

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0361-2017-0006**

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                **Strategic Plans and Policies (J5)**

Minor Subdivision                **Continuous Process Improvement**

Schedule Subject                 **Continuous Process Improvement (CPI) Administrative Project and Event Repository (CAPER) is a web-based repository that captures DLA Continuous Process Improvement (CPI) projects to include the goals, history and outcomes.**

  

Internal agency concurrences will be provided    **No**

  

Background Information            **Record of DLA CPI ideas and projects (active, completed, proposed and canceled).Provides a history of actions through project life.**

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0361-2017-0006

Sequence Number	
1	Continuous Process Improvement (CPI) Administrative Project and Event Repository (CAPER)
1.1	Completed Projects, Metric & Benefit Reports, Electronic Graphs. Disposition Authority Number: DAA-0361-2017-0006-0001
1.2	Active Ideas and Projects, Training and Reference Documents Disposition Authority Number: DAA-0361-2017-0006-0002
1.3	Civilian User Profiles and Belt Certificates Disposition Authority Number: DAA-0361-2017-0006-0003
1.4	Active Ideas - Proposed or Not Started Disposition Authority Number: DAA-0361-2017-0006-0004
1.5	Contractor User Profile Disposition Authority Number: DAA-0361-2017-0006-0005
1.6	Cancelled Ideas and Projects Disposition Authority Number: DAA-0361-2017-0006-0006

Records Schedule Items

Sequence Number					
1	<p><b>Continuous Process Improvement (CPI) Administrative Project and Event Repository (CAPER)</b> CAPER database provides a record of DLA CPI Ideas and Projects (active, completed, proposed and canceled). Individual items document the history of actions through project life. Project tags (pre-defined, with drop-downs). Project fields (text, number, date, URL). Separate tasks, actions and/or phases, and document files as children to the parent project. Electronic metric tables (financial and performance). Uploaded training and template documents in separate folders.</p>				
1.1	<p><b>Completed Projects, Metric &amp; Benefit Reports, Electronic Graphs.</b> Disposition Authority Number      <b>DAA-0361-2017-0006-0001</b></p> <p><b>Includes: Completed projects, administrative program management files, all project tollgate files, briefings, tools and organizational design and projects. Electronic metric tables (financial and performance)</b></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>Yes</b></p> <table border="1" data-bbox="381 1374 1513 1474"> <thead> <tr> <th data-bbox="381 1374 948 1421">Manual Citation</th> <th data-bbox="948 1374 1513 1421">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1421 948 1474">8120.47.01</td> <td data-bbox="948 1421 1513 1474">DLA Records Schedule</td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff at end of FY in which project is completed..</b></p> <p>Retention Period                        <b>Destroy 10 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>	Manual Citation	Manual Title	8120.47.01	DLA Records Schedule
Manual Citation	Manual Title				
8120.47.01	DLA Records Schedule				
1.2	<p><b>Active Ideas and Projects, Training and Reference Documents</b> Disposition Authority Number      <b>DAA-0361-2017-0006-0002</b></p>				

Active Ideas include CPI projects Approved by approval authority. Ideas approved in CAPER convert to proposed projects. Active Projects with "On Track" , "Needs Attention", "Delayed" or "Off Track" status. Training Documents include PowerPoint decks and other training material used for CAPER. Reference Documents include DoD and DLA directives, instructions, manuals and similar reference material.

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? Yes

Manual Citation	Manual Title
8120.47.02	DLA Records Schedule

**Disposition Instruction**

Cutoff Instruction Cutoff at end of FY in which project is completed..

Retention Period Destroy 6 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**Civilian User Profiles and Belt Certificates**

Disposition Authority Number DAA-0361-2017-0006-0003

CPI training and certification information of civilian CPI belts, sponsors, champions and others involved in DLA CPI.

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? Yes

1.3

1.4

Manual Citation	Manual Title
8120.47.03	DLA Records Schedule

**Disposition Instruction**

Cutoff Instruction                      Cutoff after user has left DLA

Retention Period                        Destroy 6 years after user has left DLA. Exception: User had an explicit role in a completed project in the database, then maintain until completed project is dispositioned.

**Additional Information**

GAO Approval                            Not Required

Active Ideas - Proposed or Not Started

Disposition Authority Number        DAA-0361-2017-0006-0004

Active ideas with "Proposed" and "Not Started" status that have no change in the idea

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?                            Yes

Manual Citation	Manual Title
8120.47.04	DLA Records Schedule

**Disposition Instruction**

Cutoff Instruction                      Cutoff at end of FY if idea has been inactive for at least one year.

Retention Period                        Destroy 3 years after cutoff if there is no status change in the idea

**Additional Information**

GAO Approval                            Not Required

1.5

**Contractor User Profile**

Disposition Authority Number      DAA-0361-2017-0006-0005

**CPI training and certification information of contractor CPI belts**

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?                      Yes

Manual Citation	Manual Title
8120.47.05	DLA Records Schedule

**Disposition Instruction**

Cutoff Instruction                      Cutoff when user has left DLA

Retention Period                      Destroy 3 years after user has left DLA. Exception: If user had an explicit role in a completed project maintain profile until project is dispositioned.

**Additional Information**

GAO Approval                            Not Required

1.6

**Cancelled Ideas and Projects**

Disposition Authority Number      DAA-0361-2017-0006-0006

**Projects with a Cancelled status.**

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?                      Yes

Manual Citation	Manual Title
8120.47.06	DLA Records Schedule

**Disposition Instruction**

Cutoff Instruction                      Cutoff when item is cancelled  
Retention Period                        Destroy 1 year(s) after cancelled

**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
05/01/2017	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
05/01/2017	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
10/26/2017	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/30/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist