

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 Subdivision
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Sequence Number	
1	<p>Family, Morale, Welfare and Recreation (FMWR).</p> <p>Disposition Authority Number DAA-0361-2015-0003-0001</p> <p>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 nonappropriated funds which are scheduled under the nonappropriated funds records schedule.</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GRS or Superseded Authority Citation N1-361-93-9 (505.10)</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of CY.</p> <p>Retention Period Destroy 3 years after cutoff or when obsolete, superseded, or no longer needed, whichever is sooner.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Family, Morale, Welfare and Recreation (FMWR) Work Order Tracking</p> <p>Disposition Authority Number DAA-0361-2015-0003-0002</p> <p>FMWR requests for Marketing, Sponsorship and Advertising Support. Used for tracking facilities, cost and progress.</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</p>

	electronic format(s) other than e-mail and word processing?	
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of FY.
	Retention Period	Destroy 3 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
3	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 e-mail 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
4	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

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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 7 year(s) after cutoff.

Additional Information

GAO Approval

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 e-mail 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	By	Title	Organization
10/21/2014	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
02/24/2015	Submit for Concurrency	David Weber	for	National Archives and Records Administration - Records Management Services
03/02/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/08/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist