

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-361-91-2

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2/11/91

ARCHIVIST OF THE UNITED STATES



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 6 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.

B. DATE

27 Sep 90

C. SIGNATURE OF AGENCY REPRESENTATIVE

Preston B. Speed
PRESTON B. SPEED

D. TITLE

**Chief, Administrative
Management Branch**

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 GRS OR SUPERSEDED JOB CITATION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 this Agency's Records Control Schedule. This revision will supersede series 110, 111, 120, and 339 of DLAM, Files Maintenance and Disposition.

Copies sent to agency, NN-W, NNT, NCF 2/13/92

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 OF 6

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p align="center">100 ADMINISTRATION</p> <p>INTRODUCTION. The records described within this series include records common to most DLA offices and mission records of certain staff support functions. The records common to most DLA offices are described in the 110 series; generally any records that do not directly pertain to mission accomplishment should be filed using one of these file numbers. The 110 series includes categories covering office reference files, office administration records, and supervisor's personnel files. The mission records for the staff support functions described in series 120 through 190 are for the staff support offices and are not intended for common use.</p> <p>110 COMMON RECORDS. The records described within this series are generally found within each office and are retained to aid in the conduct of the internal management and other nonmission functions of the office. Files do not contain program records and generally require only administrative action. Mission and program records are described in other series.</p>		
1	<p>110.10 Suspense Files. Records arranged chronologically as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.</p> <p>a. Manual or electronic control system. (Destroy after action is completed, or when no longer needed for analysis or follow-up inquiries, whichever is later.)</p> <p>b. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected. (Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files.)</p>	GRS 23/6	
2	<p>110.13 Reading Files. Extra copies of outgoing communications, including joint message forms, arranged chronologically, and maintained for reference.</p> <p>a. <u>HQ DLA Executive Office</u> - The Director's chronological file of outgoing correspondence signed personally by the Director or Deputy Director, DLA and copies of significant letters dispatched at lower levels but forwarded for personal information of the Director DLA - Permanent.</p> <p>b. <u>Other Activities</u> - Destroy after 1 year.</p>	110.10 NC1-361- 76-4	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

3 OF 6

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>
3	<p>110.16 Policy and Precedent Files. Duplicate copies of correspondence establishing policy or precedent and retained for office reference. <i>(Destroy each document when superseded, obsolete, or no longer needed for reference.)</i></p>	110.15 NCL-361-76-4	
4	<p>110.19 Transitory Files. Documents of short-term interest which have reference value but no documentary or evidential value. Includes routine requests for information and copies of replies, announcements of upcoming programs and events, short-term schedules, and similar materials. <i>(Destroy after 3 months, or when no longer needed, whichever is sooner.)</i></p>	GRS 23/7	
5	<p>110.22 Tracking and Control Files. Logs, registers, indexes, databases and similar records used to control or document the status of correspondence, reports, or other records in progress and not appropriate for filing with related records under other series. <i>(Destroy when no longer needed.)</i></p>	GRS 23/8	
6	<p>110.25 Publication Reference Libraries. Copies of DLA and departmental publications maintained in organized collections for general reference. Includes all DLA regulations, PLFA supplements, Standard Operating Procedures (SOPs), and similar published materials. <i>Excludes</i> issuing office record sets of publications. <i>(Destroy when superseded, obsolete, or no longer needed for reference.)</i></p>	110.30 NN 168-94	
7	<p>110.28 Specialized and Technical Reference Materials. Copies of materials maintained within individual offices for specialized reference. Includes copies of publications issued by DLA, other Department of Defense elements, and other Government agencies; office instructions; desk procedures, and similar records. <i>(Destroy when superseded, obsolete, or no longer needed for reference.)</i></p>	New	
8	<p>110.31 Presentation Aids. Materials used by staff offices for conference presentations, in-house training, executive briefings, and related activities. Includes utility copies of formal agency audiovisual productions. <i>(Destroy when no longer needed except return AV utility copies to source.)</i></p>	110.40	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE
4 OF 6

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>
9	<p>110.34 Unidentified Files. Records for which an appropriate file number has not been assigned. Authorized for use ONLY after approval by records management officer and on an interim basis not to exceed 1 year until a permanent number is developed. Paragraph 1-302(b) describes procedure to request a new file number. These records will be retained in CFA until disposition authority is established. <i>(Do not destroy.)</i></p>	11.11	
10	<p>110.37 Office Administrative Files. Documents accumulated by individual offices relating to internal or housekeeping functions of the office rather than its mission functions including documents concerning organization, staffing, supplies, communications, equipment, and similar matters; announcements and schedules for events sponsored by other offices or agencies; responses to staff requests for information other than those in which the office holds a primary or collateral mission responsibility; and similar materials not covered elsewhere. <i>(Destroy after 1 year or when no longer needed for reference, whichever is sooner.)</i></p>	N1-361-88-2	
11	<p>110.40 Office Studies and Analyses. Records created as a result of studies and analyses conducted within an office that pertain to organization, workload, manpower, space requirements, office layouts, costing data, budgets, and similar records <u>not</u> directly related to mission. <i>(Destroy after 2 years, or when no longer needed, whichever is sooner.)</i></p>	New	
12	<p>110.43 Office Meetings Files. Records accumulated by participants in working groups, process action teams, ad hoc committees, and similar groups for work on assigned projects and tasks, <i>excludes</i> copies retained by office of primary interest. <i>(Destroy after 1 year, or when no longer needed, whichever is sooner.)</i></p>	New	
13	<p>110.46 Staff Visits. Correspondence, reports written after visits with findings and recommendations, and other similar records relating to staff or technical assistance visits to an activity. <i>(Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.)</i></p>	New	
14	<p>110.49 Office Time Keeping Records. Various forms and records used to account for individual employees time. Includes documents used to request and approve leave or used to post leave information to time and attendance records, overtime requests and approvals, records used for time accounting under alternate work schedules such as flexitour, and similar records. <i>(Destroy after 3 years, or if applicable, after GAO audit, whichever is sooner.)</i></p>	<p>New GRS2, Items 3(a), 3(s), 8, 9, 10</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

5 OF 6

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>
15	110.52 Office Financial. Records used to manage the expenditure of funds within an office including manual or automated control systems and supporting documents. <i>(Destroy after 1 year.)</i>	120.10 NN-168-94	
16	110.55 Position Description Files. Copies of documents describing an established position within an office and related records. Includes forms identifying position security requirements. <i>(Destroy when position is abolished or position description is superseded.)</i>	339.15	
17	110.58 Union Matters. Agreements, memoranda, correspondence, and other records relating to relationship between management and employee unions or other groups. <i>(Destroy when superseded or obsolete.)</i>	GRS 1/28 a(2)	
18	110.61 Office Record Disposition Files. Copies of records transmittals, and receipts used to transfer, retire, or ship office records. <i>(Destroy after all records listed have been destroyed or when no longer needed for reference.)</i>	New GRS 16, Item 2(a)	
19	110.64 Files Outlines. List of file numbers in use within an office to aid in filing and for reference purposes. <i>(Destroy when superseded.)</i>	New GRS 16, Item 7	
20	110.67 Inquiries and Reviews. Copies of Congressional inquiries; GAO and Inspector General reports; Hotline, fraud, waste and abuse awareness material; other reports, reviews and audits and related responses and backup materials. <i>(Destroy when superseded or no longer needed for reference.)</i>	New	
21	110.70 Support Agreements. Copies of inter/intraservice support agreements and similar instruments that document categories and terms of support between receiving and supplying activities and related correspondence. Does not include records of activity responsible for executing agreement. <i>(Destroy when superseded, obsolete, or no longer needed for reference.)</i>	New	
22	110.73 Contracting Officer's Technical Representative (COTR) Files. Records relating to contract oversight and receipt/acceptance of goods and services by individual offices assigned responsibility. Includes documentation such as copies of contracts and modifications, correspondence, inspection and performance reports, and related records. <i>(Destroy 3 years after completion of contract.)</i>	New	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

6 OF 6

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23	<p>110.80 Supervisor's Civilian Personnel Files. Records maintained by a supervisor or manager concerning civilian employees under his/her administrative control. Folders may contain: a record of the employees work history (supervisor's copy of position description, performance plan, performance ratings, other evaluations or notes for use in evaluating performance for counseling employees, and for basing disciplinary action); records of training planned, requested, scheduled or taken; printouts from automated personnel systems providing supervisors with day-to-day operating level information concerning their employees; letters, documents, notations or other information maintained only temporarily by the supervisor regarding the conduct or performance of an individual employee. These records must be safekept under the provisions of DLAR 5400.21, Personal Privacy and Rights of Individuals Regarding Their Personal Records and applicable system notice in DLAH 5400.1, DLA Systems of Records Handbook. <i>(Review annually, destroy superseded or obsolete documents. On separation from organization, transfer to gaining supervisor or servicing personnel office, as appropriate.)</i></p>	339.50	
24	<p>110.84 Supervisor's Military Personnel Files. Informational documents accumulated on individual military personnel by offices not having custody of the individual personnel records. Includes copies of military position descriptions. <i>(Review annually, destroy superseded or obsolete documents. On transfer or separation of individual, place in inactive file. Cut off inactive file at end of calendar year, hold 1 year, then destroy.)</i></p>	New	