

## Request for Records Disposition Authority

Records Schedule Number      DAA-0361-2021-0011

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                The environmental schedule relates to DLA's management of programs and actions pertinent to the production and enhancement of environmental quality.

Internal agency concurrences will be provided      No

Background Information        The environmental record series relates to DLA's management of programs and actions pertinent to the production and enhancement of environmental quality. Included are environmental matters handling and disposal of hazardous waste materials. Any documents involved in litigation cases will be retained until settlement of the litigation as notified by DLA legal counsel

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
26	0	26	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0361-2021-0011

Sequence Number	
1	Environmental Program/Project. Disposition Authority Number: DAA-0361-2021-0011-0001
2	Environmental Quality Policies and Procedures. Disposition Authority Number: DAA-0361-2021-0011-0002
3	National Environmental Policy Act (NEPA) Documents. Disposition Authority Number: DAA-0361-2021-0011-0003
4	Environmental Reports. Disposition Authority Number: DAA-0361-2021-0011-0004
5	Water Pollution . Disposition Authority Number: DAA-0361-2021-0011-0005
6	Air Pollution. Disposition Authority Number: DAA-0361-2021-0011-0006
7	Land Pollution. Disposition Authority Number: DAA-0361-2021-0011-0007
8	Other Pollution. Disposition Authority Number: DAA-0361-2021-0011-0008
9	Environmental Restoration Program. Disposition Authority Number: DAA-0361-2021-0011-0009
10	Radioactive Material Disposal (Low-Level Radioactive Waste). Disposition Authority Number: DAA-0361-2021-0011-0010
11	Environmental Inquiries. Disposition Authority Number: DAA-0361-2021-0011-0011
12	Environmental Training. Disposition Authority Number: DAA-0361-2021-0011-0012
13	Environmental Contingency Plans. Disposition Authority Number: DAA-0361-2021-0011-0013
14	Third-Party Liability Program. Disposition Authority Number: DAA-0361-2021-0011-0014
15	Spill Reports. Disposition Authority Number: DAA-0361-2021-0011-0015
16	Environmental Compliance Audits. Disposition Authority Number: DAA-0361-2021-0011-0016
17	Treatment, Storage and Disposal Facilities (TSDF). Disposition Authority Number: DAA-0361-2021-0011-0017
18	Hazardous Waste Disposal Documents.

19	Disposition Authority Number: DAA-0361-2021-0011-0018 Emergency Planning and Community Right-to-Know Act. Disposition Authority Number: DAA-0361-2021-0011-0019
20	Special Studies. Disposition Authority Number: DAA-0361-2021-0011-0020
21	Special Studies - Asbestos. Disposition Authority Number: DAA-0361-2021-0011-0021
22	Special Studies - Lead. Disposition Authority Number: DAA-0361-2021-0011-0022
23	Special Studies - Polychlorinated Biphenyl (PCB). Disposition Authority Number: DAA-0361-2021-0011-0023
24	Special Studies - Mercury. Disposition Authority Number: DAA-0361-2021-0011-0024
25	Special Studies - Radon. Disposition Authority Number: DAA-0361-2021-0011-0025
26	Special Studies - Per-and Polyfluoroalkyl Substances (PFAS). Disposition Authority Number: DAA-0361-2021-0011-0026

## Records Schedule Items

Sequence Number						
1	<p><b>Environmental Program/Project.</b></p> <p>Disposition Authority Number     <b>DAA-0361-2021-0011-0001</b></p> <p><b>Documents relating to the overall program for the protection and enhancement of environmental quality through the abatement and control of environmental pollution.</b></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;"><b>4700.01</b></td> <td style="text-align: center;"><b>DLA Records Retention Schedule</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation     <b>NN-174-075 / 1 (237.01)</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                             <b>Temporary. Cutoff at end of CY.</b></p> <p>Retention Period                                 <b>Retain in current files area. Destroy after 3 years.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                                     <b>Not Required</b></p>		Manual Citation	Manual Title	<b>4700.01</b>	<b>DLA Records Retention Schedule</b>
Manual Citation	Manual Title					
<b>4700.01</b>	<b>DLA Records Retention Schedule</b>					
2	<p><b>Environmental Quality Policies and Procedures.</b></p> <p>Disposition Authority Number     <b>DAA-0361-2021-0011-0002</b></p> <p><b>Documents relating to major policies and procedures for assuring the proper management and administration of environmental quality matters. Example: Environmental Management System, and Customer Assistance Booklets.</b></p> <p>Final Disposition                             <b>Temporary</b></p> <p>Item Status                                     <b>Active</b></p>					

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>4700.03</b>	<b>DLA Records Retention Schedule</b>

GRS or Superseded Authority Citation **NN-174-075 / 2A (237.02A)**

**Disposition Instruction**

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

Retention Period **Destroy 3 years after supersession or obsolescence.**

**Additional Information**

GAO Approval **Not Required**

**National Environmental Policy Act (NEPA) Documents.**

Disposition Authority Number **DAA-0361-2021-0011-0003**

**Documentation supporting the National Environmental Policy Act (NEPA), the guidelines issued by the Council on Environmental Quality (CEQ), and implementing regulations. Includes: Finding of No Significant Impact (FONSI), General Conformity, Record of No Applicability (RONA), Public Comments on Draft Environmental Impact Statements (EIS), Administrative Records and Categorical Exclusions (CATEX) determinations.**

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
-----------------	--------------

3

4700.04	DLA Records Retention Schedule
---------	--------------------------------

GRS or Superseded Authority Citation NN-174-075 / 4 (237.05A)  
NN-174-075 (237.05B)

**Disposition Instruction**

Cutoff Instruction Temporary. Cutoff CY.

Retention Period Retain in current files area. Destroy after 10 years. Longer retention is authorized if still needed for business purposes.

**Additional Information**

GAO Approval Not Required

**Environmental Reports.**

Disposition Authority Number DAA-0361-2021-0011-0004

Reports relating to the status, progress, and plans regarding environmental quality program. Includes: External and Internal Environmental Compliance Assessments, Integrated Pest Management Plan. Sustainability Report and Implementation Plan (SRIP), Greenhouse Gas (GHG) Report, Integrated Cultural Resource Management Plan (ICRMP), Integrated Natural Resource Management Plan (INRMP) and Historical Building Surveys.

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
4700.05	DLA Records Retention Schedule

GRS or Superseded Authority Citation NN-174-075 / 3 (237.03)

**Disposition Instruction**

Cutoff Instruction Temporary. Cutoff at end of CY.

Retention Period Destroy 13 years after report issuance.

4

5

**Additional Information**

GAO Approval Not Required

**Water Pollution .**

Disposition Authority Number DAA-0361-2021-0011-0005

Documents relating to the abatement of water pollution and compliance with National Oil and Hazardous Substance Pollution Contingency Plan, including the development of water pollution plans and case files on water pollution incidents. Includes: National Pollutant Discharge Elimination System (NPDES) Supporting documentation and Storm Water Pollution, prevention plans, permit/data, backflow prevention plans, construction permits, groundwater monitoring.

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
4700.06	DLA Records Retention Schedule

GRS or Superseded Authority Citation NN-174-075 / 5 (237.07A)  
NN-174-075 (237.07B)

**Disposition Instruction**

Cutoff Instruction Temporary. Cutoff at end of CY.

Retention Period Destroy 13 years after permit issuance.

**Additional Information**

GAO Approval Not Required

**Air Pollution.**

Disposition Authority Number DAA-0361-2021-0011-0006

Documents relating to the abatement of air pollution, including action plans developed for air pollution episodes and actions taken to comply with State and Federal air emission standards. Includes: (Air Operating Permit) Title V Permit, California Air Resources Board Requirement, Air Pollution Compliance Violations,

6

**Refrigerant Management. Generator Hour Logs, Air Emissions Inventories and Air Calculations.**

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
4700.07	DLA Records Retention Schedule

GRS or Superseded Authority Citation **NN-174-075 / 6 (237.08A)**

**Disposition Instruction**

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

Retention Period **Destroy 13 years after permit issuance.**

**Additional Information**

GAO Approval **Not Required**

**Land Pollution.**

Disposition Authority Number **DAA-0361-2021-0011-0007**

Documents relating to current activities such as hazardous waste operations, open-burn/open-detonation (OB/OD) units, and operational ranges, which have potential to cause land pollution. Includes: Open Burn Permits, Resource Conservation and Recovery Act (RCRA) permit requirements and operating plans for landfills, hazardous waste and disposal, (Part B Applications, Biennial reports, un-manifested waste reports, exception reports,) waste management disposition reports, Aboveground Petroleum Storage Act (APSA) Management (California Only), Solid Waste Management Plan, Qualified Recycling Program and Waste Tire Authorizations.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

7

electronic format(s) other than e-mail and word processing?

