

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0361-2021-0018**  
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                      **Plans, Operations and Intelligence**

Internal agency concurrences will be provided      **No**

Background Information                      **Records and information assets that pertain to Planning, Operations and Control functions. Types of records and information maintained under this schedule includes: Plans and operations records, Crisis management and emergency preparedness, logistics, Research and development, and Intelligence records.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>15</b>	<b>0</b>	<b>15</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0361-2021-0018

Sequence Number	
1	War and Emergency Support Plan(s)-other offices. Disposition Authority Number: DAA-0361-2021-0018-0001
2	International Organization for Standardization (ISO) Quality System Records. Disposition Authority Number: DAA-0361-2021-0018-0002
3	Professional Development and Certification. Disposition Authority Number: DAA-0361-2021-0018-0003
4	Contract Requirements and Briefs. Disposition Authority Number: DAA-0361-2021-0018-0004
5	Support Actions. Disposition Authority Number: DAA-0361-2021-0018-0007
6	Lab Testing. Disposition Authority Number: DAA-0361-2021-0018-0008
7	Contractor and Government Entity Code (CAGE) Files. Disposition Authority Number: DAA-0361-2021-0018-0009
8	Quality History Files: Item Files. Disposition Authority Number: DAA-0361-2021-0018-0010
9	Specification File. Disposition Authority Number: DAA-0361-2021-0018-0011
10	DLA Quality Audit Development File. Disposition Authority Number: DAA-0361-2021-0018-0013
11	National Stock Number (NSN) Audit Files. Disposition Authority Number: DAA-0361-2021-0018-0014
12	Quality Control Schedules. Disposition Authority Number: DAA-0361-2021-0018-0015
13	Quality Audit Performance and Summary Files. Disposition Authority Number: DAA-0361-2021-0018-0016
14	Quality Audit Review, Response and Resolution Files. Disposition Authority Number: DAA-0361-2021-0018-0017
15	Inspection, Testing, and Sampling Plans. Disposition Authority Number: DAA-0361-2021-0018-0018

## Records Schedule Items

Sequence Number					
1	<p><b>War and Emergency Support Plan(s)-other offices.</b></p> <p>Disposition Authority Number      <b>DAA-0361-2021-0018-0001</b></p> <p>Plans, policies, procedures, and correspondence that are acted upon relating to preparedness measures taken for general war, limited war, contingencies, domestic emergencies (includes pandemics, hurricanes, etc.), mobilization, and similar activities. Includes the following type of records: • DLA Basic Emergency Plan (BEP) • Field Activity Basic Emergency Plans (FABEPs) • Decision Matrix • Activation and De-activation documents • Incident Response records • After Action Reports / Lessons Learned</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>3020.05</b></td> <td><b>DLA Records Retention Schedule</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>NC-361-75-003 / 214.10B</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff at end of CY in which the event ends.</b></p> <p>Retention Period                         <b>Destroy 5 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>	Manual Citation	Manual Title	<b>3020.05</b>	<b>DLA Records Retention Schedule</b>
Manual Citation	Manual Title				
<b>3020.05</b>	<b>DLA Records Retention Schedule</b>				
2	<p><b>International Organization for Standardization (ISO) Quality System Records.</b></p> <p>Disposition Authority Number      <b>DAA-0361-2021-0018-0002</b></p> <p><b>Internal and external surveillance audits, management reviews, customer complaints, corrective actions, follow-up audits, and related records accumulated</b></p>				

as a result of ISO registration and used to document implementation and effectiveness of compliance with ISO standards.

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
3110.03	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361- 97-004 / 3

**Disposition Instruction**

Cutoff Instruction Cutoff at end of event.

Retention Period Destroy/delete 3 years after completion of action.

**Additional Information**

GAO Approval Not Required

**Professional Development and Certification.**

Disposition Authority Number DAA-0361-2021-0018-0003

Individual development plans, system and commodity certifications and re-certifications, and related documents. NOTE: Give to the employee when the employee is moving to a position where certification is not required.

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
<b>3110.04</b>	<b>DLA Records Retention Schedule</b>

GRS or Superseded Authority Citation      **N1-361-91-014 / 770.03**

**Disposition Instruction**

Cutoff Instruction      **Cutoff at end of event.**

Retention Period      **Destroy/delete when no longer needed, or if employee transfers, forward to gaining organization required.**

**Additional Information**

GAO Approval      **Not Required**

**Contract Requirements and Briefs.**

Disposition Authority Number      **DAA-0361-2021-0018-0004**

**Records reflecting quality requirements on specific contracts including contract briefs and requests for special service and support.**

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>3110.07</b>	<b>DLA Records Retention Schedule</b>

GRS or Superseded Authority Citation      **N1-361-91-014 / 773.15**

**Disposition Instruction**

Cutoff Instruction      **Cutoff at end of event.**

Retention Period      **Destroy/delete 1 year after completion of contract.**

**Additional Information**

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GAO Approval Not Required

**Support Actions.**

Disposition Authority Number DAA-0361-2021-0018-0007

Quality evaluations and reviews performed for contract management functions and other activities such as source selection information requests, post-award conferences, determinations on necessity and economics of repair of Government-furnished property, and similar 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
3110.12	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-91-014 / 773.25

**Disposition Instruction**

Cutoff Instruction Cutoff at end of event.

Retention Period Destroy /delete 2 years after contract closure.

**Additional Information**

GAO Approval Not Required

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**Lab Testing.**

Disposition Authority Number DAA-0361-2021-0018-0008

Laboratory reports, certifications, and related documents pertaining to destructive and non-destructive testing, and material analysis.

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?

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

Manual Citation	Manual Title
3110.13	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-014 / 773.30**

**Disposition Instruction**

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

Retention Period **Destroy/delete after 2 years or when no longer needed for reference, whichever is longer.**

**Additional Information**

GAO Approval **Not Required**

**Contractor and Government Entity Code (CAGE) Files.**

Disposition Authority Number **DAA-0361-2021-0018-0009**

Item and contract information, papers relating to purchases, specifications, waiver deviations, letters of instruction, and requests for engineering support. Includes reports relating to inspections, receiving, storage, quality control, test and lab results, and related materials used to evaluate adequacy of technical requirements, product conformance, inspection and test results; participate in inspections, pre-award and post-award conferences; issue letters of instruction and provide technical guidance; resolve quality problems; evaluate requests for waivers and deviations; and resolve customer/depot complaints.

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>3110.21</b>	<b>DLA Records Retention Schedule</b>
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GRS or Superseded Authority Citation      N1-361-91-014 / 775.10

**Disposition Instruction**

Cutoff Instruction      Cutoff at end of Event.

Retention Period      Destroy/delete 6 years and 3 months after final payment.

**Additional Information**

GAO Approval      Not Required

**Quality History Files: Item Files.**

Disposition Authority Number      DAA-0361-2021-0018-0010

Documents relating to an item, type of item, or contractor pertaining to unsatisfactory item quality, such as suspended purchase requests, quality complaints, evaluations, drawings, records of corrective or follow-up actions and related records. Excludes deficiency reports which have no value for quality history purposes.

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>3110.23</b>	<b>DLA Records Retention Schedule</b>

GRS or Superseded Authority Citation      N1-361-91-014 / 775.15A

**Disposition Instruction**

Cutoff Instruction      Cutoff at end of CY.

Retention Period      Destroy/delete 3 years after item transfer.

**Additional Information**

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GAO Approval **Not Required**

**Specification File.**

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

Specifications and codes, copies of purchase requests, urgent data requests, Government/industry data exchange alerts, requests for engineering/technical support, qualified product lists, interrogation replies, variable inquiries, conversation records, correspondence and notes used to review product specifications and recommend improvements.

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>3110.25</b>	<b>DLA Records Retention Schedule</b>

GRS or Superseded Authority Citation **N1-361-91-014 / 775.20**

**Disposition Instruction**

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

Retention Period **Destroy/delete 1 year after specification is revised or canceled.**

**Additional Information**

GAO Approval **Not Required**

**DLA Quality Audit Development File.**

Disposition Authority Number **DAA-0361-2021-0018-0013**

Inspection reports, data input forms and other materials used to develop and implement internally unique operational procedures and provide technical guidance for the specific accomplishment of the DLA Quality Audit mission. Includes: • Records relating to educational support • Training materials, booklets, checklists (functional) • Standard Operating Procedures • Flow charts • Related backup materials

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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
<b>3110.35</b>	<b>DLA Records Retention Schedule</b>

GRS or Superseded Authority Citation **N1-361-91-014 / 775.65**  
**N1-361-91-014 / 777.65**

**Disposition Instruction**

Cutoff Instruction **Review annually.**  
 Retention Period **Destroy/delete when no longer needed.**

**Additional Information**

GAO Approval **Not Required**

**National Stock Number (NSN) Audit Files.**

Disposition Authority Number **DAA-0361-2021-0018-0014**

**Contract copies, supporting technical data, requests for testing, findings, product verification records, correspondence and similar records relating to audited products.**

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>3110.38</b>	<b>DLA Records Retention Schedule</b>
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GRS or Superseded Authority Citation      N1-361-91-014 / 777.15

Disposition Instruction

Cutoff Instruction      Cutoff at end of CY.

Retention Period      Destroy/delete after 1 year.

**Additional Information**

GAO Approval      Not Required

**Quality Control Schedules.**

Disposition Authority Number      DAA-0361-2021-0018-0015

**Reports, listings, printouts, and similar records used to select and schedule locations for audit and statistical analysis.**

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>3110.41</b>	<b>DLA Records Retention Schedule</b>

GRS or Superseded Authority Citation      N1-361-91-014 / 777.30

Disposition Instruction

Cutoff Instruction      Cutoff at end of CY.

Retention Period      Destroy/delete after 1 year.

**Additional Information**

GAO Approval      Not Required

**Quality Audit Performance and Summary Files.**

Disposition Authority Number      DAA-0361-2021-0018-0016

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Listings, printouts, sample data, observation and summary records, correspondence, report and recommendations, and similar records accumulated during performance of scheduled and unscheduled (special) audit. Includes: • **Functional Quality Audit Files • Special Quality Audit Files • Quality Audit Summary Files • Evaluation Charts, graphs, statistical tools**

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>3110.42</b>	<b>DLA Records Retention Schedule</b>

GRS or Superseded Authority Citation **N1-361-91-014 / 777.25  
N1-361-91-014 / 777.40  
N1-361-91-014 / 777.35  
N1-361-91-014 / 777.60**

**Disposition Instruction**

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

Retention Period **Review Annually. Destroy/delete after 3 year.**

**Additional Information**

GAO Approval **Not Required**

**Quality Audit Review, Response and Resolution Files.**

Disposition Authority Number **DAA-0361-2021-0018-0017**

Copies of reports and audits identifying administrative program weaknesses, mitigation action plans, corrective actions, tracking records, correspondence, and other records. Includes: • **Quality Audit Discrepancy Files • Quality Audit Follow-up Files • Problem Resolution Files**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

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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
3110.44	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-014 / 777.50**  
**N1-361-91-014 / 777.55**  
**N1-361-91-014 / 777.45**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of Event**

Retention Period **Destroy/delete 5 years after no further corrective action is needed.**

**Additional Information**

GAO Approval **Not Required**

**Inspection, Testing, and Sampling Plans.**

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

Inspection checklists, sampling plans, test plans, and waivers for testing used to implement and develop Quality Assurance Provisions (QAP) for input to contracts and to determine type of contract quality, inspection, testing, calibration, shelf life, and bid sample requirements. Includes: • Verification testing requests, funding documents, material release orders, tracking documents, coordination, complaint documentation and backup materials to justify and arrange verification testing. • Lab Testing backup material for lab results, complaints used to identify needs for laboratory testing and subsequent requests for lab testing.

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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## 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
02/10/2022	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
11/29/2022	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/29/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/30/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/05/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office