

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2018-0001
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 Planning and Resource Management
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2018-0001

Sequence Number	
1	General Orders
1.1	General Orders - Master Set Disposition Authority Number: DAA-0361-2018-0001-0001
1.2	General Orders - Agency Historical Reference Copy. Disposition Authority Number: DAA-0361-2018-0001-0002

Records Schedule Items

Sequence Number					
1	<p>General Orders Records documenting the planning, coordination, approval and implementation of Agency organizational changes to meet mission needs</p>				
1.1	<p>General Orders - Master Set Disposition Authority Number DAA-0361-2018-0001-0001</p> <p>Official record copy published of orders issuing authority, including background material, related correspondence, coordination forms and related documents used to develop and issue all General Orders. Includes organizational charts and plans, missions and functions.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic records only, scanned back to 1965.</p> <p>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>5010.10</td> <td>DLA Records Schedule</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-361-92-03 (212.72 a) N1-361-92-03 (212.64 a) N1-361-98-3 (212.66b1) N1-361-92-03 (212.68 a)</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Cutoff at end of Calendar Year</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff</p> <p>Transfer to the National Archives for Accessioning Transfer to National Archives in 5-year blocks when 20 years old</p>	Manual Citation	Manual Title	5010.10	DLA Records Schedule
Manual Citation	Manual Title				
5010.10	DLA Records Schedule				

Additional Information

First year of records accumulation **1965**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Office is currently consolidating records for shipment

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	20 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

General Orders - Agency Historical Reference Copy.

Disposition Authority Number **DAA-0361-2018-0001-0002**

Copies of General Orders, related correspondence, coordination forms, organizational charts, plans, missions and functions and related documents used to develop and issue all General Orders. Maintained by the agency for historical and research purposes.

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
5010.10.01	DLA Records Schedule

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY.**

Retention Period	Destroy on discontinuance of the agency.
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
10/20/2017	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
06/18/2018	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/03/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/03/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/14/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist