

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0020

Status: APPROVED
Date Approved: 11/20/2023

General Information

Agency or Establishment	Defense Logistics Agency
Record/Scheduling Group	0361 - Records of the Defense Logistics Agency
Records Schedule Applies To	Agency-wide
Schedule Subject	Strategic Materials Maintenance and Inventory Files
Additional Schedule Information	Records that document strategic material storage inventory and material handling equipment
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

National Archives and Records Administration
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Item Count

Total number of disposition items: 7

Number of Temporary disposition items: 7

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
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Outline of Records Schedule Items for DAA-0361-2021-0020

Item #	Title	Disposition
0001	Storage Receipt and Release Files: Central Office	Temporary
0002	Storage Facility Project Records	Temporary
0003	Commodity Inspection Records	Temporary
0004	"Depot" Inspection Files	Temporary
0005	Stock Location Audits	Temporary
0006	Inspection Activity Evaluations	Temporary
0007	Qualitative Maintenance Project Registers	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

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Records Schedule Items

DAA-0361-2021-0020-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Storage Receipt and Release Files: Central Office	
Item Description	Documents accumulated in commenting on, authorizing, managing, and arranging for the shipment, receipt, handling, storage, preservation, and release of strategic materials. Included are copies of contracts, commitment telegrams, advisory memorandums on location, handling, and timing of shipments, shipping instructions, shipping orders, delivery orders, receiving reports, over, short, and/or damage reports, outbound storage reports, transit freight records, weight certificates, and related records.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4145.81	
Manual Title	DLA Records Retention Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-361-89-002 / 79A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of Event.	
Retention Period	Other: Destroy 1 year after completion of contract.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0020-0002	STATUS: Active
ITEM GENERAL INFORMATION	

National Archives and Records Administration
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Item Title	Storage Facility Project Records	
Item Description	Documents relating to qualitative maintenance projects which are not appropriate for inclusion in the related depot contract file. Included are status of project reports, visit reports, and related records	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4151.01	
Manual Title	DLA Records Retention Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-361-89-002 / 4	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff annually following completion of the project	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0020-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Commodity Inspection Records	
Item Description	Notification of stockpile inspection reports, and related records reflecting the condition and security of stored commodities, including the adequacy of the storage facilities.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4151.05	
Manual Title	DLA Records Retention Schedule	

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-361-89-002 / 28B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of CY.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0020-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	"Depot" Inspection Files
Item Description	Documents accumulated in inspecting and reporting on the condition and security of materials in storage, including the condition and adequacy of storage facilities. Included are completed inspection reports, trip reports, similar documents, and related records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4151.06
Manual Title	DLA Records Retention Schedule
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-361-89-002 / 55	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of Event.
Retention Period	Other: Destroy 6 years after commodity is no longer held in the stockpile.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0020-0005		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Stock Location Audits		
Item Description	Reports and related records pertaining to periodic audits made to ensure that locator files are in agreement with stock locations.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	4151.07		
Manual Title	DLA Records Retention Schedule		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
Superseded Items			
Superseded Item	Item Superseded in Part?	Explanation	
N1-361-89-002 / 27	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff at end of Event.		
Retention Period	Other: Destroy on correction of deficiency in the locator file or after 30 days if no deficiencies are involved.		
ADDITIONAL INFORMATION			

National Archives and Records Administration
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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0020-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Inspection Activity Evaluations
Item Description	Documents accumulated in connection with surveys of, or staff visits, to regional offices, including field activities, to evaluate the performance of inspection and quality control activities and provide recommendations for improvements.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4151.11
Manual Title	DLA Records Retention Schedule
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-361-89-002 / 60	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of Event.
Retention Period	Other: Destroy after 5 years
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0020-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Qualitative Maintenance Project Registers

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Item Description	Special registers used to control numbers assigned to, and to record identifying information about, authorized qualitative maintenance projects.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4151.16	
Manual Title	DLA Records Retention Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-361-89-002 / 68	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Review annually.	
Retention Period	Other: Destroy when obsolete.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Accept	Data Migration	02/07/2022
Approve	Colleen Shogan	11/20/2023