

Request for Records Disposition Authority

Records Schedule Number: DAA-0361-2017-0012
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: Electronic Information System - Distribution Standard System (DSS).
Internal agency concurrences will be provided: No

Background Information: The Distribution Standard System (DSS) is the Defense Logistics Agency's (DLA's) standard automated system for distribution processing of Department of Defense (DoD) materiel. DSS provides global service and worldwide support to the warfighter, peacekeepers, and to Federal and civilian customers.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2017-0012

Sequence Number	
1	Distribution Standard System (DSS).
1.1	DSS Database/Master File. Disposition Authority Number: DAA-0361-2017-0012-0001
1.2	Foreign Military Sales Transportation Case Files. Disposition Authority Number: DAA-0361-2017-0012-0002
1.3	Small Arms Records. Disposition Authority Number: DAA-0361-2017-0012-0003
1.4	Hazardous Waste Service Contracts. Disposition Authority Number: DAA-0361-2017-0012-0004
1.5	Hazardous Materials Transportation Records Disposition Authority Number: DAA-0361-2017-0012-0005

Records Schedule Items

Sequence Number

1 Distribution Standard System (DSS).
Distribution Standard System (DSS). The Distribution Standard System (DSS) is the Defense Logistics Agency's (DLA's) standard automated system for distribution processing of Department of Defense (DoD) materiel. DSS provides global service and worldwide support to the warfighter, peacekeepers, and to Federal and civilian customers. DSS provides effective and efficient Distribution in support of America's Armed Forces, by Receiving, Storing, and Shipping materiel around the clock and around the world; providing the right product to the right person at the right time for the right price.

1.1 DSS Database/Master File.

Disposition Authority Number DAA-0361-2017-0012-0001

DSS contains many data points, transactions, and documents related to warehouse operations. Data includes but is not limited to Materiel Requisitions, receiving, stowing, picking, packing, transportation, shipping and other data used to support day-to-day operations.

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
8120.34	DLA Records Schedule

GRS or Superseded Authority Citation N1-361-97-3

Disposition Instruction

Cutoff Instruction Cutoff at end of Event. Event is when supported processes are complete

Retention Period Destroy when no longer needed after supported processes are complete.

1.2

Additional Information

GAO Approval Not Required

Foreign Military Sales Transportation Case Files.

Disposition Authority Number DAA-0361-2017-0012-0002

General FMS Case Files are maintained in accordance with the Department of Defense (DoD) 7000-14.R, Volume 15, Chapter 6. Execution of a typical FMS case may span several years. Case Managers must ensure accessibility to retired files, source documents, invoices, bills of lading, other proof of shipments, and other applicable documents that provide the audit trail to account for United States Government (USG) and purchaser funds. For Disposition Services, the only documents out of DSS are the DD 1348-1A (Material Release Orders) and the Notice of Availability to the shipper.

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
8120.34.03	DLA Records Schedule

Disposition Instruction

Cutoff Instruction Temporary. Cutoff at end of FY.

Retention Period Destroy 30 year(s) after cutoff

Additional Information

GAO Approval Not Required

1.3

Small Arms Records.

Disposition Authority Number DAA-0361-2017-0012-0003

DLA Small Arms Component Registry is maintained in DSS in accordance with 4160.16 Small Arms Control File.

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
8120.34.04	DLA Records Schedule

Disposition Instruction

Cutoff Instruction **Temporary. Cutoff at end of event. Event is when weapon is destroyed.**
 Retention Period **Destroy 75 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Hazardous Waste Service Contracts.

Disposition Authority Number **DAA-0361-2017-0012-0004**

This contract data identifies transactions from the transportation, storage, and disposal of regulated and non-regulated waste. This data is used by DoD customers for annual environmental reporting, to develop disposal contracts, and monitor mission functions. This data is also used in investigations on sites with potential Government liabilities under environmental law including records searches, determinations of on-site liabilities, retrieval and/or removal actions.

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
8120.34.05	DLA Records Schedule

1.4

1.5

Disposition Instruction

Cutoff Instruction Cutoff at end of event. Event is contract closeout.

Retention Period Destroy 50 year(s) after contract closeout

Additional Information

GAO Approval Not Required

Hazardous Materials Transportation Records

Disposition Authority Number DAA-0361-2017-0012-0005

Records created in Transporting hazardous waste/material such as manifests and shipping documents.

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
8120.34.06	DLA Records Schedule

Disposition Instruction

Cutoff Instruction Cutoff at end of Event.

Retention Period Destroy 50 year(s) after program is ended

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
09/11/2017	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
03/13/2018	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/28/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist