

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2017-0005
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 Sales Contracts for disposal of combatant vessel, aircraft, hazardous and scrap property.
Internal agency concurrences will be provided No

Background Information The DLA legal department requests that sales contracts for disposal of combatant vessels, aircraft, hazardous and scrap property be maintained to support inquiries due to potential hazardous waste in support of the Superfund Recycling Equity Act.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2017-0005

Sequence Number	
1	Hazardous Property and Scrap Sales Contracts
1.1	Hazardous Property and Scrap Sales Contracts - Sales Contracting Office (SCO). Disposition Authority Number: DAA-0361-2017-0005-0001
1.2	Hazardous Property and Scrap Sales Contracts - Other Offices. Disposition Authority Number: DAA-0361-2017-0005-0002
2	Combatant Vessel and Aircraft Sales Contracts. Disposition Authority Number: DAA-0361-2017-0005-0003
3	Auction and Retail Sale Files. Disposition Authority Number: DAA-0361-2017-0005-0004

Records Schedule Items

Sequence Number					
1	<p>Hazardous Property and Scrap Sales Contracts Contract files relating to the sale of hazardous properties and scrap property. Includes: Contracts, high bid sheets, letters, correspondence, claims, waivers, transportation, storage, disposal, manifests, disputes, and supporting documentation used to evaluate and execute contracts.</p>				
1.1	<p>Hazardous Property and Scrap Sales Contracts - Sales Contracting Office (SCO). Disposition Authority Number DAA-0361-2017-0005-0001</p> <p>Contract files relating to the sale of hazardous properties and scrap property.</p> <p>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</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>5000.90</td> <td>DLA Records Schedule</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-361-92-02, item 650.54a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff after contract closeout. Retention Period Destroy 50 year(s) after contract closeout</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	5000.90	DLA Records Schedule
Manual Citation	Manual Title				
5000.90	DLA Records Schedule				
1.2	<p>Hazardous Property and Scrap Sales Contracts - Other Offices. Disposition Authority Number DAA-0361-2017-0005-0002</p> <p>Copies of contract files relating to the sale of hazardous properties and scrap property.</p> <p>Final Disposition Temporary Item Status Active Is this item media neutral? Yes</p>				

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
5000.90.01	DLA Records Schedule

GRS or Superseded Authority Citation **N1-361-92-2, item 650.54b**

Disposition Instruction

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

Combatant Vessel and Aircraft Sales Contracts.

Disposition Authority Number **DAA-0361-2017-0005-0003**

Contract files relating to the disposal of combatant vessel and aircraft through sales.

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
5000.91	DLA Records Schedule

GRS or Superseded Authority Citation **N1-361-92-02 item 650.58**

Disposition Instruction

Cutoff Instruction **Cutoff after the sales contracting officer is notified that vessel or aircraft has been dismantled and has lost its identity as a vessel or aircraft.**

Retention Period **Destroy 50 year(s) after cutoff**

Additional Information

2

3

GAO Approval Not Required

Auction and Retail Sale Files.

Disposition Authority Number DAA-0361-2017-0005-0004

Items relating to retail and auction sales including item records; audit of records and certificates of review; bidder lists; high bid sales data; transmittals; lists of items; sale summary reports; notices of award, statement and release documents; bidder registration forms; catalogs; various equipment listings; sale tags, property tickets; cash collection vouchers and related financial records; complaints and related evaluations and decisions; and other pertinent historical data related to an individual sale.

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
4160.51	DLA Records Schedule

GRS or Superseded Authority Citation N1-361-92-02, item 650.30

Disposition Instruction

Cutoff Instruction Cutoff after final payment.

Retention Period Destroy 3 year(s) after final payment

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
05/01/2017	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
05/01/2017	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/08/2017	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
05/08/2017	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/12/2017	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist