

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*N1-361-91-1*

DATE RECEIVED

*10-11-90*

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

**Defense Logistics Agency**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

**Staff Director, Administration**

3. MINOR SUBDIVISION

**Resources Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Mrs. Judith S. Saulnier**

5. TELEPHONE EXT.

**274-6234**

DATE

*3/12/91*

ARCHIVIST OF THE UNITED STATES

*[Signature]*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 11 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.  has been requested.

B. DATE

*1 Oct 90*

C. SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*

D. TITLE

**Chief, Administrative Management Branch**

**PRESTON B. SPEED**

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

Disposal authority is requested for the items in the enclosed proposed revision to the records disposition schedules for this Agency's Offices of Telecommunication and Information Systems. The revision will completely supersede series 232, 152, 135, and 134 found in DLAM 5015.1, Files Maintenance and Disposition. Please note that the series 284.40 - Master Files for Automated Information Systems and 284.43 - Processing Files for Automated Systems were previously approved by N1-361-89-5. These two standards have been renumbered to conform with rest of series; otherwise they are unchanged.

*Copies sent to agency, AN-W, NNT, NNX 3/20/91*

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p><b>280 TELECOMMUNICATIONS AND INFORMATION SYSTEMS.</b> Relates to the Automated Data Processing/Telecommunications (ADP/T) Program, plans, procedures, resources, automated information systems and office automation programs; operational execution of installed ADP/T systems and equipment and the provision of ADP/T hardware/software technical support services.</p> <p><b>280.01 Telecommunications and Information Systems Program Files.</b> Documents related to the formulation, management, administration and execution of individual telecommunications and information systems programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. <i>(Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.)</i></p>	<p>N1-361-88-2 232.01a 134.02</p>	
2	<p><b>280.02 Telecommunications and Information Systems Policy Files.</b> Documents providing general direction, staff guidance and reporting in the management and administration of telecommunications and information systems including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere. <i>(Destroy when superseded, obsolete, or no longer needed for reference.)</i></p>	<p>N1-361-88-2 232.01b 134.02</p>	
3	<p><b>281 ADP/T HARDWARE/SOFTWARE TECHNICAL SUPPORT SERVICES.</b> Relates to the development of plans and specifications and acquisition of ADP/T hardware.</p> <p><b>281.10 Mission Requirements and Specifications.</b> Mission Analysis Requirement Documents (MARDs), economic analyses, developed specifications, sole source justifications, statements of work, schedules, lists of requirements, market surveys, and supporting documents developed in support of installation and activity ADP/T and support services for life cycle equipment maintenance and re-justification of software. <i>(Destroy 1 year after termination of related maintenance contracts or when no longer needed for reference, whichever is later.)</i></p>	<p>NN-168-94 232.53</p>	
4	<p><b>281.17 Utility Program Development.</b> Computer programs and supporting documents used to monitor system performance and perform common utility functions. <i>(Delete/destroy upon termination of the life of utility program.)</i></p>	<p>New</p>	

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5	281.24 <b>Product Documentation.</b> Documents concerning individual software packages and technical systems problems or characteristics on commercial software. <i>(Destroy after terminating the use of the software.)</i>	New	
6	281.31 <b>Troubleshooting Documentation.</b> Technical and diagnostic analyses, trend analyses, and related material used to minimize system downtime. <i>(Destroy when no longer needed for system operation or analysis.)</i>	New	
7	281.38 <b>Standard DLA Utility and Telecommunication Software Documentation.</b> Software documentation provided by DLA Systems Automation Center (DSAC) to DLA activities for site processing. <i>(Destroy when superseded or obsolete.)</i>	New	
8	281.45 <b>Office Automation Hardware/Software Documentation.</b> Site documentation for locally acquired office automation hardware/software. <i>(Destroy when superseded or upon termination of the use of related hardware/software.)</i>	New	
9	281.52 <b>Communications Interface Equipment.</b> Vendor provided documentation, instruction manuals and literature pertaining to the installation and operation of communications interface equipment. Included are vendor or locally developed maintenance schedules, trouble reports and trouble logs. <i>(Destroy upon disposal or replacement of equipment item.)</i>	New	
10	281.61 <b>Capacity Planning and Management.</b> Reports on trend or other analyses of various aspects of ADP/T operating systems used to determine future hardware/software requirements. <i>(Destroy after 2 years.)</i>	New	
11	<del>281.68 <b>DLA Information Systems Performance Reports.</b> Magnetic tapes containing machine generated, electronically transmitted/obtained data of input costs, time data, hardware/software utilization used to produce consolidated DLA quarterly reports and profiles or printouts of customer resource utilization. <i>(Delete/destroy after 2 years.)</i></del>	New GRS 20, Item 1	
12	281.75 <b>Workload Capacity Studies.</b> Workload studies, analyses, projections, models, workload reports and related backup materials used for development of proposals, recommendations and justification of procedures and system changes. <i>(Destroy <del>after</del> 3 years after implementation of recommendations.)</i>	New	

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13	<b>281.82 Teleprocessing Equipment Support.</b> Work plans, user procedures and related documents produced for users of multiplexing devices, modems, remote job entry stations, terminals and similar teleprocessing equipment. <i>(Destroy after equipment is removed or replaced by an updated version.)</i>	New	
14	<b>281.91 Performance Management.</b> Productivity counts, charts, statistical data, management goals, projections and related documentation used to determine functional performance of hardware/software. <i>(Destroy after 2 years.)</i>	New	
	<b>282 AUTOMATED INFORMATION SYSTEMS MANAGEMENT.</b> Relates to the design, development, and maintenance of automated information system.		
15	<b>282.10 ADP Support Services.</b> Data processing service requests, system change requests, flow charts, layouts, functional studies and related backup material required to develop system specifications, create or modify systems or programs. <i>(Destroy 90 days after system or program use terminates.)</i>	NC1-361-76-5 232.10	
16	<b>282.22 Data Set Definitions.</b> Data set definition forms, and related backup material used as a basis for the development or change to system specifications, systems or programs. <i>(Delete/destroy when superseded or upon job cancellation.)</i>	NC1-361-76-5 232.10	
17	<b>282.24 Automated Information Systems Development.</b> Computer job scheduling forms, copies of data set definitions, database management system documentation and program documentation checklists, flow charts, record layouts, program and job control language listings, file layouts, input/output samples, and data element dictionaries used in the design, development, programming and implementation of automated information systems. <i>(Delete/destroy when superseded, cancelled, or obsolete.)</i>	NC1-361-76-5 232.10	
18	<b>282.36 Program Development Plan.</b> Paper copies of locally produced Program Development Plan and supporting, system generated files, time reporting systems, statistical data and work schedules used for implementation of developed systems modifications and changes. <i>(Delete/destroy after 3 years.)</i>	New	

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19	<b>282.48 User Support.</b> Locally produced user guides, data element dictionaries and related documents for distribution to customers. <i>(Destroy when superseded or when system use is cancelled.)</i>	New	
20	<b>282.60 Systems Analysis.</b> System design alternatives and related backup materials such as statistical data and reports of analysis used to formulate and present recommendations for various approaches in providing local ADP/T support. <i>(Destroy after 3 years.)</i>	New	
21	<b>282.72 Software Operational Tests.</b> Work requests and customer signed acceptance copies of output products for new or modified applications software used to ensure operability and record acceptance of software as requested by customers. <i>(Destroy when superseded, or software use is cancelled.)</i>	New	
22	<b>282.84 Automated Systems Performance Standards.</b> Data processing service requests used to develop, establish and monitor performance standards for locally developed automated information systems. <i>(Destroy after 3 years, upon system modification or cancellation, whichever is sooner.)</i>	New	
	<b>283 ADP/T ADMINISTRATION AND CONTROL.</b> Relates to general administration of ADP/T policies, programs, technical plan, procedures, and resource management.		
23	<b>283.10 ADP/T Equipment Inventories.</b> Contract forms received from vendors, hand receipts, and related documents used to control and account for purchased equipment. <i>(Destroy when superseded, obsolete, or no longer needed.)</i>	New	
24	<b>283.50 Reports Control.</b> Documents, forms and related materials used for the management and control of agency information requirements. <i>(Destroy 1 year after discontinuance of report.)</i>	New	
	<b>284 ADP/T COMPUTER AND COMMUNICATIONS OPERATIONS.</b> Relates to activities associated with the operation and maintenance of activity computer and communications facilities.		
25	<b>284.10 ADP/T Operations.</b> Records relating to the operation of the activity ADP/T, locally and at remote locations, such as shift work assignment logs. <i>(Delete/destroy after 1 year.)</i>	New	

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26	284.13 <b>ADPE Site Plans.</b> Records relating to the formulation, development, and coordination of site plans for the installation or relocation of ADP/T equipment. Includes post-equipment installation reviews. <i>(Destroy after 3 years.)</i>	New	
27	284.16 <b>ADPE Site Environment.</b> Records relating to monitoring of environmental control systems such as daily temperature log. <i>(Destroy after 3 months.)</i>	New	
28	284.19 <b>ADPE Utilization.</b> Records relating to the use, including downtime, of computer systems such as operational logs and statistical records, includes listing of in-house maintenance requests. <i>(Destroy after 1 year.)</i>	New	
29	284.22 <b>ADPE Maintenance.</b> Records relating to the scheduling and control of contractor ADP/T equipment preventive and remedial maintenance. Includes items such as summaries of remedial maintenance listed by vendor, vendor tickets for work performed, minutes from vendor meetings. <i>(Destroy after 3 years.)</i>	New	
30	<del>284.25 <b>Magnetic Media.</b> Records relating to the operation, maintenance, and control of magnetic media (tapes, disks, and diskettes). <i>(Delete/destroy when superseded, obsolete, or no longer needed for reference purposes.)</i></del>	<del>New GRS 20, Item)</del>	
31	284.28 <b>Source Documentation.</b> Logs and files documentation of completed end-user products. <i>(Destroy when superseded or obsolete.)</i>	New	
32	284.31 <b>Off-line Printing.</b> Records relating to the off-line printing (xerox and micrographic) of computer-generated output products. <i>(Destroy after 1 year)</i>	New	
33	284.34 <b>Automated Information Systems (AIS) Testing.</b> Records relating to the testing of newly designed and/or modified AIS. <i>(Delete/destroy when superseded, obsolete, or no longer needed for reference purposes.)</i>	New	
34	284.37 <b>System Scheduling Standards.</b> Records relating to the development and implementation of standards for use between applications systems and ADP/T work stations. <i>(Destroy when no longer needed for reference purposes.)</i>	New	

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35	<p><b>284.40 Master Files for Automated Information Systems.</b> Master data files for major automated information systems representing the definitive state of a data file at a given time. (Note: For online systems, these standards apply to periodic backup files maintained for the system). (N1-361-89-5)</p> <p><b>a. Automated Payroll, Cost, and Personnel System (APCAPS).</b> Automates the labor intensive areas of the Office of Civilian Personnel and Comptroller. Consolidates DLA payroll issues, trial balance and USAFAC Reports, cost accounting, manpower reporting. Automates, maintains and tracks grievances and employee assistance data. <i>(Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)</i></p> <p><b>b. Base Operations Support System (BOSS).</b> Through integrated files, automates base supply; inventory control, stock funds; financial accounting, demand data, shipping and supply management. <i>(Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)</i></p> <p><b>c. Defense Reutilization and Marketing Automated Information System (DAISY).</b> Property accounting, statistics, reutilization and disposal of excess military property, management information. <i>(Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)</i></p> <p><b>d. Defense Industrial Plant Equipment Center (DIPEC).</b> Industrial Plant Equipment screening and control; display information. <i>(Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)</i></p> <p><b>e. Defense Integrated Subsistence Management System (DISMS).</b> Materiel management: supply, contracting, warehousing, transportation. Worldwide wholesale food management. Perishable subsistence, nonperishables, distribution, procurement, direct commissary support, financial. <i>(Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)</i></p>	<p>N1-361-89-5 See note pg 1</p>	<p>5</p>

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	<p><b>f. DLA Warehousing and Shipping Automated System (DWASP/MOWASP).</b> Materiel management. Depot functions: receipt, storage, issue, storage surveillance, testing, inventory. <i>(Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)</i></p> <p><b>g. Mechanization of Contract Administrative Services (MOCAS).</b> Provides contract administration and quality assurance support to DCASRs. Obligations, disbursements, funds status, contract inventories, contract status, shipments, deliveries, invoices. <i>(Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)</i></p> <p><b>h. Standard Automated Materiel Management System (SAMMS).</b> Inventory, materiel requests, positioning assets, forecasting demand, purchases, record maintenance, financial billing, contracting, payments, cataloging, management information. <i>(Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)</i></p> <p><b>i. Defense Fuels Automated Management System (DFAMS).</b> Supply operations, comptroller processes, procurement and production. Technical functions to support fuel operations. <i>(Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)</i></p> <p><b>j. Defense Integrated Data System (DIDS).</b> Receives, validates, stores, controls, processes, generates and disseminates Federal Catalog System and related item management data. Logistics data management. <i>(Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)</i></p>		
36	<p><b>284.43 Processing Files for Automated Information Systems.</b> Automated data processing files other than master files, such as work and input files, used in the operation of automated information systems and not required for evidential purposes. <i>(Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.)</i> (N1-361-89-5)</p>	N1-361-89-5 See note pg 1	
37	<p><b>284.46 Communications Equipment.</b> Records relating to operation of DLA Teleprocessing Network (DLANET) nodal point (NODE) equipment such as schematics. <i>(Destroy when superseded or obsolete.)</i></p>	New	



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38	<p><b>284.49 ADP/T Physical Security.</b> Records relating to implementation and compliance with physical security requirements.</p> <p>a. Sign-in Logs - Form used as a record of entry to Computer Room. <i>(Destroy after 1 year.)</i></p> <p>b. Access List - Posted listing of individuals allowed access to Computer Room. <i>(Destroy when superseded or obsolete.)</i></p> <p>b. Lock Combination - Up-to-date record of door combination. <i>(Change as required; retain previous combination for 1 year and destroy.)</i></p>	New	
39	<p><b>284.52 Telecommunications.</b> Records relating to activity telecommunications support such as Communications Service Authorizations (CSAs), Commercial Communications Work Orders (CCWSs), and Feeder Telecommunications Service Requests (TSRs). <i>(Destroy after 90 days.)</i></p>	New	
40	<p><b>284.55 TEMPEST Program.</b> Records relating to the certification and execution of program requirements. <i>(Destroy when equipment requirement ceases.)</i></p>	New	
41	<p><b>284.58 Message Records.</b> Copies of the incoming/outgoing message maintained in the <u>Communications Center</u>. Other offices will file record copies under appropriate functional file numbers in the same manner as correspondence. <i>(Destroy after 30 days.)</i></p>	135.10	
42	<p><b>284.61 Traffic Reports.</b> Reports that reflect the volume of messages handled. <i>(Destroy after 1 year.)</i></p>	New	
43	<p><b>284.64 Message Releasing/Receipting Officials.</b> Documents that reflect the names and signatures of authorized message releasing officials and/or of individuals authorized to receive classified messages. <i>(Destroy when superseded or obsolete.)</i></p>	135.25	
44	<p><b>284.67 Courier Designation.</b> Registers and related documents that reflect the classification, name, SSN, and signature of individuals appointed to pickup and deliver messages. <i>(Destroy after 1 year unless cancelled sooner.)</i></p>	New	
45	<p><b>284.70 COMSEC Material Accounting Records.</b> Inventories, transfer reports, destruction reports, package/voucher registers, hand receipts, and related documents. <i>(Destroy as described in certificate of accounting records clearance.)</i></p>	152.06	

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46	284.73 COMSEC Command Inspections. Command inspection reports and related COMSEC account records. <i>(Destroy on receipt of a succeeding report, or on inactivation of the facility, whichever is sooner.)</i>	Supersedes 152.08	
47	284.76 Record of Custodian. Letter designating COMSEC Custodian. <i>(Destroy 1 year after assumption by a new custodian.)</i>	New	
48	284.79 COMSEC Custodian's Inspections. Inspections conducted by COMSEC Custodian on a semiannual basis. <i>(Destroy after Command annual inspection is performed.)</i>	Supersedes 152.09	
49	284.82 Incident (Compromise) Files. Reports of compromises, involving personnel, cryptologics and physical insecurities of COMSEC material. <i>(Destroy closed incident file after 2 years.)</i>	Supersedes 152.13	
50	284.85 Telephone Cost Data. Requisitions for telephone services, copies of telephone equipment and service invoices used to determine costs of services to provided, verification of work order accuracy and tracking of telephone expenses. <i>(Destroy after 1 year.)</i>	New	
51	284.88 Telephone Maintenance. Itemized lists of telephone equipment and services being provided by telephone companies used to verify monthly billings. <i>(Destroy 1 year after audit or when 3 years old, whichever is sooner.)</i>	New	
52	284.91 Telephone Locator Service. Telephone change order forms used for updating local and area telephone directories. <i>(Destroy after 1 year, when superseded, obsolete, or no longer needed, whichever is soonest.)</i>	New	
	285 END USER COMPUTING. Relates to end user support services.		
53	285.10 Office Automation (OA) Equipment. Documents relating to the selection of end user ADP (hardware and software) and communications equipment, including requirements documents, correspondence and studies reviewing or evaluating proposals, requests for approval and/or recommendation regarding proposed systems or equipment, and related papers. Excludes copies of such documents received for reference or informational purposes which should be filed in the 110-series. <i>(Destroy after 3 years.)</i>	New	

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54	<p><b>285.25 OA Resources Management.</b> Documents relating to the allocation and management of resources to accomplish ADP software and hardware problem resolution. Includes any documentation devised to record resources and time spent providing providing problem resolution. <i>(Destroy after 1 year)</i></p>	New	
55	<p><b>285.40 OA Support.</b> Records relating to educational support of end users such as in-house hardware and software training and user group programs. Training records include course documentation developed in-house, with related course outlines and record copy of course materials. User group records include documentation relating to the establishment, operation, procedures, and programs of the groups. <i>(Destroy when superseded or no longer needed, whichever is sooner.)</i></p>	New	
56	<p><b>285.55 Electronic Bulletin Board.</b> Documents relating to the establishment, operation, and maintenance of an electronic Bulletin Board Service. Includes electronic program files. <i>(Destroy when obsolete or no longer needed.)</i></p>	New	
57	<p><b>285.70 OA Implementation.</b> Records relating to end user computing (EUC) implementation and usage. Includes such documentation as feasibility studies of OA capabilities and evaluations and recommendations of site assistance visits. <i>(Destroy after 3 years.)</i></p>	New	
58	<p><b>285.85 ADP Reference Materials.</b> Technical materials relating to microcomputer hardware, software, applications, and vendors. Includes software maintained for interim loan to approved users. <i>(Destroy when superseded, obsolete, or no longer needed for reference purposes.)</i></p>	New	