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

Manual Citation	Manual Title
4700.08	DLA Records Retention Schedule

GRS or Superseded Authority Citation **NN-174-075 / 7 (237.09A)**  
**N1-361-92-02 (660.58)**  
**N1-361-92-02 (660.62)**

**Disposition Instruction**

Cutoff Instruction **Temporary. Cutoff at end of CY.**  
Retention Period **Destroy 13 years after permit issuance.**

**Additional Information**

GAO Approval **Not Required**

**Other Pollution.**

Disposition Authority Number **DAA-0361-2021-0011-0008**

Documents relating to the abatement of other forms of pollution not described elsewhere in the 4700 series, such as the abatement of noise pollution and compliance with the Federal Environmental Pesticide Control Act of 1972. Includes: Air Installation Compatible Use Zone (AICUZ) studies, Insecticide spills, Pest Management Certifications, Surveillance Permits and 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
4700.09	DLA Records Retention Schedule

GRS or Superseded Authority Citation **NN-174-075 / 8 (237.10A)**

8

9

**Disposition Instruction**

Cutoff Instruction                      Temporary. Cutoff at end of CY.  
Retention Period                         Destroy 13 years after permit issuance.

**Additional Information**

GAO Approval                              Not Required

**Environmental Restoration Program.**

Disposition Authority Number        DAA-0361-2021-0011-0009

Documents relating to environmental restoration, corrective action, or cleanup such as reports, studies, decision documents, and related correspondence. Includes: Installation Restoration Plans, Interagency Agreements, Restoration Investigations and Studies, Monitoring Well Data, Public Meeting 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
4700.10	DLA Records Retention Schedule

GRS or Superseded Authority Citation        N1-361-04-1/ 5 (238.12)

**Disposition Instruction**

Cutoff Instruction                         Temporary. Cutoff at end of Event.  
Transfer to Inactive Storage            Retain in current files area.  
Retention Period                         Destroy 50 year(s) after cutoff

**Additional Information**

GAO Approval                              Not Required

**Radioactive Material Disposal (Low-Level Radioactive Waste).**

Disposition Authority Number        DAA-0361-2021-0011-0010

10

Documents relating to management or disposal of items containing Low-Level Radioactive Waste (LLRW) to include disposal certifications, studies, or item specifications. Includes: DOT requirements and NRC licensing proceeding 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
4700.11	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-04-1 / 6 (238.14)

**Disposition Instruction**

Cutoff Instruction Temporary. Cutoff at end of CY and/or Event.

Retention Period Destroy after 75 years, or after Nuclear Regulatory Commission (NRC) clearance, whichever is sooner.

**Additional Information**

GAO Approval Not Required

**Environmental Inquiries.**

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

External inquiries from congress, public inquiries or other such information request. Examples: NDAA Reports on Section 335 -Effects of Climate Change, Section 116-120 Fuel Resiliency Issues within the Department, Allocation of Excess Property for Wildfire Fighting and Utilization of Recycled Products in Military Clothing Items.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in Yes

11

electronic format(s) other than e-mail and word processing?

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

Manual Citation	Manual Title
4700.13	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-04-1 / 9 (238.20)**

**Disposition Instruction**

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

Retention Period **Update, as current DLA personnel are re-certified. Destroy 5 years after last certification or 3 years after employee departure (40 CFR 265.16)**

**Additional Information**

GAO Approval **Not Required**

**Environmental Training.**

Disposition Authority Number **DAA-0361-2021-0011-0012**

**Training, listings of qualified personnel, dates of training tracking documents, and other materials related to environmental training certifications except for TSCA Training. Includes: Professional Development Seminar Series (PDSS), pesticide certification, Hazardous Waste Operations and Emergency Response (HAZWOPER) certification, refrigerant training certification.**

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
4700.14	DLA Records Retention Schedule

12

13

GRS or Superseded Authority Citation **N1-361-04-1 / 10 (238.22)**

**Disposition Instruction**

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

Retention Period **Update, as current DLA personnel are re-certified. Destroy 5 years after last certification or 3 years after employee departure (40 CFR 265.16)**

**Additional Information**

GAO Approval **Not Required**

**Environmental Contingency Plans.**

Disposition Authority Number **DAA-0361-2021-0011-0013**

**Environmental response plans and procedures. Includes: Environmental response plans, Spill prevention, Control and Countermeasure (SPCC) Plans, contingency plans, Hazardous Waste Management Plans, and notifications and correspondence used to establish appropriate actions.**

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>4700.15</b>	<b>DLA Records Retention Schedule</b>

GRS or Superseded Authority Citation **N1-361-04-1 / 11 (238.24)**

**Disposition Instruction**

Cutoff Instruction **Temporary. Review annually.**

Retention Period **Destroy when superseded, obsolete or no longer needed.**

**Additional Information**

GAO Approval **Not Required**

14

**Third-Party Liability Program.**

Disposition Authority Number      **DAA-0361-2021-0011-0014**

**Investigations on sites with potential Government liabilities under environmental law including records searches, determinations of on-site liabilities, retrieval and/or removal actions, and recommendation efforts. Includes: Superfund Sites 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>4700.18</b>	<b>DLA Records Retention Schedule</b>

GRS or Superseded Authority Citation      **N1-361-97-01 / 1a (660.22)**

**Disposition Instruction**

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

Retention Period                      **Destroy 100 years after regulatory approval for final site closure of the subject site. (Note: Longer retention requested by DLA Legal)**

**Additional Information**

GAO Approval                              **Not Required**

15

**Spill Reports.**

Disposition Authority Number      **DAA-0361-2021-0011-0015**

**Reports on spills of material and/or Petroleum/Oils/Lubricants (would include what needs to be documented on DLA's Environmental Event Report including follow-up actions and related actions. Includes: Environmental Event Report.**

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
4700.20	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-92-02 (660.30A)**

**Disposition Instruction**

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

Retention Period **Destroy 50 years after completion of final action.**

**Additional Information**

GAO Approval **Not Required**

**Environmental Compliance Audits.**

Disposition Authority Number **DAA-0361-2021-0011-0016**

**Checklists, reviews, photographs, reports and related correspondence on compliance with environmental requirements by DLA activities, contractors, and regulators. Includes: Environmental Management System record, Cross-functional Team minutes, Monitoring and Measurement and Corrective Actions, Storage Tank Inspections.**

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
4700.21	DLA Records Retention Schedule

16

17

GRS or Superseded Authority Citation N1-361-92-02 (660.34)

Disposition Instruction

Cutoff Instruction Temporary. Cutoff at end of Event.

Retention Period Destroy 3 years after completion of any required corrective actions.

Additional Information

GAO Approval Not Required

Treatment, Storage and Disposal Facilities (TSDF).

Disposition Authority Number DAA-0361-2021-0011-0017

Documents and correspondence pertaining to service contractor TSDFs such as state licenses, Department of Transportation (DOT) ratings for transportation, Resource Conservation and Recovery Act (RCRA) facility permits, TSDF environmental operating records, inspections documents, and related records. Includes: Certification of TSDFs, Qualified TSDF and Transporter Lists, closure plan, waste analysis plan/records, training records, hazardous waste log, inspection log, spill records, notices to off-site generators, and notices to TSDFs, notifications, permits, and waste minimization certificates.

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
4700.22	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-92-02 (660.38)  
N1-361-92-02 (660.42)

Disposition Instruction

Cutoff Instruction Temporary. Cutoff at end of Event.

Retention Period Destroy 50 years after termination of facility.

18

**Additional Information**

GAO Approval **Not Required**

**Hazardous Waste Disposal Documents.**

Disposition Authority Number **DAA-0361-2021-0011-0018**

Documentation supporting Hazardous Waste Disposal Proceedings. Includes: Manifests, waste analysis, manifest discrepancies, used oil logs, sales/, retrograde, hazardous waste profile sheets, notices, certifications, demonstrations, waste analysis data, of Land Disposal Restrictions (LDRs) hazardous waste sent to treatment, storage, or disposal facilities.

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
4700.24	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-92-02 (660.46)  
N1-361-92-02 (660.50)  
N1-361-94-1 (660.78A)**

**Disposition Instruction**

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

Retention Period **Destroy 50 years after regulatory approval for final site closure by the TSDF.**

**Additional Information**

GAO Approval **Not Required**

19

**Emergency Planning and Community Right-to-Know Act.**

Disposition Authority Number **DAA-0361-2021-0011-0019**

Inventories, various status reports, and snapshot reports used to maintain cognizance of current and correct hazardous substances inventories. Includes: Emergency Planning and Community Right-to-know Act (EPCRA) Tier I and Tier II.

