support. Used tracking facilities, cost and progress.				
	Final Disposition	Temporary			
	Item Status	Active			
	Is this item media neutral?	Yes			
	Do any of the records covered by this item currently exist in	No			

electronic format(s) other than email and word processing?

Disposition Instruction

Cutoff Instruction

Cutoff at end of FY.

Retention Period

Destroy 3 year(s) after cutoff

Additional Information

GAO Approval

3

Not Required

Family, Morale, Welfare and Recreation (FMWR) Local Advertisements.

Disposition Authority Number

DAA-0361-2015-0003-0003

FMWR Local Advertisements not connected to Commercial Sponsorship Agreements. These records are used to secure advertisement within the local community for MWR events that are open to the public.

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 email and word processing? No

Disposition Instruction

Cutoff Instruction

Cutoff at end of FY.

Retention Period

Destroy 7 year(s) after cutoff

Additional Information

GAO Approval

Not Required

Family, Morale, Welfare and Recreation (FMWR) Sponsorship Agreements and Advertisements.

Disposition Authority Number

DAA-0361-2015-0003-0004

Commercial Sponsorship Agreements and Advertisements. These records may be presented on flyers, banners, tabletops, websites, Facebook, inside facilities, a promotional booth at an event, on-site expo or demonstration. Different forms of sponsorship and advertisement can include monetary, in-kind (trade of service/product) or both.

Final Disposition

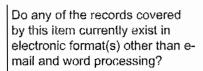
Temporary

Item Status

Active

Is this item media neutral?

Yes



No

Disposition Instruction

Cutoff Instruction

Cutoff at end of FY.

Retention Period

Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval

5

Not Required

Family, Morale, Welfare and Recreation (FMWR) Donations.

Disposition Authority Number

DAA-0361-2015-0003-0005

MWR Donations not connected to Commercial Sponsorship Agreements. These records are used to track gifts provided to MWR.

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 email and word processing? No

Disposition Instruction

Cutoff Instruction

Cutoff at end of FY.

Retention Period

Destroy 7 year(s) after cutoff

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	Ву	Title	Organization
10/21/2014	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
02/24/2015	Submit for Concur rence	David Weber	for	National Archives and Records Administration - Records Management Services
03/02/2015	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
03/04/2015	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
03/08/2015	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist