

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-361-06-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8-21-2006</i>	
1. FROM (Agency or establishment) Defense Logistics Agency		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Information Operations			
3. MINOR SUBDIVISION IT Strategy, Policy, and Licensing			
4. NAME OF PERSON WITH WHOM TO CONFER Allen Easterly	TELEPHONE NUMBER (703) 767-2168	DATE <i>6/25/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Warner</i>
5. 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 <u>2</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>8/16/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Allen Easterly</i>		TITLE Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	890.10 Labor Hours and Materials Surveillance Records. (See attached)		New
2	284.40R Military Clothing Database. (See attached)		New
<i>8/6/30/08 Copies sent to Agency, INUM, NWM, NR, NWCT 2R</i>			

890.10 Labor Hours and Materials Surveillance Records. Records consist of individuals names, Employee Computer Access Account Number (EAN), position, supervisor, timekeeper, project manager, system access level, organization and office location, contract company, email address and office telephone numbers; rate, work schedule, project and workload records, time and attendance, regular and overtime work hours and leave hours. Records are used to track workload/project activity for analysis and reporting purposes, time and attendance, and labor distribution data against projects for financial purposes; to monitor all aspects of a contract from a financial perspective and to maintain financial and management records associated with the operations of the contract; to evaluate and monitor the contractor performance and other matters concerning the contract, i.e., making payments, accounting for services provided and received. Records devoid of personal identifiers are used for extraction or compilation of data and reports for management studies and statistical analyses for use externally as required by DoD or other government agencies. (Destroy 6 years old 3 months after final payment.)

GRS 3/3a

DLA POCs who can answer technical questions on this record series are:

Mr. David Griffin, Defense Logistics Agency
J6-UT Tailored Logistics Division Director
New Cumberland, PA
(717) 770-6680, David.Griffin@dla.mil

Ms. Janet Hilbish, Defense Logistics Agency
J6-UTA Tailored Logistics Applications - EAGLE Project Manager
New Cumberland, PA
(717) 770-5500, Janet.Hilbish@dla.mil

284.40R Military Clothing Database. Records are used to manage military recruit clothing inventories; forecast future clothing needs; reduce costs and lead times; improve the quality of design and production of clothing; and to improve the efficiency of clothing distribution for the participating military services. Records also are used to record receipts, sales, exchanges, replacements, and returns of individual clothing items for recruits.

284.40R(1) Database/Masterfile. Enlistees' names; social security numbers (SSN), gender; MOS, duty stations; records of receipts, sales, exchanges, replacements, and returns of individual clothing items; uniform sizes; body measurements; body scan images; quantities of clothing items ordered; and branch of military service cost center data. **(Maintain 3 years online, followed by 2 years in archive, and then destroy.)**

284.40R(2) Input/source records. Individual's name; SSN; gender; rank, roster ID, platoon/company assigned, body measurements; body scan images; quantities of clothing item ordered by individual and branch of service. Information is collected from the following: (1) the Army Reception Battalion Automated Support System-Redesign **(RECBASS-R)** and the database which provides a *recruit accession* file (enlistee's

~~name; SSN; gender; rank, roster identification; platoon/company assigned, and branch of military); any (2) textual information collected on generic agency forms at Air Force and Marine Corps reception centers. (Destroy after 1 year.)~~

GRS 20/
2a(4) + 2c

284.40R(3) Outputs.

(2) **(a) Hard Copies:** The files include textual versions of reports, queries data, and transaction records that include or pertain to clothing issued by date, location, type, quantity, and size; as well as demand patterns, and statistical projections for future clothing requirements. **(Destroy after 1 year.)**

(3) **(b) Source data [Electronic]:** The files include the electronic versions of textual reports generated from the database or masterfile and may consist of reports, queries data, and transaction records that include or pertain to clothing issued, by date, location, type, quantity, and size; demand patterns, and statistical projections for future clothing requirements. **(Maintain 3 years online, followed by 2 years in archive then destroy.)**

(4) **284.40R(4) System Documentation.** The files consist of specifications and documentation to identify service, interrupt, use; and to maintain computer systems, user applications or electronic records. Included are user guides and manuals on hardware, network operating systems and application software; database specifications, codebooks and record layouts; and final reports relating to a masterfile or database. **(Maintain current version and two prior versions for 5 years, then destroy.)**

The DLA POC that can answer technical questions on this record series is:

Bernie Johns
ARN Technical Advisor
Tel: 571-437-4849
Email: bernard.johns.ctr@dla.mil

890.10 Labor Hours and Materials Surveillance Records. Records consist of individuals names, Employee Computer Access Account Number (EAN), position, supervisor, timekeeper, project manager, system access level, organization and office location, contract company, email address and office telephone numbers; rate, work schedule, project and workload records, time and attendance, regular and overtime work hours and leave hours. Records are used to track workload/project activity for analysis and reporting purposes, time and attendance, and labor distribution data against projects for financial purposes; to monitor all aspects of a contract from a financial perspective and to maintain financial and management records associated with the operations of the contract; to evaluate and monitor the contractor performance and other matters concerning the contract, i.e., making payments, accounting for services provided and received. Records devoid of personal identifiers are used for extraction or compilation of data and reports for management studies and statistical analyses for use externally as required by DoD or other government agencies. (Destroy when 6 years old or when no longer needed.)

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284.40R Military Clothing Database. Records in this database consist of Individual's name; Social Security Number; gender; rank, MOS, duty station; records of receipts, sales, exchanges, replacements, and returns of individual clothing items; uniform sizes; body measurements; body scan images; quantities of clothing items ordered by individuals and branch of military service cost center data. Records are used to manage military recruit clothing inventories; forecast future clothing needs; reduce costs and lead times; improve the quality of design and production of clothing; and to improve the efficiency of clothing distribution for the participating military services. Records are also used to record receipts, sales, exchanges, replacements, and returns of individual clothing items by the recruit.

284.40R(1) Database. (Delete 2 years after each match cycle.)

284.40R(2) Input/source records. (Destroy after 1 year.)

284.40R(3) Master file. (Maintain 3 years online, followed by 2 years in archive, then destroy.)

284.40R(4) Outputs.

284.40R(a) Hard Copies. (Destroy after 1 year.)

284.40R(b) Source data. (Maintain 3 years online, followed by 2 years in archive, then destroy.)

284.40R(5) System Documentation. Maintain current version and two prior versions for 5 years, then destroy.)

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