

## Request for Records Disposition Authority

Records Schedule Number      DAA-0361-2015-0005  
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                Office and Administrative Records. Records common to all offices.  
Internal agency concurrences will be provided      No

Background Information        Records that are generally common to all offices and not specific to the mission and functions for which the office exists. This schedule includes categories covering office and Command administration records, supervisor's personnel files, standard operating procedures and correspondence files. With the exception of Command Issues and Oversight Documentation, mission and program records are described in other schedules.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	1	8	0

GAO Approval

## Outline of Records Schedule Items for DAA-0361-2015-0005

Sequence Number	
1	Reference Library. Disposition Authority Number: DAA-0361-2015-0005-0001
2	Meeting Documentation. Disposition Authority Number: DAA-0361-2015-0005-0002
3	Staff Visits Disposition Authority Number: DAA-0361-2015-0005-0003
4	Standard Operating Procedures (SOP) Disposition Authority Number: DAA-0361-2015-0005-0004
5	Appointment, Delegation and Designation of Authority. Disposition Authority Number: DAA-0361-2015-0005-0005
6	Correspondence.
6.1	Originating offices for program and mission functions Disposition Authority Number: DAA-0361-2015-0005-0006
7	Reading Files. Disposition Authority Number: DAA-0361-2015-0005-0007
8	Command Issues and Oversight Documentation.
8.1	Retained by Primary Level Field Activity Commanders and Above. Disposition Authority Number: DAA-0361-2015-0005-0008
8.2	Below Primary Level Field Activity level. Disposition Authority Number: DAA-0361-2015-0005-0009

## Records Schedule Items

Sequence Number					
1	<p><b>Reference Library.</b></p> <p>Disposition Authority Number      <b>DAA-0361-2015-0005-0001</b></p> <p>Copies of policy or precedent correspondence, publications, specialized references, Inquiries and Reviews which are maintained in organized collections and individuals offices and used for general reference. Excludes issuing office record sets of publications and policy documents. Includes copies of: DLA and Component publications, DoD publications, DLA regulations and issuance, PLFA supplements, Standard Operating Procedures, job aids or desk procedures, reviews and audits and related responses and backup material and other similar documentation.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>5300.4</b></td> <td><b>DLA Records Schedule</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>N1-361-91-2 (110.16)</b>     <b>N1-361-91-2 (110.25)</b>     <b>N1-361-91-2 (110.28)</b>     <b>N1-361-91-2 (110.67)</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                        <b>Review annually. Destroy when superseded, obsolete, or no longer needed for reference.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>	Manual Citation	Manual Title	<b>5300.4</b>	<b>DLA Records Schedule</b>
Manual Citation	Manual Title				
<b>5300.4</b>	<b>DLA Records Schedule</b>				
2	<p><b>Meeting Documentation.</b></p> <p>Disposition Authority Number      <b>DAA-0361-2015-0005-0002</b></p>				

Documentation accumulated or used by participants and staff offices for conference presentations, in-house training, executive briefings, and related activities. Excludes copies retained by office of primary responsibility. Included documentation: working group participants, process action teams, ad hoc committees, briefing charts and spreadsheets, similar records used for work assigned projects and tasks.

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? No

Manual Citation	Manual Title
5300.9	DLA Records Schedule

GRS or Superseded Authority Citation N1-361-91-2 (110.31)  
N1-361-91-2 (110.43)

**Disposition Instruction**

Cutoff Instruction Cutoff at end of Calendar Year (CY)

Retention Period Destroy no sooner than 1 year(s) after cutoff but longer retention is authorized

**Additional Information**

GAO Approval Not Required

**Staff Visits**

Disposition Authority Number DAA-0361-2015-0005-0003

Correspondence, reports written after visits with findings and recommendations, and other similar records relating to staff or technical assistance visits to an activity.

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

3

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
5300.15	DLA Records Schedule

GRS or Superseded Authority Citation **N1-361-91-2 (110.46)**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of Event. Event is completion of visit.**

Retention Period **Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.**

**Additional Information**

GAO Approval **Not Required**

**Standard Operating Procedures (SOP)**

Disposition Authority Number **DAA-0361-2015-0005-0004**

Procedural documentation, to include job aides or desk guides, developed by the office of primary responsibility (Division or Office level), that provides detailed, written instructions issued to achieve uniformity of the performance of a specific function. These documents do not establish policy, but are instructions for implementing policy in a consistent, effective and efficient manner that are prescribed by Agency Instructions, Directives or Manuals.

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**

Manual Citation	Manual Title
5300.34	DLA Records Schedule

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year when superseded or obsolete.**

4

5

Retention Period Destroy or delete 5 years after cutoff or when no longer needed for business purposes

**Additional Information**

GAO Approval Not Required

**Appointment, Delegation and Designation of Authority.**

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

Includes forms, memoranda, letters and similar documents used to assign specific rolls, such as collateral duties, not covered elsewhere by an approved program schedule. Excludes position descriptions and similar formal human resource records covered by the General Records 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 e-mail and word processing? No

Manual Citation	Manual Title
5300.35	DLA Records Schedule

**Disposition Instruction**

Cutoff Instruction Cutoff annually when cancelled/terminated.

Retention Period Destroy 6 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

6

**Correspondence.**

Letters, indorsements, memoranda, reports, and related data involving a variety of subjects created or received that records policy making and program management guidance not appropriate for filing with other series. Includes interpretations and decisions on applicability, request for waivers and exceptions, data calls and periodic reporting, and similar documents.

6.1

**Originating offices for program and mission functions**

Disposition Authority Number DAA-0361-2015-0005-0006

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

Manual Citation	Manual Title
5300.33.01	DLA Records Schedule

**Disposition Instruction**

Cutoff Instruction Cutoff at end of CY

Retention Period Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner

**Additional Information**

GAO Approval Not Required

**Reading Files.**

Disposition Authority Number DAA-0361-2015-0005-0007

Copies of outgoing communications, including joint message forms, arranged chronologically, and maintained for reference.

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? No

Manual Citation	Manual Title
5300.2	DLA Records Schedule

GRS or Superseded Authority Citation N1-361-91-2, item 110.13b

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 1 year(s) after cutoff

7

8	<b>Additional Information</b>					
	GAO Approval	Not Required				
8.1	<b>Command Issues and Oversight Documentation.</b> Documentation on matters of critical interest to organizational commanders to include policy memorandums and correspondence, organization and mission changes (including organizational charts), resource management, mission performance, similar matters retained for oversight on key areas of organizational performance					
	<b>Retained by Primary Level Field Activity Commanders and Above.</b>					
	Disposition Authority Number	DAA-0361-2015-0005-0008				
	Final Disposition	Permanent				
	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?	No				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>5300.32</td> <td>DLA Records Schedule</td> </tr> </tbody> </table>		Manual Citation	Manual Title	5300.32	DLA Records Schedule
	Manual Citation	Manual Title				
5300.32	DLA Records Schedule					
GRS or Superseded Authority Citation	N1-361-91-12 (Item 115.01a)					
<b>Disposition Instruction</b>						
Cutoff Instruction	Cutoff at end of calendar year					
Transfer to Inactive Storage	Transfer hard copy records to WNRC when 3 years old.					
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 15 year(s) after cutoff					
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff					
<b>Additional Information</b>						
What will be the date span of the initial transfer of records to the National Archives?	Unknown					



This is an existing records schedule; records may currently be following previous disposition of transfer to FRC.

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	150 MB
Paper	10 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

8.2

**Below Primary Level Field Activity level.**

Disposition Authority Number **DAA-0361-2015-0005-0009**

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? **No**

Manual Citation	Manual Title
5300.32.01	DLA Records Schedule

GRS or Superseded Authority Citation **N1-361-91-12 (item 115.01b)**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year**

Retention Period **Destroy 1 year after cutoff or when no longer needed for reference**

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
08/19/2015	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
08/24/2015	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
10/01/2015	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
10/01/2015	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
07/01/2016	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/12/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/12/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist