

Request for Records Disposition Authority

Records Schedule Number **DAA-0361-2020-0001**

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 **International Affairs and Foreign Military Sales**

Internal agency concurrences will be provided **No**

Background Information **Types of records and information maintained under this schedule includes: General International program records (i.e., NATO and foreign liaison, etc.) and Foreign Military Sales records.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	0	10	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2020-0001

Sequence Number	
1	International Community Liaison. Disposition Authority Number: DAA-0361-2020-0001-0001
2	NATO Mutual Support Act (NMSA) Files. Disposition Authority Number: DAA-0361-2020-0001-0002
3	Foreign Liaison. Disposition Authority Number: DAA-0361-2020-0001-0003
4	AC/135 Panel A Meeting Minutes. Disposition Authority Number: DAA-0361-2020-0001-0004
5	Foreign Military Sales (FMS) Functional System Changes. Disposition Authority Number: DAA-0361-2020-0001-0005
6	Foreign Military Sales (FMS) Discrepancies. Disposition Authority Number: DAA-0361-2020-0001-0006
7	Foreign Military Sales (FMS) Transportation Case Files. Disposition Authority Number: DAA-0361-2020-0001-0007
8	Shipping Manifests: FMS Shipments. Disposition Authority Number: DAA-0361-2020-0001-0008
9	Foreign Military Sales Case Files-Excess Property. Disposition Authority Number: DAA-0361-2020-0001-0009
10	Foreign Military Sales Case Files-Cataloging Services Disposition Authority Number: DAA-0361-2020-0001-0010

Records Schedule Items

Sequence Number					
1	<p>International Community Liaison.</p> <p>Disposition Authority Number DAA-0361-2020-0001-0001</p> <p>Non-program specific correspondence, trip reports, and other materials used to direct the liaison, integration, and coordination with the U.S. Government International Community and to collaborate foreign customer needs with the DLA business areas.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? 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 style="text-align: center;">2000.04</td> <td style="text-align: center;">DLA Records Retention Schedule</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-361-94-3 (220.20)</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of CY.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	2000.04	DLA Records Retention Schedule
Manual Citation	Manual Title				
2000.04	DLA Records Retention Schedule				
2	<p>NATO Mutual Support Act (NMSA) Files.</p> <p>Disposition Authority Number DAA-0361-2020-0001-0002</p> <p>Copies of agreements, program directives, messages, correspondence and similar materials used to coordinate the Agency's participation with NATO and specifically the NATO Mutual Support Act. Includes similar records related to acquiring and providing logistic support and supplies for governments of authorized countries</p>				

for deployed Armed Forces to include cross-servicing agreements and reciprocal arrangements.

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? No

Manual Citation	Manual Title
2000.05	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-94-3 (220.30)

Disposition Instruction

Cutoff Instruction Cutoff at end of Event. Event is Expiration of Agreement.

Retention Period Destroy 5 year(s) after expiration of agreement is closed

Additional Information

GAO Approval Not Required

Foreign Liaison.

Disposition Authority Number DAA-0361-2020-0001-0003

Copies of regulations, point papers, weekly reports, visit requests, correspondence, items unique to specific countries, and similar materials accumulated in connection with visits of foreign nationals to military installations and activities. Records are used to manage the DLA Foreign Liaison Program and to serve as, or provide, host for foreign visitors.

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

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Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
2000.07	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-94-3 (220.50)**

Disposition Instruction

Cutoff Instruction **Cutoff at end of Event. Event is approval.**

Retention Period **Destroy 3 year(s) after approval.**

Additional Information

GAO Approval **Not Required**

AC/135 Panel A Meeting Minutes.

Disposition Authority Number **DAA-0361-2020-0001-0004**

Copies of meeting minutes, action items, messages, and similar records related to NATO codification of equipment.

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? **No**

Manual Citation	Manual Title
2000.10	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-18 item 7 (752.10)**

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY**

Retention Period **Destroy 3 year(s) after cutoff**

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Additional Information

GAO Approval Not Required

Foreign Military Sales (FMS) Functional System Changes.

Disposition Authority Number DAA-0361-2020-0001-0005

Messages, memoranda for record (MFRs), printouts of Enterprise Business System (EBS) table of changes, and similar records relating to materiel issue status of FMS customers.

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? No

Manual Citation	Manual Title
2140.04	DLA Records Retention Schedule

GRStortSupersededtAuthority Citation N1-361-92-1 item 3 (910.10)

Disposition Instruction

Cutoff Instruction Review annually.

Retention Period Destroy/Delete when no longer needed for reference

Additional Information

GAO Approval Not Required

Foreign Military Sales (FMS) Discrepancies.

Disposition Authority Number DAA-0361-2020-0001-0006

Correspondence, tracer actions, proofs of shipment, printouts of EBS files reflecting credit actions (when applicable), and related documentation pertaining to FMS shipment discrepancies.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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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? **No**

Manual Citation	Manual Title
2140.07	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-92-1 item 37 (930.32)**

Disposition Instruction

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

Retention Period **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Foreign Military Sales (FMS) Transportation Case Files.

Disposition Authority Number **DAA-0361-2020-0001-0007**

Case files which contain all records required to monitor and process the delivery of material and services to FMS customers, from receipt to closing of the case. Includes Government Bills of Lading (GBL), Commercial Bills of Lading (CBL), Notices of Availability (NOA), Transportation Control Movement Documents (TCMD), Issue Release/Receipt Documents (IRRD), inspection and receiving reports, air bills, supply transactions, transfer to carrier documents, acceptance data and all similarly related materials used to effect transfer of FMS shipments to carriers. NOTE: For convenience of search and retrieval, these files should be maintained in document number sequence.

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? **No**

Manual Citation	Manual Title
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2140.09	DLA Records Retention Schedule
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GRS or Superseded Authority Citation N1-361-95-1 item 1 (940.05)

Disposition Instruction

Cutoff Instruction Cutoff at end of FY.

Retention Period Destroy 30 year(s) after cutoff

Additional Information

GAO Approval Not Required

Shipping Manifests: FMS Shipments.

Disposition Authority Number DAA-0361-2020-0001-0008

Manifests of small parcels shipped; used to verify charges and trace shipments.

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? No

Manual Citation	Manual Title
2140.15	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-10 item 54 (946.44a)

Disposition Instruction

Cutoff Instruction Cutoff at end of Event. Event is after final shipment.

Retention Period Destroy 2 year(s) after final shipment.

Additional Information

GAO Approval Not Required

Foreign Military Sales Case Files-Excess Property.

Disposition Authority Number DAA-0361-2020-0001-0009

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Case files relating to the authorized sale of excess property to foreign governments through the Foreign Military Sales Program.

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
2140.01	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-87-1 item 38 (985.40)

Disposition Instruction

Cutoff Instruction Cutoff at end of Event. Event is final case closure

Retention Period Destroy 10 year(s) after final case closure

Additional Information

GAO Approval Not Required

Foreign Military Sales Case Files-Cataloging Services

Disposition Authority Number DAA-0361-2020-0001-0010

Copies of FMS sales agreements, amendments, correspondence, final statements, and related supporting documentation accumulated as a result of providing cataloging services to foreign governments.

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

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Manual Citation	Manual Title
2140.02	DLA Records Retention Schedule

GRS or Superseded Authority Citation

N1-361-91-18 item 10 (752.16)

Disposition Instruction

Cutoff Instruction

Cutoff at end of Event. Event is final case closure

Retention Period

Destroy 10 year(s) after final case closure.

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
08/20/2020	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
09/02/2020	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/28/2020	Submit For Certification	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
12/28/2020	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
01/07/2021	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/07/2021	Submit For Certification	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
01/12/2021	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
04/26/2021	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/25/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/26/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/26/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist