

## Request for Records Disposition Authority

Records Schedule Number      DAA-0361-2021-0015  
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                Administrative Management, General Counsel and Legislative Affairs  
Records and Information.

Internal agency concurrences will be provided      No

Background Information                Administrative Management and Support Services: This schedule relates to the creation and maintenance of records and information assets that pertain to administrative management, General Counsel and Legislative Affairs mission and support functions.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
28	0	28	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0361-2021-0015

Sequence Number	
1	Directorate and Division Office Administrative and Oversight Documentation: Retained below the Directors, Staff Element and MSC Commanders. Disposition Authority Number: DAA-0361-2021-0015-0001
2	Correspondence and Memoranda-Program Office. Disposition Authority Number: DAA-0361-2021-0015-0002
3	Organizational Chart Files. Disposition Authority Number: DAA-0361-2021-0015-0003
4	DLA and Component Histories and Background Records. Disposition Authority Number: DAA-0361-2021-0015-0004
5	Legal Opinions. Disposition Authority Number: DAA-0361-2021-0015-0005
6	Contract Review Files. Disposition Authority Number: DAA-0361-2021-0015-0006
7	Post-award Contract Files. Disposition Authority Number: DAA-0361-2021-0015-0007
8	Potential Claim Files. Disposition Authority Number: DAA-0361-2021-0015-0008
9	Novation Files. Disposition Authority Number: DAA-0361-2021-0015-0009
10	Bid Mistake Allegation Files. Disposition Authority Number: DAA-0361-2021-0015-0010
11	Court Contract Litigation. Disposition Authority Number: DAA-0361-2021-0015-0011
12	Administrative Contract Litigation. Disposition Authority Number: DAA-0361-2021-0015-0012
13	Other Litigation. Disposition Authority Number: DAA-0361-2021-0015-0013
14	Bankruptcy Files. Disposition Authority Number: DAA-0361-2021-0015-0014
15	Agency Protest Files. Disposition Authority Number: DAA-0361-2021-0015-0015
16	GAO Protest Case Files and Correspondence. Disposition Authority Number: DAA-0361-2021-0015-0016
17	Contract Fraud Case Files and Correspondence. Disposition Authority Number: DAA-0361-2021-0015-0017

18	Inventions Disclosure. Disposition Authority Number: DAA-0361-2021-0015-0019
19	Patent Case Files. Disposition Authority Number: DAA-0361-2021-0015-0020
20	Patent Licenses and Assignments. Disposition Authority Number: DAA-0361-2021-0015-0021
21	Patent Infringement. Disposition Authority Number: DAA-0361-2021-0015-0022
22	Patent Royalties. Disposition Authority Number: DAA-0361-2021-0015-0023
23	Copyrights. Disposition Authority Number: DAA-0361-2021-0015-0024
24	Military Legal Assistance. Disposition Authority Number: DAA-0361-2021-0015-0025
25	Military Justice. Disposition Authority Number: DAA-0361-2021-0015-0026
26	Congressional Inquiries. Disposition Authority Number: DAA-0361-2021-0015-0027
27	Biography Files. Disposition Authority Number: DAA-0361-2021-0015-0028
28	Legislation Files. Disposition Authority Number: DAA-0361-2021-0015-0029

## Records Schedule Items

Sequence Number					
1	<p><b>Directorate and Division Office Administrative and Oversight Documentation: Retained below the Directors, Staff Element and MSC Commanders.</b></p> <p>Disposition Authority Number      <b>DAA-0361-2021-0015-0001</b></p> <p>Documentation on matters of critical interest to Directorate and Division Office Directors and Chiefs such as: • Policy memorandums and correspondence • Organization and mission changes • Resource Management • Mission Performance • Similar matters retained for oversight on key areas of organizational performance • Reading files – Outgoing communications signed by the Directorate Directors and Division Chiefs, arranged chronologically.</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><b>5300.02</b></td> <td><b>DLA Records Retention Schedule</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>DAA-0361-2015-0005-0009</b> <b>DAA-0361-2015-0005-0007</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Temporary. Cutoff at end of CY.</b></p> <p>Retention Period                         <b>Destroy 2 year(s) after cutoff or when no longer needed for reference.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>	Manual Citation	Manual Title	<b>5300.02</b>	<b>DLA Records Retention Schedule</b>
Manual Citation	Manual Title				
<b>5300.02</b>	<b>DLA Records Retention Schedule</b>				
2	<p><b>Correspondence and Memoranda-Program Office.</b></p> <p>Disposition Authority Number      <b>DAA-0361-2021-0015-0002</b></p>				

Correspondence created or received and maintained to support the missions and functions for which the office exists. Includes: • Letters, memoranda, endorsements • Reports • Related data involving a variety of subjects created or received that documents policy making • Program management guidance for the missions and functions within the individual program offices not appropriate for filing with other series. Includes: o metrics o meeting minutes related to the program o Periodic reporting and similar documents for the program

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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

Manual Citation	Manual Title
5300.07	DLA Records Retention Schedule

GRS or Superseded Authority Citation DAA-0361-2015-0005-0006

Disposition Instruction

Cutoff Instruction Temporary. Cutoff at end of CY.

Retention Period Destroy when 7 years old, longer retention is authorized, if needed for business purposes.

Additional Information

GAO Approval Not Required

Organizational Chart Files.

Disposition Authority Number DAA-0361-2021-0015-0003

Information indicating positions, grades, and personnel of each organizational segment. Included are charts, tables, and similar information.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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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
5300.14	DLA Records Retention Schedule

GRS or Superseded Authority Citation **DAA-0361-2015-0002-0015**

**Disposition Instruction**

Cutoff Instruction **Temporary. Cutoff at end of Event. Event is when superseded or obsolete.**

Retention Period **Maintain until superseded or obsolete and then transfer to DLA and Component Histories (5300.55)**

**Additional Information**

GAO Approval **Not Required**

**DLA and Component Histories and Background Records.**

Disposition Authority Number **DAA-0361-2021-0015-0004**

Documents maintained by offices, other than the DLA Historian or Public Affairs Office, that document DLA and DLA Component historical events. Includes: Copies of formally prepared histories, organizational and functional histories, including organizational charts, documents that memorialize an organizational Component or have local historical significance such as the naming of a building, group of buildings, street, driveway, area, or facility, and consisting of correspondence, orders, photographs, citations, and related records. Component Historical records include locally prepared or collected material of an extra or reproduced nature, not required for submission to higher authority, but appropriate for retention because of its local significance, or potential use in production of future organizational or functional histories, or as a source of historical facts.

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
5300.55	DLA Records Retention Schedule

GRS or Superseded Authority Citation      NC1-361-76-004 / Item 4b  
 NN-168-94 / 135.15B  
 NN-168-94 / 135.20  
 NN-168-94 / 135.25

**Disposition Instruction**

Cutoff Instruction      Cutoff at end of CY when no longer needed.

Retention Period      Destroy 3 year(s) after cutoff

**Additional Information**

GAO Approval      Not Required

**Legal Opinions.**

Disposition Authority Number      DAA-0361-2021-0015-0005

Legal opinions and related documentation on plans, programs, systems, and operations not appropriate for inclusion in other files. Includes, but not limited to the following type of records: • Bar Letters – Installation • Base Support / Installation • Garnishments General • Jurisdiction • Non-Appropriated and Appropriated Funds • Proprietary Rights & Liability • Reasonable Accommodations • Subpoena Duces Tecum • Surplus Issues

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
5307.04	DLA Records Retention Schedule

GRS or Superseded Authority Citation      N1-361-93-003 / 1

**Disposition Instruction**

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Cutoff Instruction Cutoff at end of fiscal year  
Retention Period Destroy 3 years after cutoff or when no longer needed for reference, whichever is later.

**Additional Information**

GAO Approval Not Required

**Contract Review Files.**

Disposition Authority Number DAA-0361-2021-0015-0006

Logs, checklists, comments, and similar records relating to the review of solicitations and proposed contract awards for legal sufficiency. Includes the following type of records: • HCA level J&A Review • J&A review for posting • Other Contract review documents • DCRL Reviews

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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

Manual Citation	Manual Title
5307.05	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-005 / 4

**Disposition Instruction**

Cutoff Instruction Cutoff at end of Event.

Retention Period Destroy 3 years after contract terminated or completed. Exception: Files that pertain to contract award protests and/or appeals proceedings, transfer to appropriate litigation file.

**Additional Information**

GAO Approval Not Required

**Post-award Contract Files.**

Disposition Authority Number DAA-0361-2021-0015-0007

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Case files containing contractor complaints and disputes, attorney notes, conversation records, Contracting Officer Decisions, copies of cases and other supporting documentation relating to resolution of matters outside litigation. Includes: • Terminations • Contract Dispute ADR

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
5307.06	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-005 / 5

**Disposition Instruction**

Cutoff Instruction Cutoff at end of Event.

Retention Period Destroy 3 year(s) after final resolution of the complaint or dispute.

**Additional Information**

GAO Approval Not Required

**Potential Claim Files.**

Disposition Authority Number DAA-0361-2021-0015-0008

Accident reports, investigation reports, attorney notes, correspondence, and similar documentation relating to potential claims. If actual claim is initiated, transfer file contents to appropriate litigation series. Includes the following: • Potential Employment Law litigation

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
5307.07	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-005 / 6**

**Disposition Instruction**

Cutoff Instruction **Temporary. Cutoff at end of Event. Event is end of year the potential claim closes.**

Retention Period **Destroy 6 years 3 months after cutoff.**

**Additional Information**

GAO Approval **Not Required**

**Novation Files.**

Disposition Authority Number **DAA-0361-2021-0015-0009**

**Forms, attorney notes, and correspondence relating to contractor ownership changes used to transfer legal obligations.**

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
5307.08	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-005 / 7**

**Disposition Instruction**

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

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Retention Period Destroy 6 year(s) and 3 month(s) after completion of contract

Additional Information

GAO Approval Not Required

**Bid Mistake Allegation Files.**

Disposition Authority Number DAA-0361-2021-0015-0010

Correspondence, determinations and findings, and similar records accumulated as a result of reviewing contractor allegations of mistakes in bids on procurement contracts.

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
5307.09	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-005 / 8

Disposition Instruction

Cutoff Instruction Cutoff at end of Event.

Retention Period Destroy 6 year(s) and 3 month(s) after completion of contract.

Additional Information

GAO Approval Not Required

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**Court Contract Litigation.**

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

Case files consisting of litigation reports, court pleadings, motions, legal research memos, Department of Justice (DOJ) correspondence, agency correspondence, copies of contracts, decisions, transcripts of trial, transcripts of depositions of witnesses, court decisions, settlement agreements, withdrawal notices and related

documentation used in contract litigation actions. Includes: • Potential Contract Litigation • Court Case Files- Active • Court Case Files - Inactive

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
5307.10	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-005 / 9

**Disposition Instruction**

Cutoff Instruction Cutoff after final settlement.

Retention Period Destroy 6 year(s) and 3 month(s) after final settlement.

**Additional Information**

GAO Approval Not Required

**Administrative Contract Litigation.**

Disposition Authority Number DAA-0361-2021-0015-0012

Case files consisting of witness lists, interview notes, pleadings, motions, affidavits, correspondence, hearing transcripts, copies of final decisions and related documentation used in administrative law proceedings, such as appearances before the Armed Services Board of Contract Appeals. Includes: • ASBCA Cases- Active • ASBCA Cases - Inactive

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
5307.11	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-005 / 10**

**Disposition Instruction**

Cutoff Instruction **Cutoff after case closes.**

Retention Period **Destroy 6 year(s) and 3 month(s) after case closes.**

**Additional Information**

GAO Approval **Not Required**

**Other Litigation.**

Disposition Authority Number **DAA-0361-2021-0015-0013**

**Case files relating to the processing of tort claims, personnel actions, and other such litigation related to matters other than contracts.**

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
5307.12	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-005 / 12**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end after case closes.**

Retention Period **Destroy 6 years, 3 months after case closes.**

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**Additional Information**

GAO Approval Not Required

**Bankruptcy Files.**

Disposition Authority Number DAA-0361-2021-0015-0014

Notices, proofs of claim, DOJ correspondence, pleadings, reports/findings, judgments (court decision), cash collection vouchers, copies of check(s) received, and similar records relating to contractor insolvencies and bankruptcies. Includes: • E-mail notifications • Correspondence

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
5307.13	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-005 / 12

**Disposition Instruction**

Cutoff Instruction Cutoff after remuneration received or final judgment, whichever is later.

Retention Period Destroy 6 year(s) and 3 month(s) after remuneration received or final judgment, whichever is later.

**Additional Information**

GAO Approval Not Required

**Agency Protest Files.**

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

Contracting Officer final decision papers, protest documents, attorney notes, correspondence, protest decision papers, and similar records used to support Agency legal position relating to contract award protests. Includes • Agency Level Protests-Response Letters • Agency Level Protests- Correspondence •

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**Contracting Officer Protests – KO Response Letters • Contracting Officer Protests – Correspondence • Cover Sheet and Internal procedures documents**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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

Manual Citation	Manual Title
5307.14	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-005 / 13

**Disposition Instruction**

Cutoff Instruction Cutoff at final action.

Retention Period Destroy 6 year(s) and 3 month(s) after final action.

**Additional Information**

GAO Approval Not Required

**GAO Protest Case Files and Correspondence.**

Disposition Authority Number DAA-0361-2021-0015-0016

Notices, logs, reports, GAO conference transcripts and comments, pleadings, GAO decisions, requests for reconsideration, record of attorney costs, case confirmations, and similar records used to support Agency legal position relating to contract award protests filed with GAO.

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
5307.15	DLA Records Retention Schedule

GRS or Superseded Authority Citation      N1-361-91-005 / 14

**Disposition Instruction**

Cutoff Instruction                                      Cutoff at final settlement of the claim  
Retention Period                                        Destroy 6 year(s) and 3 month(s) after final settlement of the claim.

**Additional Information**

GAO Approval    Not Required

**Contract Fraud Case Files and Correspondence.**

Disposition Authority Number      DAA-0361-2021-0015-0017

Report of fraud, referral letters, conversation records, investigative reports, conclusions /recommendations, synopsis, research material, and related records pertaining to matters of potential contract fraud, improper conduct, violations of conflict of interest laws, and similar matters. When such cases result in litigation, use Court Contract Litigation, or other applicable litigation series.

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
5307.16	DLA Records Retention Schedule

GRS or Superseded Authority Citation      N1-361-91-005 / 15

**Disposition Instruction**

Cutoff Instruction                                      Cutoff at completion of case.

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Retention Period Destroy 6 year(s) and 3 month(s) after completion of case.

Additional Information

GAO Approval Not Required

**Inventions Disclosure.**

Disposition Authority Number DAA-0361-2021-0015-0019

Documents relating to inventions on which patent applications are not prepared. Such documents result from the disclosure of inventions by military personnel, civilian employees of the Government, and from research and development under DoD contracts.

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
5307.18	DLA Records Retention Schedule

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GRS or Superseded Authority Citation NN-168-94 / 170.52A  
NN-168-94 / 170.52B

Disposition Instruction

Cutoff Instruction Cutoff at end of the calendar year that the action occurs.

Retention Period Destroy 26 year(s) after cutoff

Additional Information

GAO Approval Not Required

**Patent Case Files.**

Disposition Authority Number DAA-0361-2021-0015-0020

Documents relating to actions involving the acquiring of patent rights of inventions.

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
5307.19	DLA Records Retention Schedule

GRS or Superseded Authority Citation **NN-168-94 / 170.55**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end calendar year the action occurs.**  
 Retention Period **Destroy 26 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

**Patent Licenses and Assignments.**

Disposition Authority Number **DAA-0361-2021-0015-0021**

Documents concerning licensing and assignment arrangements for use of patents owned by non-governmental organizations or individuals, including clearances to procure licenses or assignments; and consisting of correspondence on license negotiations, requests for clearance, license agreements, reports submitted under the terms of the license, and similar papers.

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>5307.20</b>		<b>DLA Records Retention Schedule</b>
GRS or Superseded Authority Citation	NN-168-94 / 170.58	
Disposition Instruction		
Cutoff Instruction	Temporary. Cutoff at end of CY.	
Retention Period	Destroy 26 year(s) after cutoff	
Additional Information		
GAO Approval	Not Required	
<b>Patent Infringement.</b>		
Disposition Authority Number	DAA-0361-2021-0015-0022	
Documents concerning the potential or actual infringement of patent rights or measures taken to preclude such infringement.		
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>5307.21</b>	<b>DLA Records Retention Schedule</b>

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GRS or Superseded Authority Citation	NN-168-94 / 170.61	
Disposition Instruction		
Cutoff Instruction	Cutoff at end of the Calendar Year that the action occurs.	
Retention Period	Destroy 26 year(s) after cutoff.	
Additional Information		
GAO Approval	Not Required	
<b>Patent Royalties.</b>		

Disposition Authority Number **DAA-0361-2021-0015-0023**

**Documents concerning contractor royalty reports and refund or adjustment of reported royalties.**

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>5307.22</b>	<b>DLA Records Retention Schedule</b>

GRS or Superseded Authority Citation **NC-361-75-001 / 170.64**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of the CY that the action occurs.**

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

**Additional Information**

GAO Approval **Not Required**

**Copyrights.**

Disposition Authority Number **DAA-0361-2021-0015-0024**

**Documents relating to the copyrighting of material, the obtaining of permission to use copyrighted material, or the infringement of a copyright.**

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
5307.23	DLA Records Retention Schedule

GRS or Superseded Authority Citation      NN-168-94 / 170.67

**Disposition Instruction**

Cutoff Instruction      Cutoff at end of the CY that the action occurs.

Retention Period      Destroy 56 year(s) after cutoff.

**Additional Information**

GAO Approval      Not Required

**Military Legal Assistance.**

Disposition Authority Number      DAA-0361-2021-0015-0025

Correspondence, memoranda, attorney opinions, and similar records accumulated as a result of providing legal advice and assistance to military personnel and their dependents.

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
5307.35	DLA Records Retention Schedule

GRS or Superseded Authority Citation      N1-361-91-005 / 25

**Disposition Instruction**

Cutoff Instruction      Cutoff at end of year when case is completed/closed.

Retention Period      Destroy 3 years after completion of case except legal instruments withdrawn for use as precedents may be held until no longer needed for reference.

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Additional Information

GAO Approval Not Required

**Military Justice.**

Disposition Authority Number DAA-0361-2021-0015-0026

Documents relating to military justice such as investigations of alleged offenses, copies of documents furnished to Military Services regarding offenses, and similar material. Excludes non-judicial punishment records that should be filed in 310.25, Non-judicial Punishment.

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
5307.36	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-005 / 26

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy immediately after 6 years.

Additional Information

GAO Approval Not Required

**Congressional Inquiries.**

Disposition Authority Number DAA-0361-2021-0015-0027

Correspondence and related backup material resulting from inquiries by members of Congress and Congressional committees concerning DLA matters and Agency responses to these inquiries.

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
5500.01	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-003 / 3**

**Disposition Instruction**

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

Retention Period **Destroy immediately after 8 years.**

**Additional Information**

GAO Approval **Not Required**

**Biography Files.**

Disposition Authority Number **DAA-0361-2021-0015-0028**

**Pictures, biographies, district information, and similar data accumulated on each member of Congress for use by Agency personnel appearing before congressional hearings.**

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
5500.05	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-003 / 5**

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**Disposition Instruction**

Cutoff Instruction                      Cutoff at end of CY.  
Retention Period                        Destroy after 3 years or when no longer needed for reference.

**Additional Information**

GAO Approval                            Not Required

**Legislation Files.**

Disposition Authority Number        DAA-0361-2021-0015-0029

Records accumulated as a result of preparing and processing legislation, Executive Orders, and proclamations proposed by or of interest to DLA. Includes staff summaries/coordinating actions, proposals, correspondence, draft DLA legislation, comments to legislative proposals drafted by other agencies or DoD, and related background and 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
5307.01	DLA Records Retention Schedule

GRS or Superseded Authority Citation        N1-361-91-005 / 5

**Disposition Instruction**

Cutoff Instruction                        Cutoff at close of each Congress.  
Retention Period                        Destroy 5 year(s) after 5 years.

**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
10/06/2021	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
01/04/2022	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/25/2022	Submit For Certification	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
01/25/2022	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
05/11/2022	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/12/2022	Submit For Certification	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
05/12/2022	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
09/27/2022	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/05/2022	Submit For Certification	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
10/05/2022	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
12/05/2022	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

01/10/2023	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/10/2023	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/11/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/11/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/12/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office