

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2022-0001
Schedule Status Approved

Agency or Establishment Defense Logistics Agency
Record Group / Scheduling Group Records of the Defense Logistics Agency
Records Schedule applies to Major Subdivision
Major Subdivision Defense Logistics Agency
Minor Subdivision Disposition Services - Law Enforcement Support Office
Schedule Subject Law Enforcement Support Office (LESO)
Internal agency concurrences will be provided No

Background Information This Schedule relates to the administration, accountability and transfer of vehicles, aircraft/watercraft, and weapons to State Agencies in the support of law enforcement.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	0	11	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2022-0001

Sequence Number	
1	Application for Participation. Disposition Authority Number: DAA-0361-2022-0001-0001
2	Program Compliance. Disposition Authority Number: DAA-0361-2022-0001-0002
3	Program Compliance Planning and Review Documents. Disposition Authority Number: DAA-0361-2022-0001-0003
4	Property Accounting. Disposition Authority Number: DAA-0361-2022-0001-0004
5	Quarterly Reconciliations. Disposition Authority Number: DAA-0361-2022-0001-0005
6	Reports of Survey for DEMIL property-Title of Ownership Transfers to Customer. Disposition Authority Number: DAA-0361-2022-0001-0006
7	Ammunition. Disposition Authority Number: DAA-0361-2022-0001-0007
8	Cannibalization. Disposition Authority Number: DAA-0361-2022-0001-0008
9	Aircraft. Disposition Authority Number: DAA-0361-2022-0001-0009
10	Tactical Vehicles. Disposition Authority Number: DAA-0361-2022-0001-0010
11	Weapon Records. Disposition Authority Number: DAA-0361-2022-0001-0011

Records Schedule Items

Sequence Number						
1	<p>Application for Participation.</p> <p>Disposition Authority Number DAA-0361-2022-0001-0001</p> <p>Requests from state agencies to participate in the 1033 program (Law Enforcement Support)</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>4161.01</td> <td>DLA Records Retention Schedule</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-361-10-003 / 615.20</p> <p>Disposition Instruction</p> <p>Cutoff Instruction 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	4161.01	DLA Records Retention Schedule
Manual Citation	Manual Title					
4161.01	DLA Records Retention Schedule					
2	<p>Program Compliance.</p> <p>Disposition Authority Number DAA-0361-2022-0001-0002</p> <p>Documentation compiled for state compliance reviews. Records may include: Cover letters, checklists, trackers, in-briefs, inventory certifications, notifications, templates.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>					

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
4161.05	DLA Records Retention Schedule

Disposition Instruction

Cutoff Instruction **Cutoff at end of FY.**

Retention Period **Destroy 6 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Program Compliance Planning and Review Documents.

Disposition Authority Number **DAA-0361-2022-0001-0003**

Documentation utilized in planning for a compliance review on a state and the selected agencies participating in the program. Includes the post compliance visit documentation with information pertaining to the process and outcome of the review.

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
4161.06	DLA Records Retention Schedule

Disposition Instruction

Cutoff Instruction **Cutoff at end of FY.**

Retention Period **Destroy 3 year(s) after cutoff**

3

4

Additional Information

GAO Approval Not Required

Property Accounting.

Disposition Authority Number DAA-0361-2022-0001-0004

All documentation resulting in the adjustment of the accountable records system. Records may include: Turn-ins, Transfers, Correspondence, Reports, Trackers, Other related records generated by the agency or by participating parties.

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
4161.10	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-10-003 / 615.10C1
N1-361-10-003 / 615.10C2

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Quarterly Reconciliations.

Disposition Authority Number DAA-0361-2022-0001-0005

Documents used to conduct individual state reconciliations each quarter.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

5

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
4161.11	DLA Records Retention Schedule

Disposition Instruction

Cutoff Instruction **Cutoff at end of FY**

Retention Period **Destroy after 4 years or no longer needed, whichever comes first.**

Additional Information

GAO Approval **Not Required**

Reports of Survey for DEMIL property-Title of Ownership Transfers to Customer.

Disposition Authority Number **DAA-0361-2022-0001-0006**

Records may include: Correspondence, Notifications, Other related records generated by the agency or by participating parties.

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
4161.12	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-10-003 / 615.10A1
N1-361-10-003 / 615.10A2**

Disposition Instruction

Cutoff Instruction **Cutoff at end of Event. Event is title transfer.**

Retention Period **Destroy 3 year(s) after cutoff**

6

7

Additional Information

GAO Approval Not Required

Ammunition.

Disposition Authority Number DAA-0361-2022-0001-0007

Documentation regarding requests and exceptions to policy for Ammunition. Records may include: Application, trackers, Justification documentation, plan, correspondence, ammunition listing document

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
4161.15	DLA Records Retention Schedule

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

Cannibalization.

Disposition Authority Number DAA-0361-2022-0001-0008

Documentation and correspondence approving the customer to cannibalize property to maintain serviceability of other property.

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

8

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

Manual Citation	Manual Title
4161.17	DLA Records Retention Schedule

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY.**
Retention Period **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Aircraft.

Disposition Authority Number **DAA-0361-2022-0001-0009**

Documentation regarding requests, transfers, turn in, and exceptions to policy for aircraft

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
4161.19	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-10-003 / 615.50B
N1-361-10-003 / 615.50A**

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY.**
Retention Period **Destroy after 5 years or after the life span of the property, whichever is later.**

Additional Information

9

10

GAO Approval Not Required

Tactical Vehicles.

Disposition Authority Number DAA-0361-2022-0001-0010

Documentation regarding requests, transfers, turn in, and exceptions to policy for tactical vehicles.

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
4161.21	DLA Records Retention Schedule

GRS or Superseded Authority Citation N1-361-10-003 / 615.40B
N1-361-10-003 / 615.40A

Disposition Instruction

Cutoff Instruction Cutoff at end of CY.

Retention Period Destroy after 5 years or after the life span of the property, whichever is later.

Additional Information

GAO Approval Not Required

11

Weapon Records.

Disposition Authority Number DAA-0361-2022-0001-0011

Documentation regarding requests, transfers, turn in, and exceptions to policy for weapons dispositions.

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
4161.23	DLA Records Retention Schedule

GRS or Superseded Authority Citation **N1-361-10-003 / 615.60B
N1-361-10-003 / 615.60A**

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY**

Retention Period **Destroy after 5 years or after the life span of the property, whichever is later.**

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
02/07/2022	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
12/01/2022	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/06/2022	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/06/2022	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/14/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/14/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/16/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office