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
4700.30	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-92-02 (660.70)**

**Disposition Instruction**

Cutoff Instruction **Temporary. Cutoff at end of CY.**  
 Retention Period **Destroy after 3 years, or when no longer needed.**

**Additional Information**

GAO Approval **Not Required**

**Special Studies.**

Disposition Authority Number **DAA-0361-2021-0011-0020**

Special management studies, surveys, research and analyses, and related documentation as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements. Includes: Biological Surveys, Toxic Substance Control Act (TSCA) supporting documentation and Energy Assessments.

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**

20

Manual Citation	Manual Title
4700.40	DLA Records Retention Schedule

GRS or Superseded Authority Citation      N1-361-04-1 / 7 (238.16)

**Disposition Instruction**

Cutoff Instruction      Temporary. Cutoff at end of CY.

Retention Period      Destroy after 50 years or when no longer needed for reference, whichever is later.

**Additional Information**

GAO Approval      Not Required

**Special Studies - Asbestos.**

Disposition Authority Number      DAA-0361-2021-0011-0021

Special management studies, surveys, research and analyses, and related documentation as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements.

Final Disposition      Temporary

Item Status      Active

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

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

Manual Citation	Manual Title
4700.41	DLA Records Retention Schedule

**Disposition Instruction**

Cutoff Instruction      Temporary. Cutoff at end of Event.

Retention Period      Event is the transfer of ownership. Keep for the duration of ownership and must transfer to successive owners. Employee exposure: The

21

22

employer shall maintain these records for at least 30 years.

**Additional Information**

GAO Approval Not Required

**Special Studies - Lead.**

Disposition Authority Number DAA-0361-2021-0011-0022

Special management studies, surveys, research and analyses, and related documentation as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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

Manual Citation	Manual Title
4700.42	DLA Records Retention Schedule

**Disposition Instruction**

Cutoff Instruction Temporary. Cutoff at end of Event.

Retention Period Destroy 3 years following completion of the renovation.

**Additional Information**

GAO Approval Not Required

**Special Studies - Polychlorinated Biphenyl (PCB).**

Disposition Authority Number DAA-0361-2021-0011-0023

Special management studies, surveys, research and analyses, and related documentation as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements. Includes. Copies of documents and PCB document logs tracking the receipt and disposition of PCBs and PCB items, per 40 CFR 761.180; records

23

include manifests, certificates of disposal, PCB Annual Document Log, and PCB Annual Log Summary.

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
4700.43	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-92-02 (660.54)

**Disposition Instruction**

Cutoff Instruction Temporary. Cutoff at end of Event

Retention Period Destroy 50 years after disposing of transformer.

**Additional Information**

GAO Approval Not Required

**Special Studies - Mercury.**

Disposition Authority Number DAA-0361-2021-0011-0024

Special management studies, surveys, research and analyses, and related documentation as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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

24

Manual Citation	Manual Title
<b>4700.44</b>	<b>DLA Records Retention Schedule</b>

**Disposition Instruction**

Cutoff Instruction                      **Temporary. Cutoff at end of CY.**  
Retention Period                         **Destroy immediately after 4 years**

**Additional Information**

GAO Approval                              **Not Required**

**Special Studies - Radon.**

Disposition Authority Number         **DAA-0361-2021-0011-0025**

**Special studies, surveys, research, training and analyses, and related documentation for PFAS as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements.**

Final Disposition                         **Temporary**

Item Status                                 **Active**

Is this item media neutral?             **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?     **Yes**

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

Manual Citation	Manual Title
<b>4700.45</b>	<b>DLA Records Retention Schedule</b>

**Disposition Instruction**

Cutoff Instruction                         **Temporary. Cutoff at end of CY.**  
Retention Period                         **Destroy after 50 years or when no longer needed for reference, whichever is later [40 CFR 711.25]**

**Additional Information**

GAO Approval                              **Not Required**

**Special Studies - Per-and Polyfluoroalkyl Substances (PFAS).**

25

26

Disposition Authority Number      **DAA-0361-2021-0011-0026**

**Special management studies, surveys, research and analyses, and related documentation as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements. This series covers the following types of Special Studies:**

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>4700.46</b>	<b>DLA Records Retention Schedule</b>

**Disposition Instruction**

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

Retention Period                        **Destroy at 50 years. Longer retention is authorized if still needed for business purposes.**

**Additional Information**

GAO Approval                            **Not Required**

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
11/09/2020	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
02/01/2021	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/11/2021	Submit For Certification	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
02/11/2021	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
11/19/2021	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/01/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/01/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/02/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist