

### Request for Records Disposition Authority

Records Schedule Number      DAA-0361-2017-0010

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                Inventory Management

Internal agency concurrences will be provided    No

Background Information                Align multiple Inventory record series under an inventory management series that will provide support to audit

#### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0361-2017-0010

Sequence Number	
1	Inventory Management Disposition Authority Number: DAA-0361-2017-0010-0001

## Records Schedule Items

<b>Sequence Number</b>						
1	<b>Inventory Management</b>					
	Disposition Authority Number	DAA-0361-2017-0010-0001				
	<p>Documents used to initiate, close, cancel, or document accomplishments of location survey's, schedule inventories of stock and similar records relating to the research of major stock discrepancies identified as a result of inventories, denials and lost receipts. Includes: Correspondence, checklists, printouts, listings, forms, reports, analyses, cards, inventory adjustment vouchers, worksheets, summary sheets, mandatory research listings, inventory adjustment voucher listings (to include those for miscellaneous and materiel release order (MRO) denials), transaction history file printouts, letters of investigation, reports of survey's, and supporting data pertaining to accountability of assigned items that document results of research such as letters, Government Property Lost or Damaged (DPLD) certificates, and Financial Liability Investigation for Property Loss (FLIPL). Copies of balance and transaction files documenting monthly transactions used to research and reconcile losses and gains.</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?	Yes				
	Do any of the records covered by this item exist as structured electronic data?	Yes				
	<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>4140.27</td> <td>DLA Records Schedule</td> </tr> </tbody> </table>		Manual Citation	Manual Title	4140.27	DLA Records Schedule
Manual Citation	Manual Title					
4140.27	DLA Records Schedule					
	GRS or Superseded Authority Citation	N1-361-92-1 Item 28 (930.14) N1-361-91-10 Item 3, 8, 11, 12				
	<b>Disposition Instruction</b>					
	Cutoff Instruction	End of Calendar Year				
	Retention Period	Destroy 10 year(s) after cutoff				
	<b>Additional Information</b>					

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
08/08/2017	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
11/27/2017	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/29/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/29/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/01/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist