

Request for Records Disposition Authority

Records Schedule Number **DAA-0361-2021-0016**
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 **Safety and Health**

Internal agency concurrences will be provided **No**

Background Information **This schedule relates to records creation and maintenance of records and information assets that pertain to Safety and Health functions. Types of records and information maintained under this schedule includes: Occupational injury and illness records, workplace and facility safety, to include emergency services (police and fire).**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2021-0016

Sequence Number	
1	All Food and Drug Activity (ALFOODACT) Messages. Disposition Authority Number: DAA-0361-2021-0016-0001
2	Loss and Recovery of Firearms and Ammunition. Disposition Authority Number: DAA-0361-2021-0016-0002
3	Analysis of Criminal Offenses and Trends. Disposition Authority Number: DAA-0361-2021-0016-0003
4	Police Force Records Disposition Authority Number: DAA-0361-2021-0016-0004
5	Police Blotter Disposition Authority Number: DAA-0361-2021-0016-0005
6	Physical Security Area and Barriers. Disposition Authority Number: DAA-0361-2021-0016-0006
7	Firemen Logs and Inspections Disposition Authority Number: DAA-0361-2021-0016-0007

Records Schedule Items

Sequence Number					
1	<p>All Food and Drug Activity (ALFOODACT) Messages.</p> <p>Disposition Authority Number DAA-0361-2021-0016-0001</p> <p>Official recordkeeping copy of ALFOODACT messages sent to Subsistence Prime Vendors and affected DoD entities (Food Inspectors, DFACs/mess halls, Schools, Child Development Centers, etc.) whenever there is a food, nonprescription drug, dietary supplement, nonprescription medical device, health and beauty aid item, or pet food recall that may affect the supply chain.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6025.10</td> <td style="text-align: center;">DLA Records Retention Schedule</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Temporary. Cutoff at end of CY.</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	6025.10	DLA Records Retention Schedule
Manual Citation	Manual Title				
6025.10	DLA Records Retention Schedule				
2	<p>Loss and Recovery of Firearms and Ammunition.</p> <p>Disposition Authority Number DAA-0361-2021-0016-0002</p> <p>Documents and reports relating to the loss and recovery of firearms and ammunition including equipment designed to increase the efficiency or destructiveness of firearms. Includes reports made by HQ DLA to the National Crime Information Center.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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
6055.52	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-007, item 38 (158.75a)**
N1-361-91-007, item 38 (158.75b)

Disposition Instruction

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

Retention Period **Destroy immediately after 10 years.**

Additional Information

GAO Approval **Not Required**

Analysis of Criminal Offenses and Trends.

Disposition Authority Number **DAA-0361-2021-0016-0003**

Summaries, charts, graphs, and statistical data reflecting trends in crime for the DLA site and surrounding community.

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
6055.26	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-007, item 29 (157.60)**

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Disposition Instruction

Cutoff Instruction Temporary. Cutoff at end of CY.
Retention Period Destroy immediately after 3 years.

Additional Information

GAO Approval Not Required

Police Force Records

Disposition Authority Number DAA-0361-2021-0016-0004

Documents relating to operation and use of a police force; clearances, qualifications, training, examination, uniforms, and weapons of personnel; and order, supervision, records, and reports.

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
6055.45	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-007, item 44 (159.60)

Disposition Instruction

Cutoff Instruction Cutoff at end of Calendar Year (CY)
Retention Period Destroy/delete after 1 year or when superseded or obsolete, whichever is applicable.

Additional Information

GAO Approval Not Required

Police Blotter

Disposition Authority Number DAA-0361-2021-0016-0005

DLA Form 1620 or similar records listing incidents and actions taken. May include ledger records of arrests, cars ticketed, and outside police contacts.

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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
6055.46	DLA Records Retention Schedule

Disposition Instruction

Cutoff Instruction **Cutoff at end of Event.**
 Retention Period **Destroy/delete 3 year(s) after final entry.**

Additional Information

GAO Approval **Not Required**

Physical Security Area and Barriers.

Disposition Authority Number **DAA-0361-2021-0016-0006**

Documents, plans, and related papers pertaining to use, design, installation and maintenance of physical barriers and classification designation, procedures, and requirements for sensitive areas requiring special protective measures.

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
6055.56	DLA Records Retention Schedule

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GRS or Superseded Authority Citation N1-361-91-007, item 39 (159.10)
N1-361-91-007, item 40 (159.20)

Disposition Instruction

Cutoff Instruction Cutoff at end of Event. Event is when area no long requires special protective measures.

Retention Period Destroy/delete 3 years after area no longer requires special protective measures.

Additional Information

GAO Approval Not Required

Firemen Logs and Inspections

Disposition Authority Number DAA-0361-2021-0016-0007

Log books, records, forms, and documentation of fire department actions, building fire inspection reports and activities pertaining to duty assignments, inspections, fire calls and evacuation drills.

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
6055.64	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-90-001 (547.34)
N1-361-90-001 (547.46)

Disposition Instruction

Cutoff Instruction Cutoff at end of Calendar Year (CY)

Retention Period Destroy immediately after 7 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
02/17/2021	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
02/22/2021	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/22/2021	Submit For Certification	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
02/22/2021	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
07/26/2021	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/26/2021	Submit For Certification	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
07/26/2021	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
01/18/2022	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/25/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/27/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/31/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist