

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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><b>Precious Metals Files.</b></p> <p>Disposition Authority Number      <b>DAA-0361-2021-0001-0001</b></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                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>No</b></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      <b>N1-361-92-001 / 6</b>     <b>N1-361-92-001 / 7</b>     <b>N1-361-92-001 / 8</b>     <b>N1-361-92-001 / 9</b>     <b>N1-361-92-001 / 10</b>     <b>N1-361-92-001 / 11</b></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				

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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.

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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

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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

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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

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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.**

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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

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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

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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.**

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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
<b>4140.26</b>	<b>DLA Records Retention Schedule</b>

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**

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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
<b>4140.30</b>	<b>DLA Records Retention Schedule</b>

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**



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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.**

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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

20

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

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
<b>4140.43</b>	<b>DLA Records Retention Schedule</b>

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
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<b>4140.44</b>		<b>DLA Records Retention Schedule</b>	
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		
<b>Balance/Transaction Register Reconciliations.</b>			
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	
<b>4140.46</b>		<b>DLA Records Retention Schedule</b>	
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			

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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

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**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**

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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

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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

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29	GRS or Superseded Authority Citation	N1-361-91-010 / 28			
	<b>Disposition Instruction</b>				
	Cutoff Instruction	Cutoff at end of CY.			
	Retention Period	Destroy 2 year(s) after cutoff			
	<b>Additional Information</b>				
	GAO Approval	Not Required			
	<b>Packaging Project Records.</b>				
	Disposition Authority Number	DAA-0361-2021-0001-0029			
	<b>Documents on packaging improvements, specialized problems, evaluation and testing, packaging board decisions, and related materials.</b>				
	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;">4140.70</td> <td style="text-align: center;">DLA Records Retention Schedule</td> </tr> </tbody> </table>		Manual Citation	Manual Title	4140.70
Manual Citation	Manual Title				
4140.70	DLA Records Retention Schedule				
30	GRS or Superseded Authority Citation	N1-361-91-016 / 720.50			
	<b>Disposition Instruction</b>				
	Cutoff Instruction	Cutoff at end of Event.			
	Retention Period	Destroy 2 years after final decision or implementing action.			
	<b>Additional Information</b>				
	GAO Approval	Not Required			
	<b>Packaging Complaints.</b>				
	Disposition Authority Number	DAA-0361-2021-0001-0030			
	<b>Customer and depot complaints and related correspondence.</b>				

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
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<b>4140.78</b>		<b>DLA Records Retention Schedule</b>
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	
<b>Non-procurement Receipt Documentation: Other Records.</b>		
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
<b>4140.79</b>	<b>DLA Records Retention Schedule</b>

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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	
<b>Protection Agreements.</b>		

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
<b>4145.12</b>	<b>DLA Records Retention Schedule</b>

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**

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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.**

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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

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**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

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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.



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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.

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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

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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

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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