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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |  | JOB NUMBER<br><i>N1-361-08-5</i>   |   |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001   |  | Date received<br><i>8/18/08</i>  |   |
| 1. FROM (Agency or establishment)<br>Defense Logistics Agency   |  | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br>Information Operations  |  |  |   |
| 3. MINOR SUBDIVISION<br>IT Strategy, Policy, and Licensing  |  |  |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Allen Easterly   | TELEPHONE NUMBER<br>(703) 767-2168   | DATE<br><i>8/6/09</i>  | ARCHIVIST OF THE UNITED STATES<br><i>Shirley Thomas</i> |
| 5. AGENCY CERTIFICATION<br>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 ___ 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,<br><br><input checked="" type="checkbox"/> X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  |  |   |
| DATE<br><i>8/14/08</i>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Allen Easterly</i>  |  | TITLE<br>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 GRS OR SUPERSEDED JOB CITATION  | 10.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   | <b>890.10 Labor Hours and Materials Surveillance Records.</b> 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, 3 months old or when no | New (Resubmission)   |   |

longer needed.)

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

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