

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2018-0002
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 Forms and Publications
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0361-2018-0002

Sequence Number	
1	Publication Master Record Sets and Authentication Disposition Authority Number: DAA-0361-2018-0002-0001
2	Publication Records - Agency Reference Copy Disposition Authority Number: DAA-0361-2018-0002-0002

Records Schedule Items

Sequence Number

1

Publication Master Record Sets and Authentication

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

Publication master record sets and related background concurrence documents and correspondence. Master copies of publications, regulations and other official documents.

Final Disposition **Permanent**

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
5025.3	DLA Records Schedule

GRS or Superseded Authority Citation **361-90-01 - 510.42**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cutoff at end of Calendar Year when superseded or obsolete**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning immediately after cutoff**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks when 20 years old.**

Additional Information

First year of records accumulation **2000**

What will be the date span of the initial transfer of records to the National Archives? **From 2000 To 2005**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	200 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Cutoff at end of calendar year when superseded or obsolete**

Transfer to Inactive Storage **Transfer to inactive storage 5 years after cutoff**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks when youngest record is 20 years old.**

Additional Information

First year of records accumulation **1983**

End year of records accumulation **2000**

What will be the date span of the initial transfer of records to the National Archives? **From 1983 To 1997**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	40 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

2

Publication Records - Agency Reference Copy

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

Copies maintained by the agency for reference and research purposes. Includes final version of publications along with related background documents and correspondence accumulated during coordination and approval of agency publications.

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
5025.3.01	DLA Records Schedule

GRS or Superseded Authority Citation N1-361-93-1 - 110.44(a) and (b)

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year when superseded or obsolete

Retention Period destroy when no longer needed for business purposes

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
10/27/2017	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
03/29/2018	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/04/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/04/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/05/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist