

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2017-0002
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 Installation Support
Minor Subdivision Family, Morale, Welfare and Recreation (FMWR)
Schedule Subject Food Inspection Records
Internal agency concurrences will be provided No

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0361-2017-0002

Sequence Number

1

Food Inspection Records

Disposition Authority Number: DAA-0361-2017-0002-0001

Records Schedule Items

Sequence Number						
1	Food Inspection Records					
	Disposition Authority Number	DAA-0361-2017-0002-0001				
	Food operation inspection report, audit or visit documentation. Includes DD form 2973, reports, responses and related correspondence					
	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				
	<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>7303.6</td> <td>DLA Records Schedule</td> </tr> </tbody> </table>		Manual Citation	Manual Title	7303.6	DLA Records Schedule
Manual Citation	Manual Title					
7303.6	DLA Records Schedule					
	Disposition Instruction					
	Cutoff Instruction	Cutoff at end of CY that the inspection occurred.				
	Retention Period	Destroy 1 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