

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2020-0004

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 Logistics Supply Chain Management

Internal agency concurrences will be provided No

Background Information Logistics Supply Chain management records that relate to the creation and maintenance of records that pertain to the logistics and supply chain functions.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
27	0	27	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2020-0004

Sequence Number	
1	Program/Project Files - Supply Chain Management. Disposition Authority Number: DAA-0361-2020-0004-0001
2	Statistical Reports. Disposition Authority Number: DAA-0361-2020-0004-0002
3	Parts Control Publicity. Disposition Authority Number: DAA-0361-2020-0004-0003
4	Provisioning/Pre-provisioning Conferences. Disposition Authority Number: DAA-0361-2020-0004-0004
5	Provisioning History Files. Disposition Authority Number: DAA-0361-2020-0004-0005
6	Pre-provisioning. Disposition Authority Number: DAA-0361-2020-0004-0006
7	Engineering Drawing Requisitions: Successful Actions. Disposition Authority Number: DAA-0361-2020-0004-0009
8	Engineering Drawing Requisitions: Unsuccessful Actions. Disposition Authority Number: DAA-0361-2020-0004-0010
9	Engineering Drawing Purchases. Disposition Authority Number: DAA-0361-2020-0004-0011
10	Engineering Design and Logistics. Disposition Authority Number: DAA-0361-2020-0004-0012
11	Planned Procurement Listing. Disposition Authority Number: DAA-0361-2020-0004-0013
12	Engineering Consultation. Disposition Authority Number: DAA-0361-2020-0004-0014
13	Militarily Critical Technical Data Agreements. Disposition Authority Number: DAA-0361-2020-0004-0016
14	Maintenance Transaction Files. Disposition Authority Number: DAA-0361-2020-0004-0019
15	Item Identification Preparation. Disposition Authority Number: DAA-0361-2020-0004-0020
16	Parts Control History File. Disposition Authority Number: DAA-0361-2020-0004-0022
17	Item Management Coding (IMC) Files. Disposition Authority Number: DAA-0361-2020-0004-0023
18	Logistics Systems Management.

19	Disposition Authority Number: DAA-0361-2020-0004-0024 Logistics Systems Committee Files. Disposition Authority Number: DAA-0361-2020-0004-0025
20	Federal Item Identification Guides (FIIGs). Disposition Authority Number: DAA-0361-2020-0004-0027
21	Item Name Collaboration Action Requests. Disposition Authority Number: DAA-0361-2020-0004-0028
22	Federal Supply Classification (FSC) Files. Disposition Authority Number: DAA-0361-2020-0004-0029
23	Item Standardization Reviews. Disposition Authority Number: DAA-0361-2020-0004-0030
24	Standardization Liaison. Disposition Authority Number: DAA-0361-2020-0004-0031
25	Maintenance Files. Disposition Authority Number: DAA-0361-2020-0004-0032
26	Standardization Audits. Disposition Authority Number: DAA-0361-2020-0004-0033
27	Specification History Files. Disposition Authority Number: DAA-0361-2020-0004-0034

2	Retention Period	Destroy 2 year(s) after termination of program effort, or when no longer required, whichever is sooner as identified by internal business rules.			
	Additional Information				
	GAO Approval	Not Required			
	Statistical Reports.				
	Disposition Authority Number	DAA-0361-2020-0004-0002			
	Details and summaries of customer transactions on the Logistics Remote Users Network (LOGRUN), MEDALS and similar items.				
	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				
<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;">4000.03</td> <td style="text-align: center;">DLA Records Retention Schedule</td> </tr> </tbody> </table>		Manual Citation	Manual Title	4000.03	DLA Records Retention Schedule
Manual Citation	Manual Title				
4000.03	DLA Records Retention Schedule				
GRS or Superseded Authority Citation	N1-361-91-018 / 21				
Disposition Instruction					
Cutoff Instruction	Cutoff at end of CY.				
Retention Period	Destroy/delete after 5 years, or when no longer needed for reference, whichever is later.				
Additional Information					
GAO Approval	Not Required				
Parts Control Publicity.					
Disposition Authority Number	DAA-0361-2020-0004-0003				
Copies of Government-furnished base lines, MIL-STD 965A, Military Parts Control Advisory Group (MPCAG) Directory, related publicity items and publications, and cover letters sent to contractors to publicize the Parts Control Program and the MPCAG concept.					

3

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
4000.10	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-016 / 715.43

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.
 Retention Period Destroy 1 year(s) after cutoff

Additional Information

GAO Approval Not Required

Provisioning/Pre-provisioning Conferences.

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

Pre-provisioning reviews, drawing packages, distribution lists, document transmittals, conference projections and notifications, and related correspondence and backup materials used to plan, establish and conduct pre-provisioning guidance conferences and provisioning/source coding conferences for procured end items and 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

4

5

Manual Citation	Manual Title
4010.01	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-016 / 720.30

Disposition Instruction

Cutoff Instruction Cutoff at end of Event.

Retention Period Destroy 5 year(s) after NSN is established

Additional Information

GAO Approval Not Required

Provisioning History Files.

Disposition Authority Number DAA-0361-2020-0004-0005

Supply support requests for new items in support of military equipment, item entry control reviews, and related 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? No

Manual Citation	Manual Title
4010.02	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-16 / 720.35

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy/delete after 5 years, or when no longer needed, whichever is sooner.

Additional Information

GAO Approval Not Required

6

Pre-provisioning.

Disposition Authority Number **DAA-0361-2020-0004-0006**

Tables, screening worksheets, notes, Standard Alternate Item Referral/Request Notifications, total item records, revisions and related backup materials used to maintain the Provisioning Surveillance System.

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
4010.03	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-016 / 720.20**

Disposition Instruction

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

Retention Period **Destroy/delete when stock number has been canceled or when no longer needed for reference.**

Additional Information

GAO Approval **Not Required**

7

Engineering Drawing Requisitions: Successful Actions.

Disposition Authority Number **DAA-0361-2020-0004-0009**

Correspondence and messages requesting engineering drawings from engineering support activities and manufacturers and related communications on proprietary rights or deficiencies.

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?

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

Manual Citation	Manual Title
4010.07	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-016 / 735.70A**

Disposition Instruction

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

Retention Period **Destroy immediately after completion of action.**

Additional Information

GAO Approval **Not Required**

Engineering Drawing Requisitions: Unsuccessful Actions.

Disposition Authority Number **DAA-0361-2020-0004-0010**

Correspondence and messages requesting engineering drawings from engineering support activities and manufacturers and related communications on proprietary rights or deficiencies.

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
4010.08	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-016 / 735.70B**

Disposition Instruction

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

8

9

Retention Period Destroy/delete after 5 years, or when no longer required for follow-up or reference, whichever is later.

Additional Information

GAO Approval Not Required

Engineering Drawing Purchases.

Disposition Authority Number DAA-0361-2020-0004-0011

Retained supply requisition and related control media on the purchase of engineering drawings from manufacturing sources.

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
4010.09	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-016 / 735.80

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 1 year(s) after cutoff

Additional Information

GAO Approval Not Required

10

Engineering Design and Logistics.

Disposition Authority Number DAA-0361-2020-0004-0012

Source lists for supply, standardized parts drawings, requests for specification updates, and related correspondence and backup materials used to notify contractors of parts meeting specific design application requirements.

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
4010.12	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-016 / 715.49**

Disposition Instruction

Cutoff Instruction **Cutoff at end of Event.**
 Retention Period **Destroy 2 year(s) after specification is canceled or superseded.**

Additional Information

GAO Approval **Not Required**

Planned Procurement Listing.

Disposition Authority Number **DAA-0361-2020-0004-0013**

Listings of projected procurement actions used to identify noncompetitive items and research the availability of technical data for procurement 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? **Yes**

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

Manual Citation	Manual Title
4010.14	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-016 / 735.10**

11

12

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.
Retention Period Destroy 2 year(s) after cutoff

Additional Information

GAO Approval Not Required

Engineering Consultation.

Disposition Authority Number DAA-0361-2020-0004-0014

Copies of parts selection lists, justifications for parts selection, drawings, specifications, recommendations to use parts, technical data; trip reports, board meeting minutes and related materials used to record history of engineering consultations to parts control boards, advisory groups, committees, panels, and contractors.

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
4010.16	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-016 / 715.46

Disposition Instruction

Cutoff Instruction Cutoff at end of Event.
Retention Period Destroy 2 year(s) after consultation or when no longer needed for reference.

Additional Information

GAO Approval Not Required

Militarily Critical Technical Data Agreements.

Disposition Authority Number DAA-0361-2020-0004-0016

13

Copies of forms used by contractors to request certification, certifications, and similar records pertaining to contractor eligibility to receive militarily critical technical documentation.

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
4015.05	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-018 / 13

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy/delete after 5 years. Exception: Agreements containing major changes bring original agreement forward to current file.

Additional Information

GAO Approval Not Required

Maintenance Transaction Files.

Disposition Authority Number DAA-0361-2020-0004-0019

Documents pertaining to revisions of cataloging data such as catalog data forms, coded item characteristics maintenance forms, and similar data.

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

14

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

Manual Citation	Manual Title
4020.02	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-016 / 730.20**

Disposition Instruction

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

Retention Period **Destroy immediately after 2 years.**

Additional Information

GAO Approval **Not Required**

Item Identification Preparation.

Disposition Authority Number **DAA-0361-2020-0004-0020**

Supply support requests, requests for maintenance actions, stock on hand reports, worksheets, approvals/denials, and related materials used to prepare and/or revise item identifications for all items requiring or having National Stock Number (NSN) assignments.

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
4020.05	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-016 / 730.65**

Disposition Instruction

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

15

16

Retention Period Destroy 1 year(s) after approval.

Additional Information

GAO Approval Not Required

Parts Control History File.

Disposition Authority Number DAA-0361-2020-0004-0022

Recommendations and/or requests for parts use, parts selection lists, related technical inputs, updates, and responses used to support equipment design organizations in the selection and application of standard parts in equipment design programs.

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
4020.17	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-016 / 715.40

Disposition Instruction

Cutoff Instruction Cutoff at end of Event.

Retention Period Destroy 3 year(s) after part is superseded, obsolete, or no longer needed.

Additional Information

GAO Approval Not Required

17

Item Management Coding (IMC) Files.

Disposition Authority Number DAA-0361-2020-0004-0023

Copies of IMC-1 statistical reports used to analyze trends for service-managed consumable items.

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
4020.24	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-018 / 19**

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY.**
 Retention Period **Destroy 2 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Logistics Systems Management.

Disposition Authority Number **DAA-0361-2020-0004-0024**

Improvement studies, evaluations, analyses, system changes, procedures, and related correspondence and backup materials used in the development and administration of DoD logistics systems, standards, and programs.

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
4025.01	DLA Records Retention Schedule

18

19

GRS or Superseded Authority Citation N1-361-93-005 / 2

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

Logistics Systems Committee Files.

Disposition Authority Number DAA-0361-2020-0004-0025

Records accumulated as a result of the operation of committees, such as Process Review Committees, established to review and resolve issues concerning the development, implementation, and maintenance of various DoD logistics functional areas.

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
4025.03	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-93-005 / 3

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

Federal Item Identification Guides (FIIGs).

Disposition Authority Number DAA-0361-2020-0004-0027

20

Guides, reference drawings, descriptions of items in supply system, schedules, other background materials, correspondence, messages and related materials used to develop, prepare, coordinate, and maintain Federal Item Identification Guides.

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
4035.01	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-016 / 730.55

Disposition Instruction

Cutoff Instruction Cutoff when item is removed from the supply system.

Retention Period Destroy no sooner than 3 year(s) after cutoff but longer retention is authorized

Additional Information

GAO Approval Not Required

Item Name Collaboration Action Requests.

Disposition Authority Number DAA-0361-2020-0004-0028

DD Forms 180 and similar actions, and supporting 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? No

21

22

Manual Citation	Manual Title
4035.05	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-018 / 3

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 2 year(s) after cutoff

Additional Information

GAO Approval Not Required

Federal Supply Classification (FSC) Files.

Disposition Authority Number DAA-0361-2020-0004-0029

Program plans and related backup materials related to analysis of FSCs or Defense Standardization and Specification 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? No

Manual Citation	Manual Title
4035.09	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-016 / 715.13

Disposition Instruction

Cutoff Instruction Cutoff at end of Event.

Retention Period Destroy/delete when plan expires or is superseded.

Additional Information

GAO Approval Not Required

23

Item Standardization Reviews.

Disposition Authority Number **DAA-0361-2020-0004-0030**

Study and control cards, drawings, item descriptions, transmittal sheets, study notes, listings, correspondence, concurrences/non-concurrences, and related materials used or created in the conduct of item standardization reviews.

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
4045.03	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-016 / 715.82**

Disposition Instruction

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

Retention Period **Destroy 10 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

24

Standardization Liaison.

Disposition Authority Number **DAA-0361-2020-0004-0031**

Telephone records, meeting minutes, trip reports, correspondence, and related information acquired as a result of participation as DoD representative at industry/military standardization meetings, and maintaining liaison with military services.

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
4045.08	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-016 / 715.19**

Disposition Instruction

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

Retention Period **Destroy/delete when 2 years old, or when no longer needed, whichever is sooner.**

Additional Information

GAO Approval **Not Required**

Maintenance Files.

Disposition Authority Number **DAA-0361-2020-0004-0032**

Drawings, item descriptions, listings, correspondence, backup materials for Federal Supply Codes and related materials on items not covered by 4045.08, Item Standardization Liaison.

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
4045.14	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-016 / 715.84**

Disposition Instruction

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

25

26

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Standardization Audits.

Disposition Authority Number DAA-0361-2020-0004-0033

Audit reports and records of corrective actions taken and responses to audit findings.

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
4045.17	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-016 / 715.64

Disposition Instruction

Cutoff Instruction Cutoff at end of Event.

Retention Period Destroy 1 year(s) after succeeding audit is conducted.

Additional Information

GAO Approval Not Required

27

Specification History Files.

Disposition Authority Number DAA-0361-2020-0004-0034

Commercial item descriptions, copies of specifications and proposed revisions, communication control records, records of document actions, action sheets, coordination letters, correspondence with manufacturers and related materials used to manage the Defense Standardization and Specification 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? **No**

Manual Citation	Manual Title
4045.22	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-016 / 715.10**

Disposition Instruction

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

Retention Period **Destroy 2 year(s) after specification is canceled or superseded.**

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
02/03/2022	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
05/11/2022	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/24/2022	Submit For Certification	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
05/24/2022	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
01/26/2023	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/30/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/31/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
02/02/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office