

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 data-bbox="358 426 1429 459"><b>Family, Morale, Welfare and Recreation (FMWR).</b></p> <p data-bbox="358 476 1429 508">Disposition Authority Number      DAA-0361-2015-0003-0001</p> <p data-bbox="358 526 1429 707"><b>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.</b></p> <p data-bbox="358 724 1429 756">Final Disposition                      Temporary</p> <p data-bbox="358 774 1429 806">Item Status                              Active</p> <p data-bbox="358 823 1429 855">Is this item media neutral?          Yes</p> <p data-bbox="358 873 1429 1000">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 data-bbox="358 1017 1429 1075">GRS or Superseded Authority Citation      N1-361-93-9 (505.10)</p> <p data-bbox="358 1110 1429 1142"><b>Disposition Instruction</b></p> <p data-bbox="358 1159 1429 1192">Cutoff Instruction                      Cutoff at end of CY.</p> <p data-bbox="358 1209 1429 1325">Retention Period                      Destroy 3 years after cutoff or when obsolete, superseded, or no longer needed, whichever is sooner.</p> <p data-bbox="358 1360 1429 1392"><b>Additional Information</b></p> <p data-bbox="358 1410 1429 1442">GAO Approval                          Not Required</p>
2	<p data-bbox="358 1474 1429 1507"><b>Family, Morale, Welfare and Recreation (FMWR) Work Order Tracking</b></p> <p data-bbox="358 1524 1429 1556">Disposition Authority Number      DAA-0361-2015-0003-0002</p> <p data-bbox="358 1573 1429 1647"><b>FMWR requests for Marketing, Sponsorship and Advertising Support. Used for tracking facilities, cost and progress.</b></p> <p data-bbox="358 1664 1429 1696">Final Disposition                      Temporary</p> <p data-bbox="358 1714 1429 1746">Item Status                              Active</p> <p data-bbox="358 1763 1429 1795">Is this item media neutral?          Yes</p> <p data-bbox="358 1813 1429 1886">Do any of the records covered by this item currently exist in      No</p>

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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

**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

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**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

5	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 Concurrence	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