

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-301-08-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/15/08</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Policy, Plans and Asset Management			
4. NAME OF PERSON WITH WHOM TO CONFER Allen Easterly	5. TELEPHONE NUMBER 703-767-2168	DATE <i>2/6/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 <u>25</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"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4/7/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Allen Easterly</i>		TITLE <i>RECORDS MANAGER</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	See Attached.		

153.50A revised to read: Reports of Investigation, Response to Leads, Reports of Corrective Action, Commander or Director's Reports of Corrective Action, Reports of Preliminary Inquiry, Reports of Referral, and Police Incident Reports. **N1-361-91-7/28**

1 153.50A(1) When entered into DCIRS. (Destroy/erase 25 years after completion.) **N1-361-91-7/28 c(1)**

2 153.50A(2) When not entered into DCIRS. (Destroy/erase 10 years after completion.) **N1-361-91-7/28 c(1)**

3 153.50B revised to read: Crime Vulnerability Assessments, Reports of Post Sale Investigation, and Criminal Information Reports. (Destroy/erase 10 years after completion.) ~~**N1-361-91-7**~~

153.50C revised to read: Trade Security Controls Assessment Records. ~~**N1-361-91-7**~~

4 153.50C(1) revised to read: Not related to a specific transaction. (Destroy/erase 6 years after last transaction.) ~~**N1-361-91-7**~~

5 153.50C(2) revised to read: Related to a specific transaction. (Destroy/erase 6 years after ^{last} transaction.) ~~**N1-361-91-7**~~

6 153.50C(3) revised to read 153.50D: Reports of Outreach. (Destroy/erase 5 years after completion.) ~~**N1-361-91-7**~~

153.50D Reports of Polygraph Examination.

7 153.50D(1) Temporary Records (Non-Historical, as determined by the Defense Criminal Investigative Service (DCIS)). (Destroy/erase 35 years after receipt from DCIS.) **NEW**

8 153.50D(2) Permanent Records (Historical, as determined by DCIS). (35 years after receipt from DCIS transfer to NARA for permanent retention.) **NEW**

~~159.25 Hotline Inquiry Policies and Procedures. Documents relating to policies and procedures for handling hotline matters and conducting inquiries into hotlines received from the Defense Hotline; DoD and military service Inspectors General; DLA Enterprise Hotline Program; other sources; and fraud, waste, abuse, or mismanagement awareness~~

approval
not
needed

material. (Destroy/delete when superseded, obsolete, or no longer needed for reference.)
~~NI-361-87-1~~

Justification: The DLA Complaint Program was renamed the DLA Hotline Program effective January 2, 2008 and modified March 11, 2008. Also, DLA policy publications state that the Examining Official conducts inquiries and not investigations.

159.40 Electronic Mail and Word Processing of Hotlines. Electronic copies of Defense Hotline and DLA Enterprise Hotline records created on electronic mail and word processing systems. *GRS 20*

159.40A Records used solely for entry into a database. (Destroy/delete after recordkeeping copy has been produced or incorporation into a database.) **NEW**

Justification: To include a category for electronic hotlines created on the established Mailbox-DLA Enterprise Hotline Program and word processing systems. *GRS*

159.40B Records maintained only for dissemination, revision, or updating. (Destroy/delete when dissemination, revision, or updating is complete). **NEW**

*Non-record
or GRS*

Justification: To include a category for electronic hotlines created on the established Mailbox-DLA Enterprise Hotline Program and word processing systems.

159.50 Hotline Inquiry Case Files. Inquiries, Report of Investigations, or reviews conducted by HQ DLA Elements, DLA Field Activities, and Investigators, including all related supporting documentation.

9 159.50A (**was 159.50**) DLA Enterprise Hotline Program Office. (Destroy/delete 10 years after completion of case.) **NI-361-97-4/1**

Justification: The Defense Hotline, DoD, retains their Hotline files for a period of 10 years, <http://www.dod.mil/privacy/notices/oig/CIG-16.html>. DLA is the record holder for Hotlines received internally to DLA and the DLA Enterprise Hotline Program Office must retain those records for the same period of time as the Defense Hotline maintains their records. Also, the revision uses terminology that is in DLA policy publications that state that the Examining Official conducts inquiries and not investigations.

10 159.50B: Other Offices. (Destroy/delete 3 years after completion of case.) **NEW**

Justification: There is no requirement for other offices to retain data longer than 3 years.

159.75 Hotline Data Base/Case Log Records. Information used to control processing of inquiries.

11 159.75A DLA Enterprise Hotline Program Office. (Destroy/delete individual records 10 years after completion of case.) **NEW** *NI-361-87-1/31*

Justification: The Defense Hotline, DoD, retains their Hotline files for a period of 10 years. DLA is the record holder for Hotlines received internally to DLA and the DLA Enterprise Hotline Program Office must retain those records for the same period of time as the Defense Hotline maintains their records. Also, DLA policy publications state that the Examining Official conducts inquiries and not investigations.

12 159.75B Other Offices (Destroy/delete 3 years after completion of case.) ~~N1-361-97-4~~
N1-361-87-1/31b

Justification: There is no requirement for other offices to retain data longer than 3 years.

13 170.46 Contract Fraud Files. Revise the destruction to read: (Destroy/erase 6 years after completion.) N1-361-91-5

284.40^U DLA Criminal Incident Reporting System (DCIRS). 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. **NEW**

Justification: The Omnibus Crime Control Act of 1994 requires reporting of criminal incidents to the National Incident Based Reporting System (NIBRS) maintained by the U.S. Department of Justice. Department of Defense Directive (DODD) 7730.47, Defense Incident-Based Reporting System (DIBRS), requires reporting of that data through DIBRS to NIBRS. DCIRS also satisfies requirements imposed by the Uniform Federal Crime Reporting Act (28 USC 534), the Brady Handgun Violence Prevention Act of 1994 (18 USC 922), statistical reporting requirement of the Victim Rights and Restitution Act of 1990 (42 USC 10601), and the Database on Domestic Violence Incidents (10 USC 1562). Also, DCIRS enables DLA to comply with DOD Instruction (I) 2030.8, Trade Security Controls on DOD Excess and Surplus Personal Property.

284.40^U(1) Reports of Investigation, Response to Leads, Reports of Corrective Action, Commander or Director's Reports of Corrective Action, Reports of Preliminary

R was previously used in N1-361-06-1, Military Clothing Database
Change to "U" per Sullivan email, 3/12/09

[Signature] 3/12/09

See 1 Inquiry, Reports of Referral, and Police Incident Reports.
(Destroy/erase 25 years after completion.) **NEW**

See 2 ^u284.40R(2) Reports of Initiative, Crime Vulnerability
Assessments, Reports of Post Sale Investigation, and
Criminal Information Reports. (Destroy/erase 10 years
after completion.) **NEW**

^u284.40R(3) Trade Security Controls Assessment Records.
NEW

See 4 ^u284.40R(3)(A) Not related to a specific transaction.
(Destroy/erase 6 years after last transaction.) **NEW**

See 5 ^u284.40R(3)(B) Related to a specific transaction.
(Destroy/erase 6 years after transaction). **NEW**

See 6 ^u284.40R(4) Reports of Outreach. (Destroy/erase 5 years
after completion.) **NEW**

^u284.40R(5) Reports of Polygraph Examination.

See 7 ^u284.40R(5)(A) Temporary Records (Non-historical, as
determined by the Defense Criminal Investigative Service
(DCIS)). (Destroy/erase 35 years after receipt from DCIS.)
NEW

See 8 ^u284.40R(5)(B) Permanent Records (Historical, as determined
by DCIS). (35 years after receipt from DCIS transfer to
NARA for permanent retention.) **NEW**

See 13 ^u284.40R(6) Attorney's Contract Fraud Files (Destroy/erase
6 years after completion.) **NEW**

284.40S DLA Enterprise Hotline Program Data Base. The
Database is a web base application used for data input and
retrieval concerning individuals and companies suspected of
wrongdoing of interest to DLA. Each hotline is assigned a
Case Record control number and information is entered into
the database, suspense dates are established for various
actions, assigned tasks to other organizations are tracked,
and the resolution of the inquiry is recorded in the
database. The database contains Law Enforcement Sensitive
and Privacy Act Protected information. **NEW**

Justification: DODI 7050.01, Defense Hotline Program,
requires that DLA establish a Hotline Program that ensures

prompt receipt, processing, controlling, examining, and reporting, of all allegations referred through the Defense Hotline/DLA Enterprise Hotline Programs. The Database satisfies the requirements imposed by the reference.

See II

284.40S(1) Hotline Case Record. (Destroy/erase 10 years after completion.) **NEW**

The technical POC for these records is Stephen Keefer, (703) 767-5445