

Request for Records Disposition Authority

Records Schedule Number **DAA-0361-2021-0021**
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 **DLA Criminal Incident Reporting System (DCIRS)**
Internal agency concurrences will be provided **No**

Background Information **DCIRS is a web application used for data input and retrieval concerning individuals and companies involved in criminal incidents of interest to DLA. The application allows the DLA Office of Investigations, Offices of Public Safety and their equivalents, and the DLA Office of General Counsel personnel at facilities worldwide, to report, store, update, and query DLA criminal incidents and investigation records. The DCIRS system contains Law Enforcement Sensitive and Privacy Act Protected information.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2021-0021

Sequence Number	
1	DCIRS Reports of Polygraph Examination. Disposition Authority Number: DAA-0361-2021-0021-0001
2	End Use Certificate Records. Disposition Authority Number: DAA-0361-2021-0021-0002

Records Schedule Items

Sequence Number						
1	<p>DCIRS Reports of Polygraph Examination.</p> <p>Disposition Authority Number DAA-0361-2021-0021-0001</p> <p>Temporary Records (Non-historical, as determined by the Defense Criminal Investigative Service (DCIS)).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation These records are maintained within the DLA Criminal Incident Reporting System, which is scheduled.</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? Yes</p>					
	<table border="1"> <thead> <tr> <th data-bbox="345 1150 938 1192">Manual Citation</th> <th data-bbox="938 1150 1526 1192">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="345 1192 938 1255">8120.44E</td> <td data-bbox="938 1192 1526 1255">DLA Records Retention Schedule</td> </tr> </tbody> </table>		Manual Citation	Manual Title	8120.44E	DLA Records Retention Schedule
Manual Citation	Manual Title					
8120.44E	DLA Records Retention Schedule					
	<p>GRS or Superseded Authority Citation N1-361-08-03 (284.40U5(a)) N1-361-08-03 (153.50O(1)) N1-361-08-03 (284.40U5(b)) N1-361-08-03 (153050O(2))</p>					
	<p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of Event. Event is completion of investigation.</p> <p>Retention Period Destroy/erase 90 days following completion of the investigation.</p>					
	<p>Additional Information</p> <p>GAO Approval Not Required</p>					
2	<p>End Use Certificate Records.</p> <p>Disposition Authority Number DAA-0361-2021-0021-0002</p>					

Used in the management of the property disposal programs to determine bidder eligibility to participate in the programs and to ensure that property recipients comply with the terms of the sale regarding end use of the property. They are also used to transfer DoD export controlled technical data to non-DoD entities.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Records are maintained electronically within the DCIRS system.

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? Yes

Manual Citation	Manual Title
8120.44H	

Disposition Instruction

Cutoff Instruction Temporary. Cutoff at end of event.

Retention Period Destroy/erase 7 years after bid award date. Sales records involving violation of law or regulation are destroyed 15 years after case adjudication is completed.

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
02/04/2021	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
04/28/2021	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/07/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/15/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/17/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist