

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Sequence Number						
1	Inventory Management					
	Disposition Authority Number	DAA-0361-2017-0010-0001				
	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.					
	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				
	Disposition Instruction					
	Cutoff Instruction	End of Calendar Year				
	Retention Period	Destroy 10 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
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