

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2017-0003
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 Small Arms Control File (Active / Inactive)
Internal agency concurrences will be provided No

Background Information Records are currently scheduled as hardcopy only and the functional owner wants the records to be media neutral.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0361-2017-0003

Sequence Number	
1	Small Arms Control File (Active / Inactive) Disposition Authority Number: DAA-0361-2017-0003-0001

Records Schedule Items

Sequence Number						
1	<p>Small Arms Control File (Active / Inactive)</p> <p>Disposition Authority Number DAA-0361-2017-0003-0001</p> <p>Record for each small arm, by serial number, that is under the activity's accountability either received/released/destroyed. Documents accumulated include: DTID 1348, Demil Certificate, Inert Certificate and listing of serial numbers accompanying turn in document, letter of authorized certified/verifier.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>4160.16</td> <td>DLA Records Schedule</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation DAA-0361-2013-0008-0002</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when weapon is destroyed</p> <p>Retention Period Destroy 75 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>		Manual Citation	Manual Title	4160.16	DLA Records Schedule
Manual Citation	Manual Title					
4160.16	DLA Records Schedule					

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
12/22/2016	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
06/30/2017	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist