

Request for Records Disposition Authority

Records Schedule Number **DAA-0361-2021-0022**
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 **Human Resource Management**
Internal agency concurrences will be provided **No**

Background Information **These items will be included in the DLA Records Retention Schedule Chapter "General Manpower Records, Drug Testing, Training, Reserve Forces, Civilian Personnel and Payroll and Equal Employment Opportunities Records"**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2021-0022

Sequence Number	
1	Position/Occupation Structures. Disposition Authority Number: DAA-0361-2021-0022-0001
2	Individual Reservist Records Disposition Authority Number: DAA-0361-2021-0022-0002
3	Reserve Organization/Force Management Program Planning Records. Disposition Authority Number: DAA-0361-2021-0022-0003
4	Sexual Assault Prevention and Response (SAPR) Case Files. Disposition Authority Number: DAA-0361-2021-0022-0005

Records Schedule Items

Sequence Number					
1	<p>Position/Occupation Structures.</p> <p>Disposition Authority Number DAA-0361-2021-0022-0001</p> <p>Proposed reorganization materials, records of advice provided, newly developed standards, reports, and related correspondence used to plan and conduct position/occupational structure analyses.</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? Yes</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;">1000.07</td> <td style="text-align: center;">DLA Records Retention Schedule</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-361-91-17 (350.50)</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of CY.</p> <p>Retention Period Destroy after 5 years.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	1000.07	DLA Records Retention Schedule
Manual Citation	Manual Title				
1000.07	DLA Records Retention Schedule				
2	<p>Individual Reservist Records</p> <p>Disposition Authority Number DAA-0361-2021-0022-0002</p> <p>Documents relating to the administration of military reserve affairs including selection and assignment of mobilization designees, individual training plans and evidence of training completion, special schools applications, documentation of special skills identifiers, waivers from training and unit training schedules.</p> <p>Final Disposition Temporary</p>				

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? **No**

Manual Citation	Manual Title
1200.01	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-91-17 (310.46)**

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY.**
 Retention Period **Destroy when 4 years old.**

Additional Information

GAO Approval **Not Required**

Reserve Organization/Force Management Program Planning Records.

Disposition Authority Number **DAA-0361-2021-0022-0003**

Documents relating to force structure of the military reserves including preparation of tables of distribution and force allocation, unit equipping requirements, organizational reporting relationships, and other force structure / capability artifacts.

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? **No**

Manual Citation	Manual Title
1200.03	DLA Records Retention Schedule

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY.**
 Retention Period **Destroy when 4 years old**

3

4

Additional Information

GAO Approval Not Required

Sexual Assault Prevention and Response (SAPR) Case Files.

Disposition Authority Number DAA-0361-2021-0022-0005

Includes copies of the following types of information: Client intake form, Services provided log, Statement of Understanding, DLA Commander's Critical Information Requirements (CCIR), Copy of Victim Reporting Preference Statement(DD Form 2910), DoD Sexual Assault Forensic Examination (SAFE) Report (DD2911) , DLA No Contact Order/Military Protective Order (MPO), and a case closure memo for record.

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? No

Manual Citation	Manual Title
1438.06	DLA Records Retention Schedule

Disposition Instruction

Cutoff Instruction Cutoff at end of Event. Event is date of report.

Retention Period Destroy 50 year(s) after cutoff.

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
02/23/2021	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
05/11/2021	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/11/2021	Submit For Certification	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
05/11/2021	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
05/13/2021	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/17/2021	Submit For Certification	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
05/17/2021	Certify	Cecilia Wiker	Agency Records Officer	Agency Wide - Agency Wide
11/22/2021	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/01/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/01/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/02/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist