

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0361-2017-0001**  
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                  **Disposition Services**  
Schedule Subject                      **Personally Owned Abandoned Property**  
Internal agency concurrences will be provided      **No**

Background Information              **Based on DoD 7000.14-R Vol 11A-ch 5 and Title 10 U.S.C. 2575 the statute of limitation to file a claim relative to Personally Owned Abandoned property is 5 years.**

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

#### GAO Approval

## Outline of Records Schedule Items for DAA-0361-2017-0001

Sequence Number
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1
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Personally Owned Abandoned Property Disposition Authority Number: DAA-0361-2017-0001-0001
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## Records Schedule Items

Sequence Number

1

### Personally Owned Abandoned Property

Disposition Authority Number      DAA-0361-2017-0001-0001

Documentation for the disposition of lost, abandoned or unclaimed personal property that comes into the custody or control of a Department of Defense activity either as received, released, or destroyed. Documents may include DD1348, certificates, list of serial numbers accompanying turn-in documents or similar documents that identify the property.

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
4160.63	DLA Records Schedule

### Disposition Instruction

Cutoff Instruction                      Cutoff at the end of the Calendar Year

Retention Period                        Destroy 5 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
11/03/2016	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
02/22/2017	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/01/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/01/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/02/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist