

# Request for Record Disposition Authority

(See Instructions on reverse)

To **National Archives and Records Administration (NIR)**  
**Washington, DC 20408**

1 From (Agency or establishment)  
**Defense Logistics Agency**

2 Major Subdivision  
**Information Operations (J-6)**

3 Minor Subdivision  
**DLA Document Services**

4 Name of Person with whom to confer  
**Kayte Vo**

5 Telephone (include area code)  
**717-605-2499**

## Leave Blank (NARA Use Only)

Job Number  
*NI-361-10-4*

Date Received  
*8/5/10*

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date *ARC10* Archivist of the United States *[Signature]*

### 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 3 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       has been requested

Signature of Agency Representative

*Kayte Vo*

Title

**DLA Records Manager**

Date (mm/dd/yyyy)

**08/03/2010**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	240.51 Mapping Enterprise Business System (MEBS) - see attached.	NEW	
2	240.52 Map Support Office Distribution System (MSODS) - see attached.	NEW	

240 51 Mapping Enterprise Business System (MEBS).

MEBS supports Defense Logistics Agency (DLA)'s Map Mission DLA Aviation component, DSCR-QAM, uses the MEBS system for its duties to manage map customer accounts and to control the inventory and distribution of map products MEBS stores Product and Customer data on Oracle databases MEBS has been in operation since July 2010

~~a Inputs/Source Records The majority of all incoming MEBS data is either entered directly through the MEBS user-interface system or imported through Defense Logistics Messaging System (DLMS)-compliant transactions via the Defense Automatic Addressing System (DAAS) transactional gateway There are also a limited number of incoming and outgoing data exchanges that originate from open and secure File Transfer Protocol (FTP) data sharing between DLA's Distribution Standard System (DSS), DLA's Map Support Office Distribution System (MSODS), DLA Logistics Information Service (DLIS), and National Geospatial Intelligence Agency (NGA)~~

~~(Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.) GRS 20, Item 2b~~

b Master File The data for the MEBS system is categorized either as Product or Customer related For Products, the MEBS system contains inventory information concerning the warehousing and shipping of Aeronautical, Hydrographical, and Topographical map products which exist on hardcopy and digital media For Customers, the MEBS system contains shipping and security information of its Department of Defense Activity Address Code (DODAAC) custodians and DODAAC alternate custodians

(Cut off at the end of the fiscal year Destroy after 5 years )

[EXAMPLE Cut off FY2010 records on 9/30/2010 Maintain 5 years beginning 10/1/2010. The records become eligible for destruction on 10/1/2015, at the beginning of FY2016 ]

*Justification This retention is based on cost limitations and DSCR-QAM's functional need*

c Outputs The majority of all outgoing MEBS data is through DLMS-compliant transactions via the DAAS transactional gateway There are also a limited number of incoming and outgoing data exchanges that originate from open and secure FTP data sharing between DLA's DSS and MSODS systems, DLIS, and NGA

(Destroy output file(s) upon verification of successful completion of output transaction to receiving system )

~~d System Documentation Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records~~

~~(Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later ) GRS 20, Item 11a(1)~~

*POC is Duke Chai, IT Specialist (MEBS Team Lead), DSCR-J6RSC, DSN 695-1513*

## 240 52 Map Support Office Distribution System (MSODS)

MSODS is a web-based retail system that provides a process for distribution, tracking, and inventory control of map products for Defense Logistics Agency (DLA) customers in support of DLA's mission to support the war fighter. MSODS is used by map support offices to facilitate retail operations within DLA's Defense Distribution Mapping Activity (DDMA). MSODS promotes accountability of mapping products, capabilities include ordering, inventory, shipping, etc. DLA took over mapping functions from the Defense Mapping Agency in 1998, and MSODS has been in operation since 1999.

~~a Inputs/Source Records Inputs are a combination of manual entry and data pulls from DLA's Mapping Enterprise Business System (MEBS) and other DLA systems via the Defense Automatic Addressing System (DAAS) transactional gateway. Product data is pulled from MEBS, issues, requisitions, and other data is pulled from various other systems. Inventory, receipts, and disposal information is manually entered.~~

~~(Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later ) GRS 20, Item 2b~~

b Master File The Oracle database consists of information about mapping products and transactional information. Product information includes National Stock Number (NSN), quantity on hand, type of map, additions, and classifications. Transactional information consists of requisition fulfillment and inventory adjustment data.

(Destroy transactional data, including requisitions filled and inventory actions, when 4 years old. Destroy product data 4 years after product is discontinued.)

c Outputs MSODS sends data to DLA's MEBS system, including product data, quantities on hand, and transaction history dates. MSODS also creates ad hoc reports such as issue reports, inventory reports, and product history reports.

(Destroy MEBS output file upon successful completion of data transfer to MEBS. Destroy ad hoc reports when no longer needed for business purposes or after 4 years, whichever is earlier.)

~~d System Documentation Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.~~

~~(Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later ) GRS 20, Item 11a(1)~~