

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2021-0001

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 Logistics Management and Strategic Materials Storage

Internal agency concurrences will be provided No

Background Information Records created and maintained to support Logistics Management and Strategic Materials storage.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 44 | 0 | 44 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0361-2021-0001

| Sequence Number | |
|-----------------|---|
| 1 | Precious Metals Files. Disposition Authority Number: DAA-0361-2021-0001-0001 |
| 2 | Weapons System File. Disposition Authority Number: DAA-0361-2021-0001-0002 |
| 3 | Special Program Requirements. Disposition Authority Number: DAA-0361-2021-0001-0003 |
| 4 | Buy Evaluations. Disposition Authority Number: DAA-0361-2021-0001-0004 |
| 5 | Vendor Misdirects. Disposition Authority Number: DAA-0361-2021-0001-0005 |
| 6 | Customer Misdirects. Disposition Authority Number: DAA-0361-2021-0001-0006 |
| 7 | Item Files. Disposition Authority Number: DAA-0361-2021-0001-0007 |
| 8 | Due-In Study Files.. Disposition Authority Number: DAA-0361-2021-0001-0008 |
| 9 | Supply Control Study Files. Disposition Authority Number: DAA-0361-2021-0001-0009 |
| 10 | Customer Excess Files. Disposition Authority Number: DAA-0361-2021-0001-0010 |
| 11 | Catalog Change Files. Disposition Authority Number: DAA-0361-2021-0001-0011 |
| 12 | Customer Assistance Program Files. Disposition Authority Number: DAA-0361-2021-0001-0012 |
| 13 | Requisition Register. Disposition Authority Number: DAA-0361-2021-0001-0013 |
| 14 | 01 Requisitions. Disposition Authority Number: DAA-0361-2021-0001-0014 |
| 15 | Direct Buy Program. Disposition Authority Number: DAA-0361-2021-0001-0015 |
| 16 | Intensive Management Files. Disposition Authority Number: DAA-0361-2021-0001-0016 |
| 17 | Supply Terminations. Disposition Authority Number: DAA-0361-2021-0001-0017 |
| 18 | Customer Discrepancies. |

| | |
|----|--|
| 19 | Disposition Authority Number: DAA-0361-2021-0001-0018 Depot Balance and Transaction Register (DBTR) Files. Disposition Authority Number: DAA-0361-2021-0001-0019 |
| 20 | Inventory Monitoring. Disposition Authority Number: DAA-0361-2021-0001-0020 |
| 21 | Completed Inventory Evaluation. Disposition Authority Number: DAA-0361-2021-0001-0021 |
| 22 | Balance/Transaction Register Reconciliations. Disposition Authority Number: DAA-0361-2021-0001-0022 |
| 23 | Inventory Control Effectiveness Files. Disposition Authority Number: DAA-0361-2021-0001-0023 |
| 24 | Acceptance Receipt Documentation. Disposition Authority Number: DAA-0361-2021-0001-0024 |
| 25 | Receiving Inspection. Disposition Authority Number: DAA-0361-2021-0001-0025 |
| 26 | Project/Job Orders. Disposition Authority Number: DAA-0361-2021-0001-0026 |
| 27 | Stock Inspections. Disposition Authority Number: DAA-0361-2021-0001-0027 |
| 28 | Assemblies. Disposition Authority Number: DAA-0361-2021-0001-0028 |
| 29 | Packaging Project Records. Disposition Authority Number: DAA-0361-2021-0001-0029 |
| 30 | Packaging Complaints. Disposition Authority Number: DAA-0361-2021-0001-0030 |
| 31 | Non-procurement Receipt Documentation: Automatic Disposal Action Records. Disposition Authority Number: DAA-0361-2021-0001-0031 |
| 32 | Non-procurement Receipt Documentation: Other Records. Disposition Authority Number: DAA-0361-2021-0001-0032 |
| 33 | Protection Agreements. Disposition Authority Number: DAA-0361-2021-0001-0033 |
| 34 | Space and Tonnage Reports. Disposition Authority Number: DAA-0361-2021-0001-0034 |
| 35 | Stock Locator Files. Disposition Authority Number: DAA-0361-2021-0001-0035 |
| 36 | Storage Layout Plats and Plans. Disposition Authority Number: DAA-0361-2021-0001-0036 |
| 37 | Stockpile Goal Actions. |

| | |
|----|--|
| 38 | Disposition Authority Number: DAA-0361-2021-0001-0037 Barter Transaction Comments. Disposition Authority Number: DAA-0361-2021-0001-0038 |
| 39 | Disposition Planning Files. Disposition Authority Number: DAA-0361-2021-0001-0039 |
| 40 | Research Study Files. Disposition Authority Number: DAA-0361-2021-0001-0040 |
| 41 | Disposal Coordination Files. Disposition Authority Number: DAA-0361-2021-0001-0041 |
| 42 | Lease Files. Disposition Authority Number: DAA-0361-2021-0001-0042 |
| 43 | Environmental Affairs. Disposition Authority Number: DAA-0361-2021-0001-0043 |
| 44 | Cold Chain Management. Disposition Authority Number: DAA-0361-2021-0001-0044 |

Records Schedule Items

| Sequence Number | | | | | |
|-----------------|--|-----------------|--------------|----------------|---------------------------------------|
| 1 | <p>Precious Metals Files.</p> <p>Disposition Authority Number DAA-0361-2021-0001-0001</p> <p>Records used to document precious metal delivery information, transaction ledgers, transactions and receipt. Includes the following types of records and information. • Settlement Letters. Correspondence pertaining to precious metals delivery information from Disposition Services. • Precious Metals Transaction Ledger. Ledgers or similar documents used to post precious metals transactions (requisitions, deposits, and receipts) and to maintain an accurate balance of precious metals assets. • Precious Metals Receipts Ledger. Ledgers or similar documents used to log due-in precious metals shipments. • Precious Metals Transaction Packages. Original requisitions, debit or shipment documentation, correspondence, copies of credit memos, monthly history of metal transaction listings, memoranda for record, conversation records, and similar records. • Precious Metals Receipt Documentation. Monthly transaction sheets, credit invoices, and related records used to verify receipt of precious metals. • Precious Metals Price Sheets</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;">4140.06</td> <td style="text-align: center;">DLA Records Retention Schedule</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-361-92-001 / 6 N1-361-92-001 / 7 N1-361-92-001 / 8 N1-361-92-001 / 9 N1-361-92-001 / 10 N1-361-92-001 / 11</p> <p>Disposition Instruction</p> | Manual Citation | Manual Title | 4140.06 | DLA Records Retention Schedule |
| Manual Citation | Manual Title | | | | |
| 4140.06 | DLA Records Retention Schedule | | | | |

2

Cutoff Instruction Cutoff at end of CY.
Retention Period Destroy immediately after 5 years.

Additional Information

GAO Approval Not Required

Weapons System File.

Disposition Authority Number DAA-0361-2021-0001-0002

Correspondence, national stock number (NSN) data, memoranda for record, status reports, technical data, analyses, and similar documents related to individual systems maintained by the office that manages the weapon 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 |
|-----------------|--------------------------------|
| 4140.12 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-92-001 / 12

Disposition Instruction

Cutoff Instruction Cutoff at end of event. Event is when obsolete or system is deleted.

Retention Period Destroy when obsolete or when system is deleted, whichever is sooner.

Additional Information

GAO Approval Not Required

Special Program Requirements.

Disposition Authority Number DAA-0361-2021-0001-0003

Monthly reports, correspondence, and similar records related to special requirements for managed systems.

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 |
|-----------------|--------------------------------|
| 4140.13 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-92-001 / 13

Disposition Instruction

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

Additional Information

GAO Approval Not Required

Buy Evaluations.

Disposition Authority Number DAA-0361-2021-0001-0004

Copies of bids, lists of bidders and origin prices, worksheets, and related documentation used to evaluate transportation rates and make recommendations.

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 |
|-----------------|--------------------------------|
| 4140.15 | DLA Records Retention Schedule |

4

5

GRS or Superseded Authority Citation N1-361-92-001 / 15

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy year(s) after

Additional Information

GAO Approval Not Required

Vendor Misdirects.

Disposition Authority Number DAA-0361-2021-0001-0005

Correspondence, contractor replies, and supporting documentation pertaining to contractor misdirected shipments used to make recommendations concerning payment, nonpayment, or recovery of excess costs.

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 |
|-----------------|--------------------------------|
| 4140.16 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-92-001 / 16

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 2 year(s) after cutoff

Additional Information

GAO Approval Not Required

Customer Misdirects.

Disposition Authority Number DAA-0361-2021-0001-0006

6

Correspondence, disposition instructions, payment requests, conversation records, and supporting documentation relating to customer misdirected 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 |
|-----------------|--------------------------------|
| 4140.17 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-92-001 / 17

Disposition Instruction

Cutoff Instruction Review annually.

Retention Period Destroy when no longer needed for analysis.

Additional Information

GAO Approval Not Required

Item Files.

Disposition Authority Number DAA-0361-2021-0001-0007

Documents accumulated as a result of managing assigned items, includes standard supply control study forms, materiel requirements, item identification data, listings of items placed on back order, reports of discrepancy, and other supporting documentation pertaining to the item managed. Series applicable to activities without access to AIMS system or similar system used in the warehouse or field depots

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

7

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

| Manual Citation | Manual Title |
|-----------------|--------------------------------|
| 4140.19 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-92-001 / 19**

Disposition Instruction

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

Retention Period **Destroy after 3 years or when no longer needed for reference or analysis, whichever is later.**

Additional Information

GAO Approval **Not Required**

Due-In Study Files..

Disposition Authority Number **DAA-0361-2021-0001-0008**

Due-in study pages, messages, data transcript sheets, cancellation reports, and similar documents pertaining to the review of due in materiel identified as excess to anticipated requirements and used to initiate cancellation of contracts or procurement requests

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 |
|-----------------|--------------------------------|
| 4140.20 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-92-001 / 20**

Disposition Instruction

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

8

9

Retention Period Destroy 1 year(s) after cutoff

Additional Information

GAO Approval Not Required

Supply Control Study Files.

Disposition Authority Number DAA-0361-2021-0001-0009

Supply control study - long supply forms, worksheets, transaction history file printouts, enhanced demand report listings, requests for technical assistance, inactive/deleted reports, and similar documents pertaining to reduction of excess, inactive, or deleted stocked materiel.

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 |
|-----------------|--------------------------------|
| 4140.21 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-92-001 / 21

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 1 year(s) after cutoff

Additional Information

GAO Approval Not Required

Customer Excess Files.

Disposition Authority Number DAA-0361-2021-0001-0010

Listings, standard supply control study forms, and similar documents used to approve customer returns for credit/ noncredit or to authorize disposal as excess.

Final Disposition Temporary

Item Status Active

10

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 |
| 4140.22 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-92-001 / 22**

Disposition Instruction

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

Retention Period **Destroy after system reflects receipt of materiel or when no longer needed for analysis, whichever is later.**

Additional Information

GAO Approval **Not Required**

Catalog Change Files.

Disposition Authority Number **DAA-0361-2021-0001-0011**

Data exchange and/or proposed revision of catalog data forms, correspondence, and similar records relating to cancellation of NSNs.

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 |
| 4140.23 | DLA Records Retention Schedule |

11

12

GRS or Superseded Authority Citation N1-361-92-001 / 23

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 2 year(s) after cutoff

Additional Information

GAO Approval Not Required

Customer Assistance Program Files.

Disposition Authority Number DAA-0361-2021-0001-0012

Copies of reports of visit, customer assistance information data sheets (CAIDs), correspondence, significant action/event reports (SAERs), recommendations, and related background materials accumulated as a result of visits to customer activities to assist in materiel management related problem identification and resolution.

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 |
|-----------------|--------------------------------|
| 4140.24 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation NN-168-94 / 930.05

Disposition Instruction

Cutoff Instruction Cutoff at end of FY.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Requisition Register.

13

Disposition Authority Number **DAA-0361-2021-0001-0013**

Logs, registers, and similar devices used to maintain records of incoming requisition requests and for information concerning status and stock availability.

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 |
|-----------------|---------------------------------------|
| 4140.26 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-92-001 / 27**

Disposition Instruction

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

Retention Period **Destroy 1 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

01 Requisitions.

Disposition Authority Number **DAA-0361-2021-0001-0014**

Copies of requisition status files, exception requisition document data input forms, requests for substitute search, documentation of lateral support efforts, and related documents accumulated as a result of processing priority 01 requisitions.

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**

14

15

| Manual Citation | Manual Title |
|-----------------|--------------------------------|
| 4140.28 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-92-001 / 29

Disposition Instruction

Cutoff Instruction Cutoff at end of Event.

Retention Period Destroy after requisition is closed or satisfied.

Additional Information

GAO Approval Not Required

Direct Buy Program.

Disposition Authority Number DAA-0361-2021-0001-0015

Copies of direct buy call-in requests, requisition number status printouts, and related documents pertaining to purchase of materiel directly from original equipment manufacturer.

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 |
|-----------------|--------------------------------|
| 4140.29 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-92-001 / 30

Disposition Instruction

Cutoff Instruction Cutoff at end of Event.

Retention Period Destroy after requisition satisfied.

Additional Information

GAO Approval Not Required

16

Intensive Management Files.

Disposition Authority Number **DAA-0361-2021-0001-0016**

High priority backorder/delayed items listings, customer supply assistance requests (messages, fax, etc.), documentation of actions taken, and related backup material.

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 |
|-----------------|---------------------------------------|
| 4140.30 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-92-001 / 31**

Disposition Instruction

Cutoff Instruction **Review annually.**

Retention Period **Destroy when no longer needed.**

Additional Information

GAO Approval **Not Required**

17

Supply Terminations.

Disposition Authority Number **DAA-0361-2021-0001-0017**

Messages, cards, memos, and similar documents used to initiate termination of supply actions due to requisition cancellations.

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 |
|-----------------|--------------------------------|
| 4140.32 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-92-001 / 33**

Disposition Instruction

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

Retention Period **Destroy 1 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Customer Discrepancies.

Disposition Authority Number **DAA-0361-2021-0001-0018**

Customer complaint messages, reports of item discrepancy, and similar records used by customers to report materiel shipment discrepancies. Includes correspondence, printouts of requisition history files used to research complaint validity, printouts of EBS files reflecting credit actions, when applicable, and related 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 |
|-----------------|--------------------------------|
| 4140.35 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-92-001 / 36**

Disposition Instruction

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

18

19

Retention Period Destroy after 2 years or until no longer needed for reference, whichever is sooner.

Additional Information

GAO Approval Not Required

Depot Balance and Transaction Register (DBTR) Files.

Disposition Authority Number DAA-0361-2021-0001-0019

Copies of depot balance and/or transaction discrepancy forms, corrected balance printouts, and related records used to adjust depot materiel storage balances.

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 |
|-----------------|--------------------------------|
| 4140.39 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-92-001 / 40

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 1 year(s) after cutoff

Additional Information

GAO Approval Not Required

Inventory Monitoring.

Disposition Authority Number DAA-0361-2021-0001-0020

Forms, listings (cancellation, count discrepancy, delinquent count, classification suspense, location/storage discrepancy), inventory forecasts, count cards, analyses, and related physical inventory records used during the inventory process.

Final Disposition Temporary

20

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 |
|-----------------|---------------------------------------|
| 4140.43 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-91-010 / 4**
N1-361-91-010 / 15

Disposition Instruction

Cutoff Instruction **Cutoff at end of Fiscal Year.**
 Retention Period **Destroy after 1 year or when no longer needed, whichever is sooner.**

Additional Information

GAO Approval **Not Required**

Completed Inventory Evaluation.

Disposition Authority Number **DAA-0361-2021-0001-0021**

Analysis reports, inventory count histories, listings, and related backup materials used to input inventory data, evaluate count information, and to release completed inventories.

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 |
|-----------------|--------------|
|-----------------|--------------|

21

| | |
|---------|--------------------------------|
| 4140.44 | DLA Records Retention Schedule |
|---------|--------------------------------|

GRS or Superseded Authority Citation N1-361-91-010 / 5

Disposition Instruction

Cutoff Instruction Cutoff at end of Fiscal Year.

Retention Period Destroy 1 year(s) after cutoff

Additional Information

GAO Approval Not Required

Balance/Transaction Register Reconciliations.

Disposition Authority Number DAA-0361-2021-0001-0022

Reports, printouts, forms, messages, correspondence, inquiry documents (locator inquiries, center balances, materiel release order (MRO) histories, quality control reports, reports of discrepancy), violation listings, and related backup materials summarizing the reconciliation of unmatched balances/transactions used to recap adjustments made to accountable records.

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 |
|-----------------|--------------------------------|
| 4140.46 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-91-010 / 7

Disposition Instruction

Cutoff Instruction Cutoff at end of Fiscal Year.

Retention Period Destroy after 1 year or when no longer needed, whichever is sooner.

Additional Information

22

23

GAO Approval Not Required

Inventory Control Effectiveness Files.

Disposition Authority Number DAA-0361-2021-0001-0023

Correspondence, reports, listings, and backup materials used to summarize inventory results/ effectiveness.

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 |
|-----------------|--------------------------------|
| 4140.48 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-91-010 / 9

Disposition Instruction

Cutoff Instruction Cutoff at end of Fiscal Year.

Retention Period Destroy 2 year(s) after cutoff

Additional Information

GAO Approval Not Required

24

Acceptance Receipt Documentation.

Disposition Authority Number DAA-0361-2021-0001-0024

Material inspection and receiving reports, orders for supplies or services/requests for quotation, and comparable documents which serve as proof of acceptance and support an acceptance report (DIC PK_) or D4_. Hard copy or microfilm records will be maintained separately from receipt documentation described in Materiel Management and Control Schedule 4140.78 and they will be filed by date of acceptance by calendar year.

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 |
|-----------------|--------------------------------|
| 4140.56 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-91-010 / 17**

Disposition Instruction

Cutoff Instruction **Cutoff at end of FY.**

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

Additional Information

GAO Approval **Not Required**

Receiving Inspection.

Disposition Authority Number **DAA-0361-2021-0001-0025**

Damage reports, supporting documents, correspondence, and similar records relating to non-transportation related damaged/discrepant incoming 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 |
|-----------------|--------------------------------|
| 4140.57 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-91-010 / 18**

Disposition Instruction

25

26

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

Additional Information

GAO Approval Not Required

Project/Job Orders.

Disposition Authority Number DAA-0361-2021-0001-0026

Project order forms and amendments, job orders, material order forms, incoming/outgoing stock documentation, picking tickets, preliminary inspection forms, rate sheets, service control forms, and related records used to document and control a job/project from point of acceptance to completion.

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 |
|-----------------|--------------------------------|
| 4140.65 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-91-010 / 26

Disposition Instruction

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

Additional Information

GAO Approval Not Required

Stock Inspections.

Disposition Authority Number DAA-0361-2021-0001-0027

Forms and related materials requesting tests and/or reporting results of tests on electronic stock items.

Final Disposition Temporary

27

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 |
|-----------------|--------------------------------|
| 4140.66 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-91-010 / 27**

Disposition Instruction

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

Additional Information

GAO Approval **Not Required**

Assemblies.

Disposition Authority Number **DAA-0361-2021-0001-0028**

Forms, checklists and related materials used to assure quality control and maintain status of multiple container shipments in the assembly/disassembly, packing and crating of facilities, items, kits, sets or repaired stock and the upgrading of preservation, marking, and packaging of material for assemblies and kits.

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 |
|-----------------|--------------------------------|
| 4140.67 | DLA Records Retention Schedule |

28

29

GRS or Superseded Authority Citation N1-361-91-010 / 28

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 2 year(s) after cutoff

Additional Information

GAO Approval Not Required

Packaging Project Records.

Disposition Authority Number DAA-0361-2021-0001-0029

Documents on packaging improvements, specialized problems, evaluation and testing, packaging board decisions, and related materials.

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 |
|-----------------|--------------------------------|
| 4140.70 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-91-016 / 720.50

Disposition Instruction

Cutoff Instruction Cutoff at end of Event.

Retention Period Destroy 2 years after final decision or implementing action.

Additional Information

GAO Approval Not Required

Packaging Complaints.

Disposition Authority Number DAA-0361-2021-0001-0030

Customer and depot complaints and related correspondence.

30

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 |
|-----------------|--------------------------------|
| 4140.72 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-91-016 / 720.55

Disposition Instruction

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

Additional Information

GAO Approval Not Required

Non-procurement Receipt Documentation: Automatic Disposal Action Records.

Disposition Authority Number DAA-0361-2021-0001-0031

Copies of receipt documents accumulated from non-procurement sources such as item release/receipt documents used to return previously issued materiel to depot storage including supporting 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 |
|-----------------|--------------|
|-----------------|--------------|

31

32

| | |
|--|---------------------------------------|
| 4140.78 | DLA Records Retention Schedule |
| GRS or Superseded Authority Citation | N1-361-91-010 / 15b |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff at end of CY. |
| Retention Period | Destroy 2 year(s) after cutoff |
| Additional Information | |
| GAO Approval | Not Required |
| Non-procurement Receipt Documentation: Other Records. | |
| Disposition Authority Number | DAA-0361-2021-0001-0032 |
| Copies of receipt documents accumulated from non-procurement sources such as item release/receipt documents used to return previously issued materiel to depot storage including supporting 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 |
| 4140.79 | DLA Records Retention Schedule |

33

| | |
|--------------------------------------|---|
| GRS or Superseded Authority Citation | N1-361-91-010 / 15a |
| Disposition Instruction | |
| Cutoff Instruction | Cutoff at end of Event. |
| Retention Period | Destroy 3 months after receipt of final shipment. |
| Additional Information | |
| GAO Approval | Not Required |
| Protection Agreements. | |

Disposition Authority Number **DAA-0361-2021-0001-0033**

Documents created in preparing, negotiating, and clearing agreements with local protection and firefighting services to provide mutual or other assistance in case of fire or disaster.

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 |
|-----------------|---------------------------------------|
| 4145.12 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-89-002 / 10**

Disposition Instruction

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

Retention Period **Destroy 2 years after cancellation, expiration, or obsolescence of the agreement.**

Additional Information

GAO Approval **Not Required**

Space and Tonnage Reports.

Disposition Authority Number **DAA-0361-2021-0001-0034**

Documents created in reporting statistical receipts, re-warehousing, shipments, and balances on-hand. Included are reports and related records.

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**

34

35

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

| Manual Citation | Manual Title |
|-----------------|--------------------------------|
| 4145.15 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-89-002 / 13
N1-361-89-002 / 14**

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY.**
Retention Period **Destroy 4 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Stock Locator Files.

Disposition Authority Number **DAA-0361-2021-0001-0035**

Documents used to show the location and identity of equipment, supplies, and material in open and closed storage. Included are stock location cards, stock identification cards, change notices, and related records.

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 |
|-----------------|--------------------------------|
| 4145.27 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation **N1-361-89-002 / 25**

Disposition Instruction

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

36

Retention Period Destroy locator document when superseded or obsolete, except that change notices will be destroyed after the change is made on the locator.

Additional Information

GAO Approval Not Required

Storage Layout Plats and Plans.

Disposition Authority Number DAA-0361-2021-0001-0036

Layout plats, plans, and charts prepared and used to ensure maximum utilization of space and to complement stock locator systems.

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 |
|-----------------|--------------------------------|
| 4145.28 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-89-002 / 26

Disposition Instruction

Cutoff Instruction Review annually.

Retention Period Destroy the plat, plan, or chart, when superseded or obsolete.

Additional Information

GAO Approval Not Required

Stockpile Goal Actions.

Disposition Authority Number DAA-0361-2021-0001-0037

Documents relating to the coordination and issue of Stockpile Goal Actions to increase or otherwise change the quantity or composition of commodities in the stockpile. Included are documents reflecting the participation on the

37

Interdepartmental Advisory Committee, task force studies, and copies of the Stockpile Goal Actions, clearance documents, and related records.

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 |
|-----------------|--------------------------------|
| 4145.35 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-89-002 / 33

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

Barter Transaction Comments.

Disposition Authority Number DAA-0361-2021-0001-0038

Documents accumulated in reviewing communications with the Federal Emergency Management Agency (FEMA) for the purpose of approving or providing detailed instructions on specifications, marking, and packaging for specific barter transactions.

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

38

39

| | |
|-----------------|--------------------------------|
| Manual Citation | Manual Title |
| 4145.37 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-89-002 / 55

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy on disposal of the stockpile.

Additional Information

GAO Approval Not Required

Disposal Planning Files.

Disposition Authority Number DAA-0361-2021-0001-0039

Documents accumulated from initiation of FEMA requests for DLA's Office of Stockpile Disposal to develop disposal legislation; through deliberations of the Annual Materials Plan Steering Committee and appropriate subcommittees thereof, internal clearance, clearance with the affected industry, approval of disposal action by FEMA, and preparation and clearance of congressional notification with draft legislation accompanied by a letter from the Administrator of General Services to OMB for clearance before submission to the Congress for action.

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 |
| 4145.40 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-89-002 / 38

Disposition Instruction

Cutoff Instruction Cutoff at end of Event. Event is disposal of stockpile.

40

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

Research Study Files.

Disposition Authority Number DAA-0361-2021-0001-0040

Documents created in studying and analyzing economic, marketing, environmental, technical, and planning considerations affecting the acquisition, maintenance, quality assurance, rotation, beneficiation, upgrading, use, release, destruction, or abandonment of Strategic Materials. Included are proposals, requests, studies, analyses, clearance actions, and related records.

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 |
|-----------------|--------------------------------|
| 4145.41 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-89-002 / 39

Disposition Instruction

Cutoff Instruction Cutoff at closure of stockpile.

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

Disposal Coordination Files.

Disposition Authority Number DAA-0361-2021-0001-0041

Documents accumulated as a result of coordination with offices responsible for disposal in connection with planning and accomplishing the disposal of Strategic Materials overages. Included are notifications of excesses, clearance actions, and related records.

41

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 |
|-----------------|--------------------------------|
| 4145.48 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-89-002 / 46 (971.30)

Disposition Instruction

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

Additional Information

GAO Approval Not Required

Lease Files.

Disposition Authority Number DAA-0361-2021-0001-0042

Documents accumulated in the leasing of real property for the stockpile program. Included are leases for plant site storage and commercial warehouses, requests for space, bids, abstracts, and analyses thereof, solicitations with findings and determinations, analyses and cost estimates, letters of acceptance and rejection, condemnation actions, amendments, alterations, improvements, and maintenance, and related records.

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

42

| | |
|-----------------|--------------------------------|
| Manual Citation | Manual Title |
| 4145.49 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-89-002 / 47

Disposition Instruction

Cutoff Instruction Cutoff at cancellation or termination of lease

Transfer to Inactive Storage Transfer to offsite storage

Retention Period Destroy 6 year(s) after cancellation or termination of lease

Additional Information

GAO Approval Not Required

Environmental Affairs.

Disposition Authority Number DAA-0361-2021-0001-0043

Documents accumulated in the development of environmental impact studies, and assessments, and statements concerning all National Defense Stockpile materials. Included are reports, consultant studies, flood-plain and wetland evaluations, management studies and procedures, and other related records.

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 |
| 4145.53 | DLA Records Retention Schedule |

GRS or Superseded Authority Citation N1-361-89-002 / 51

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 20 year(s) after cutoff

43

44

Additional Information

GAO Approval Not Required

Cold Chain Management.

Disposition Authority Number DAA-0361-2021-0001-0044

Documentation captured and maintained related to stringent and non-stringent cold chain management packaging, handling, marking, and shipping of temperature sensitive medical products. Included are: compromised or discrepancy reports, worksheet disposition reports, temperature logs, DD Form 1502N, and additional information that supports the Cold Chain Management process.

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 |
|-----------------|--------------------------------|
| 4145.21 | DLA Records Retention Schedule |

Disposition Instruction

Cutoff Instruction Cutoff at end of CY

Retention Period Destroy/Delete when 10 years old.

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 |
|------------|--------------------------|------------------|---|---|
| 02/04/2022 | Certify | Cecilia Wiker | Agency Records Officer | Agency Wide - Agency Wide |
| 04/07/2022 | Return for Revision | David Weber | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 05/20/2022 | Submit For Certification | Cecilia Wiker | Agency Records Officer | Agency Wide - Agency Wide |
| 05/20/2022 | Certify | Cecilia Wiker | Agency Records Officer | Agency Wide - Agency Wide |
| 11/30/2022 | Submit for Concurrence | David Weber | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 12/06/2022 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 12/06/2022 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 12/07/2022 | Approve | Debra Wall | Deputy Archivist | National Archives and Records Administration - ND Archives I Office |