

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-361-04-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 4/22/2022

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1-4, 8, and 12

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

DAA-0361-2021-0011 supersedes items 5-7 and 9-11.

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	71-361-04-1
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED	7-22-2004
2. MAJOR SUBDIVISION Defense Logistics Agency		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information Operations		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Allen Easterly	5. TELEPHONE (703) 767-2168	DATE	ARCHIVIST OF THE UNITED STATES
		12/23/04	<i>[Signature]</i>

**6. 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 on the attached 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7/19/04	<i>Allen Easterly</i>	Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached proposal for multiple items in the 238 series.		

*48/08 re copies sent to agency, DOWME, DOWMU, & NR*

~~238.01 Environmental Quality Program/Project Records. Documents relating to the overall program for the protection and enhancement of environmental quality through the abatement and control of environmental pollution. (Retain in current files area. Destroy after 3 years.) {was 238.01 under NN-174-075}~~

Already scheduled under NN 174-075

238.02 Environmental Quality Correspondence Files. Records providing general direction, staff guidance, and reporting in management of Environmental Quality including interpretations and decision applicability, requests for waivers and exception, data call and periodic reporting, and similar documents not covered elsewhere.

- 1) 238.02A HQ DLA. (Destroy after 2 years.) {NEW}
- 2) 238.02B Other Offices. (Destroy when superseded, obsolete or no longer needed for reference.) {NEW}

~~238.03 Electronic Records accumulated by Environmental Quality functional areas.~~

Already scheduled under GRS 20/13 + 20/14

~~238.03A. Electronic copies created on electronic mail and word processing systems for all series 238 records covered by Disposition Authority NN-174-075, except those listed under Items 238.03B-238.03F. (Delete after recordkeeping copy has been produced). {NEW}~~

- 3) 238.03B. Electronic copies of legal opinions created on electronic mail and word processing systems. (Delete when 3 years old). {NEW} Exception to GRS 20/13 and GRS 20/14

~~238.03C. Electronic copies of publications created on word processing systems and used for dissemination, revision or updating. (Delete when dissemination, revision or updating is completed). {NEW}~~

Already scheduled under GRS 20/13

~~238.03D. Electronic copies of speeches as printed and distributed created on word processing systems and used for dissemination, revision, or updating. (Delete when dissemination, revision, or updating is completed). {NEW}~~

- 4) 238.03E. Electronic copies of annual reports created on word processing systems. (Delete when 5 years old). {NEW} Exception to GRS 20/13

~~238.03F. Electronic copies of directives and other issuances maintained for access by staff and public. (Delete when superseded or canceled). {NEW}~~

Already scheduled under GRS 20/13

238.04 Environmental Quality Policies and Procedures. Documents relating to major policies and procedures for assuring the proper management and administration of environmental quality matters.

~~238.04A HQ DLA. (Destroy 3 years after supersession or obsolescence.) {was 238.02 under NN-174-075}~~

Already scheduled under NN 174-075

~~238.04B Other Offices (Destroy when superceded, obsolete, or no longer needed for reference.) {was 238.02 under NN 174-075}~~

Already scheduled under NN 174-075

~~238.05 Environmental Quality NEPA Assessments, Impact Statements. Environmental Assessments and statements prepared and processed as required by the National Environmental Policy Act (NEPA) of 1969 (Public Law 91-190) and the guidelines issued by the Council on Environmental Quality, and implementing regulations.~~

~~238.05A HQ DLA. (Destroy when superseded, obsolete or no longer needed for reference.) {was 238.05 under NN-174-075}~~

Already scheduled  
under NN 174-075

~~238.05B Other Offices. (Retain in current files area. Destroy after 3 years.) {was 238.05 under NN-174-075}~~

Already scheduled  
under NN 174-075

238.06 Environmental Quality Reports. Reports relating to the status, progress, and plans regarding environmental quality program. (Retain in current files area. Destroy after 3 years.) {was 238.03 under NN-174-075}

238.07 Water Pollution. Documents relating to the abatement of water pollution and compliance with National Oil and Hazardous Substance Pollution Contingency Plan, including the development of water pollution contingency plans and case files on water pollution incidents.

~~238.07A HQ DLA. (Retain in current files area. Destroy after 5 years.) {was 238.07 under NN-174-075}~~

Already scheduled  
under NN 174-075

~~238.07B Other Offices. (Retain in current files area. Destroy after 3 years.) {was 238.07 under NN-174-075}~~

Already scheduled  
under NN 174-  
075

238.08 Air Pollution. Documents relating to the abatement of air pollution, including action plans developed for air pollution episodes and actions taken to comply with State and Federal air emission standards.

238.08A HQ DLA. (Retain in current files area. Destroy after 5 years.) {was 238.08 under NN-174-075}

238.08B Other Offices. (Retain in current files area. Destroy after 3 years.) {was 238.08 under NN-174-075}

238.09 Land Pollution. Documents relating to the abatement of pollution affecting land resources such as development of environmentally acceptable methods of disposal of solid waste.

238.09A HQ DLA. (Retain in current files area. Destroy after 5 years.) {was 239.08 under NN-174-075}

~~238.09B Other Offices. (Retain in current files area. Destroy after 3 years.) {was 238.09 under NN-174-075}~~

Already  
Scheduled  
Under  
NN 174-075

~~238.10 Other Pollution. Documents relating to the abatement of other forms of pollution not described elsewhere in the 238 series, such as the abatement of noise pollution and compliance with the Federal Environmental Pesticide Control Act of 1972.~~

Already  
scheduled  
under  
NN 174-075

~~238.10A HQ DLA. (Retain in current files area. Destroy after 5 years.) {was 238.10 under NN-174-075}~~

~~238.10B Other Offices. (Retain in current files area. Destroy after 3 years.) {was 238.10 under NN-174-075}~~

- 5) 238.12 Installation Restoration Program. Reports, studies, and related correspondence. (Destroy 50 years from the date of the establishment of documentation or 50 years after the enactment of P.L. 96-510, 11 December 1980, whichever is later (Section 103, P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA) regional administrator, the state or local environmental officials, or the installation commander require a longer period for protection of the public health or welfare, submit a request to SAA.AAIQ for coordination of approval of the revised retention period with the Archivist and maintain records in accordance with series 110.34, Unidentified Records, pending disposition approval.) {NEW}
- 6) 238.14 Radioactive Material Disposal (Low-Level Radioactive Waste). (Destroy after 75 years, or after Nuclear Regulatory Commission (NRC) clearance, whichever is sooner.) {NEW}
- 7) 238.16 Special Studies. Special management studies, surveys, research and analyses, review actions, and related backup materials accumulated as a result of identifying and resolving problems. (~~Destroy when no longer needed for reference.~~) {NEW}  
Destroy after 50 years or when no longer needed for reference, whichever is later.
- 8) 238.18 Hazardous Waste Service Contracts. Copies of contract files relating to transportation, storage, and disposal of hazardous waste including hazardous waste manifests and other supporting documentation (Destroy when superseded, obsolete, or no longer needed for reference.) {NEW}
- 9) 238.20 Environmental Inquiries. Logs and related records for technical inquiries on storage, handling, receipt or disposal of Hazardous property. (Destroy after ~~7~~ years.) {NEW}
- 10) 238.22 Environmental Training. Training certificates, listings of qualified personnel, dates of training, tracking documents, and other materials related to environmental and hazardous materials training certifications. (~~Update, as current personnel are re-certified. Destroy 3 years after employee leaves the Hazardous Material/Waste career field.~~) {NEW} Update as current DLA personnel are re-certified. Destroy 4 years after last certification. This is a media neutral item.
- 11) 238.24 Emergency Plans. Copies of emergency plans and procedures such as contingency plans, hazardous waste management plans, in-house operating procedures, and related meeting minutes, coordinations, notifications and correspondence used to

Amended  
per verbal  
concurrence of  
PM RO to  
M Haynes  
10/15/07

Amended per  
E-mail  
concurrence of  
RO to M Haynes  
on 7/27/05

Amended per  
E-mail  
concurrence of  
RO to M Haynes  
8/11/05

establish appropriate actions to be taken in the event of hazardous material spills.  
(Destroy when superseded, obsolete or no longer needed.) {NEW}

- 12) 238.26 Finance. Documents relating to the overall financial management plans, accounting disbursement and financial matters of appropriated funds for the directorate.  
(Destroy after 10 years.) {NEW}

TECHNICAL POINT OF CONTACT FOR THIS SERIES: Phil Dawson (703) 767-6173