

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-361-91-10

DATE RECEIVED

5/15/91

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1. FROM (Agency or establishment)

Defense Logistics Agency

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.

(703) 274-6231

DATE

8/14/91

ARCHIVIST OF THE UNITED STATES

Claudia J. ...

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.

B. DATE

6 May 91

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 GRS OR SUPERSEDED JOB CITATION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 Defense Logistics Agency's Records Control Schedule. This revision will supersede series 940, 942, 943, 944, 945, 946, 947, and 948 of DLAM 5015.1, Files Maintenance and Disposition.

Copies sent to agency, NCF, 8/22/91

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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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<p>940 DISTRIBUTION. Relates to operations involving the receipt, storage, care and preservation, packing, and shipment of assigned items by the storage activity including depot transportation services. Activities assigned Direct Commissary Support System (DICOMSS) responsibilities will use applicable file series found in the 940 series.</p>		
1	<p>940.01 Distribution Program Files. Documents related to the formulation, management, administration and execution of individual Distribution 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>NN 168-94 DLAM 940.01</p>	
2	<p>940.02 Distribution Correspondence Files. Documents providing general direction, staff guidance and reporting in the management and administration of Distribution such as interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.</p> <p>a. <u>HQ DLA</u> - Destroy after 2 years.</p> <p>b. <u>Other Activities</u> - Destroy after 1 year.</p> <p>941 DISTRIBUTION MANAGEMENT. Relates to the physical inventories of stocks, administration of distribution training programs, support of the coordination of development and implementation of distribution policies and programs, workload planning, control, and prioritizing, and depot packaging management.</p>	<p>NC1-361-76-10 DLAM 940.02</p>	
3	<p>941.10 Inventory Schedule Files. Reports, listings, and similar workload planning documentation used to schedule inventories of stocks. <i>(Destroy after 3 years.)</i></p>	<p>NEW</p>	
4	<p>941.15 Inventory Monitoring. Forms, listings (cancellation, count discrepancy, delinquent count, classification suspense, location/storage discrepancy), inventory forecasts, count cards, analyses, and related physical inventory records used during the inventory process. <i>(Destroy after 1 year or when no longer needed, whichever is sooner.)</i></p>	<p>NEW</p>	

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5	941.20 Completed Inventory Evaluation. Analysis reports, inventory count histories, listings, and related backup materials used to input inventory data, evaluate count information, and to release completed inventories. <i>(Destroy after 1 year.)</i>	NEW	
6	941.25 Balance/Transaction Coding. Coding sheets and related papers used to document entries of transaction adjustments. <i>(Destroy after 30 days or after records are adjusted.)</i>	NEW	
7	941.30 Balance/Transaction Register Reconciliations. Reports, printouts, forms, messages, correspondence, inquiry documents (locator inquiries, center balances, materiel release order (MRO) histories, quality control reports, reports of discrepancy), violation listings, and related backup materials summarizing the reconciliation of unmatched balances/transactions used to recap adjustments made to accountable records. <i>(Destroy after 1 year or when no longer needed, whichever is sooner.)</i>	NEW	
8	941.35 Inventory Investigative Research Files. Correspondence, checklists, printouts, listings, reports, and similar records relating to the research of major stock discrepancies identified as a result of inventories, denials, and lost receipts. Includes documentation recording results of research such as letters, government property lost or damaged (GPLD) certificates, and reports of survey. <i>(Destroy after 3 years.)</i>	NEW	
9	941.40 Inventory Control Effectiveness Files. Correspondence, reports, listings, and backup materials used to summarize inventory results/ effectiveness. <i>(Destroy after 2 years.)</i>	NEW	
10	941.45 Location Changes. Cards and related item locator information used to add or delete stock locations. <i>(Destroy after 6 months.)</i>	NEW	
11	941.50 Location Surveys. Forms, reports, analyses, cards, and related documentation used to initiate, close, cancel, or document accomplishment of location surveys. <i>(Destroy after 1 year or when no longer needed.)</i>	NEW	
12	941.55 Inventory History. Copies of balance and transaction files documenting monthly transactions used to research and reconcile losses and gains. <i>(Destroy after 2 years.)</i>	NEW	

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13	941.60 Workload Planning Files. Reports, listings, and similar records used to control and plan daily materiel release order workload. <i>(Destroy after 1 month.)</i>	NEW	
14	941.65 Workload Statistical Files. Listings, reports, and similar records relating to workload statistics, such as lines shipped and manhours. <i>(Destroy after 2 years.)</i> 943 RECEIVING. Relates to the receipt, inspection, classification, and routing to storage incoming parcel posts, less-than-load lots, mixed inbound shipments, and supply documentation for receipts. Includes administration of programs for the accomplishment of stock readiness including surveillance inspections, care of materiel in storage, repair, and stock maintenance.	NEW	
15	943.10 Nonprocurement Receipt Documentation. Copies of receipt documents accumulated from nonprocurement sources such as item release/receipt documents used to return previously issued materiel to depot storage including supporting documentation. <i>a. Destroy 3 months after receipt of final shipment.</i> <i>b. Automatic disposal action records - Destroy after 2 years.</i>	NEW	
16	943.11 Procurement Receipt Documentation. Copies of receipt documents accumulated from procurement sources such as contracts, amendments, modifications, and similar receipt supporting documentation and used to identify incoming materiel and inspect for contract compliance (preservation/packaging/packing/markings), condition, and damage. <i>(Do not microfilm. Destroy 3 months after receipt of final shipments.)</i>	DLAM 943.30	
17	943.12 Acceptance Receipt Documentation. Material inspection and receiving reports, orders for supplies or services/requests for quotation, and comparable documents which serve as proof of acceptance and support an acceptance report (DIC PK_) or D4_. These records (hard copy or microfilm) will be maintained separately from receipt documentation described in 943.11 series and filed by date of acceptance by calendar year. <i>(Destroy 6 years and 3 months after cutoff.)</i>	DLAM 943.40	

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18	943.15 Receiving Inspection. Damage reports, supporting documents, correspondence, and similar records relating to non-transportaiton related damaged/discrepant incoming shipments. <i>(Destroy after 2 years.)</i>	NEW	
19	943.20 Active Listing Files. Listings, reports, and related records used to confirm data input of reports of discrepancy posted to Center records. <i>(Destroy after input actions verified.)</i>	NEW	
20	943.25 Deleted Suspense Record Files. Listings, reports, and related records used to verify data input of inspections verification changes/corrections. <i>(Destroy after 1 year.)</i>	NEW	
21	943.30 Receipt Not Confirmed Files. Listings, reports, and related records pertaining to materiel received but not assigned storage location. <i>(Destroy after receipts confirmed.)</i>	NEW	
22	943.35 Storage Item Changes. Printouts, reports and listings concerning missing data, incomplete item locations, validation rejects, errors, reconciliations, item analyses, exceptions, and similar data relating to storage item change actions. <i>(Destroy after 2 months.)</i>	NEW	
23	943.40 Receiving Adjustment Records. Suspense listings used to monitor condition code adjustments of stored materiel not ready for issue. <i>(Destroy after computer updating actions verified.)</i>	NEW	
24	943.45 Receiving Workload Reports. Listings containing daily production count used to monitor manhours and productivity. <i>(Destroy after 90 days.)</i>	NEW	
25	943.50 Materiel Preparation Records. Forms and similar documents used to record costs to package, pack, containerize, and unitize materiel received prior to storage. <i>(Destroy after 1 year.)</i>	NEW	
26	944 STOCK MAINTENANCE. Relates to the repair and rebuild of mission stocks and the assembly of items, kits, and sets.		
26	944.10 Project/Job Orders. Project order forms and amendments, job orders, material order forms, incoming/outgoing stock documentation, picking tickets, preliminary inspection forms, rate sheets, service control forms, and related records used to document and control a job/project from point of acceptance to completion. <i>(Destroy after 2 years.)</i>	NEW	

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27	944.15 Stock Inspections. Forms and related materials requesting tests and/or reporting results of tests on electronic stock items. <i>(Destroy after 2 years.)</i>	NEW	
28	944.20 Assemblies. Forms, checklists and related materials used to assure quality control and maintain status of multiple container shipments in the assembly/disassembly, packing and crating of facilities, items, kits, sets or repaired stock and the upgrading of preservation, marking, and packaging of material for assemblies and kits. <i>(Destroy after 2 years.)</i> 945 TRANSPORTATION AND SHIPPING. Relates to providing transportation services including shipment planning, freight handling, load compliance requirements, carrier equipment arrangements, terminal operations, and related activities required to process shipping orders worldwide.	NEW	
29	945.10 Bills of Lading Files. Copies of inbound and outbound government bills of lading (GBLs) and commercial bills of lading (CBLs); correction notices; certificates used in lieu of GBLs; route slips, packing lists; rail bills; and related documentation used to process shipments. <i>(Destroy after 3 years.)</i>	GRS 9/1b	
30	945.15 GBL Suspense Files. Advance copies of incoming shipments used to match receipts with actual shipment. <i>(Destroy after shipment received.)</i>	NEW	
31	945.20 Outbound Bill of Lading Logs. Logs, registers, listing, or similar systems used maintain accountability for all GBL numbers assigned. <i>(Destroy after 3 years.)</i>	NEW	
32	945.25 Discrepancy Reports. Copies of reports, forms or similar records used to document transportation shipment problems such as damaged material, over or short shipments, astray shipments, and carrier non-performance of service, correspondence, and related papers which are used to initiate claims against carriers. <i>(Destroy after 3 years.)</i>	NEW	

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33	945.30 Shipping Reports. Automated reports used to analyze traffic management matters. Includes reports on mode of shipment, commodity priority and mode, destination and commodity, category origin, point of embarkation traffic, and similar reports. <i>(Destroy after 3 years.)</i>	NEW	
34	945.35 Freight Classification Files. Reports, listing, and similar documents providing freight classifications, rates, and related transportation/shipping data for managed/stocked NSNs used for shipment planning purposes. <i>(Destroy when superseded, obsolete, or no longer needed for reference.)</i>	NEW	
35	945.40 Military Standard Logistics System Files. Intransit data cards, reports of shipment, and other standardized shipment documentation used to process materiel movement and to evaluate transportation performance. <i>(Destroy after 4 months or when quarterly update is completed, whichever is sooner.)</i>	NEW	
36	945.45 Transportation Movement Files. Copies of transportation control movement documents, consists, and related papers concerning export loads. a. <i>FMS Shipments - Destroy 2 years after final shipment.</i> b. <i>Other Shipments - Destroy 1 year after final shipment.</i>	NEW	
37	945.50 Export Bookings. Logs, registers, or similar documents used to record export booking requests, routings, and confirmations. <i>(Destroy after 1 year.)</i>	NEW	
38	945.55 Shipment Billing Logs. Logs, registers, or similar documents for recording shipment billing details used for reporting statistics and research. <i>(Destroy after 1 year.)</i>	NEW	
39	945.60 Carrier Release Files. Documents used to order, release, and dispatch carrier's equipment. <i>(Destroy after 3 years.)</i>	NEW	
40	945.65 Carrier Control Files. Logs, registers, appointment books, inspections books, and similar documents used to schedule delivery appointments, track arrivals, departures, internal movements, status, and inspection requirements of truck and rail cars. <i>(Destroy after 3 years.)</i>	NEW	

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41	<p>945.70 Security Seal Logs. Logs, registers, or similar system used to maintain accountability for numbered seals applied to departing carriers. (<i>Destroy after 1 year.</i>)</p> <p>946 WAREHOUSING. Relates to the physical receipt, storage, and packing of assigned materiel (includes semiperishable brand name overseas commissary resale items); the maintenance of an accurate stock locator system; the selection and preparation of materiel to be shipped; and the provision of required services to support operational requirements.</p>	NEW	
42	<p>946.10 Scheduling Files. Appointment schedules, logs, late extension sheets, listings, and related records used to coordinate and control inbound truck and railcar traffic. (<i>Destroy after 1 year.</i>)</p>	NEW	
43	<p>946.13 Materiel Receipt Verification. Copies of material inspection and receiving reports used to verify material received on direct unloads of trucks and railcars. (<i>Destroy 3 months after final shipment.</i>)</p>	NEW	
44	<p>946.16 Materiel Movement Files. Internal documents and forms relating to material movement used to identify materials being received, stowed or changing storage location. (<i>Destroy after computer updating actions verified.</i>)</p>	DLAM 945.10	
45	<p>946.19 Packing Quality. Quality report check sheets and related forms used to assure quality of the various packing functions. (<i>Destroy after 1 month.</i>)</p>	NEW	
46	<p>946.22 Materiel Release Files. Issue release/receipt documents relating to processing (select, prepare, ship) stored materiel for release. (<i>Destroy after 1 year.</i>)</p>	NEW	
47	<p>946.23 Materiel Release Control. Control registers, recap sheets, release workload, offered late sheets, backlogs, and similar listings used to monitor issue processing. (<i>Destroy after 1 year.</i>)</p>	NEW	
48	<p>946.26 Warehouse Denials. Material movement documents, denial/shortage investigation checklists, adjustment/document control registers and related documentation used to monitor and track warehouse denials. (<i>Destroy after 1 year.</i>)</p>	NEW	
49	<p>946.29 Destination Listings. Listings identifying material release order destinations used to research all requisitions shipped against a specific cycle. (<i>Destroy after 6 months.</i>)</p>	NEW	

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50	946.32 Workload Monitoring. Listings containing weekly and monthly production count reports used to monitor, control, and verify workload, workhours, and productivity. <i>(Destroy weekly listings after 3 months, monthly listings after 1 year.)</i>	NEW	
51	946.35 Container Shipping Schedule. Listings, reports, and similar documents relating to workload forecasts for upcoming DICOMSS cycle used for planning purposes. <i>(Destroy after 1 year.)</i>	NEW	
52	946.38 Shipment Monitoring. Status inquiries, line item materiel release status inquiries, shipping unit/line item inquiries, and related listings used to monitor delivery and shipment records. <i>(Destroy after 1 month.)</i>	NEW	
53	946.41 Work Orders. Work orders, work order registers, forms, and cost records used to document work to be accomplished. <i>(Destroy when no longer needed.)</i>	NEW	
54	946.44 Shipping Manifests. Manifests of small parcels shipped used to verify charges and trace shipments. <i>a. FMS Shipments - Destroy 2 years after final shipment.</i> <i>b. Other Shipments - Destroy 1 year after final shipment.</i>	NEW	
55	946.47 Cigarette Shipping Files. Copies of materiel release documents, consists, completed contracts, and related records pertaining to overseas shipments of cigarettes used to research discrepancies. <i>(Destroy after 2 years.)</i>	NEW	
56	946.50 Controlled Item Files. Cards, inventory control sheets, logs, materiel release documents, contract copies, and similar records pertaining to controlled items. <i>(Destroy after 2 years.)</i>	NEW	
57	946.53 Inventory Monitoring. Listings, reports, and similar records relating to documenting inventory results. <i>(Destroy after next completed inventory.)</i>	NEW	
58	946.56 Subsistence Disposition. Documents accumulated as a result of disposing of subsistence items not appropriate for overseas shipment. Items include serviceable items issued to local commissaries for sale, return of 'L' (suspended for litigation) condition stock to vendors, and unserviceable items sent to Defense Reutilization and Marketing Office. <i>(Destroy after 1 year.)</i>	NEW	

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59	946.59 Damaged Stock Files. Forms or similar documents used to record destruction and/or recouplement of damaged stocks. <i>(Destroy after 3 years.)</i>	NEW	
60	946.62 Building Security Logs. Logs used to record personnel entries into vault to maintain tax-free products warehouse security. <i>(Destroy after 1 year.)</i>	NEW	
61	946.65 Building Access Lists. List of personnel with access privileges to secure areas. <i>(Destroy when replaced with updated copy.)</i>	NEW	
62	946.68 Inspection, Testing, Results and Disposition. Request for and results of tests, reclassification (downgrading/upgrading) records such as DAC transactions, related storage quality control reports, records documenting materiel condition code changes, and similar documents (or automated equivalents) relating to inspection and testing of Type II extendible shelf-life items. <i>(Destroy after next inspection, or 2 years, whichever is sooner.)</i>	NEW	
63	946.71 Space Utilization. Space assignment summary forms, configuration and occupancy worksheets, space reports, and similar records used to determine and assign space requirements and configurations. <i>(Destroy after 3 years.)</i>	NEW	
64	946.74 Bin Replenishment. Listings and reports pertaining to replenishment of materiel in bin locations. <i>(Destroy after 1 year.)</i>	NEW	
65	946.77 Hazardous Material Stock Location. Listings, forms, and similar records used to identify current location of hazardous material stock items. <i>(Destroy after 3 years.)</i>	NEW	
66	946.80 Radioactive Material Disposal. Documents maintained by radiation protection officers on the disposal of radioactive items stored within Defense depots. <i>(Destroy after 75 years, or after Nuclear Regulatory Commission (NRC) clearance, whichever is later.)</i>	NEW	

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67	<p>946.83 Radiation Monitoring and Exposure. Surveys, reports, and related documents used to detect, monitor, and record radiation levels and individual exposure which are:</p> <p>a. Used to determine compliance with NRC regulations on restricted areas, to measure external radiation when personnel monitoring is not performed, and to evaluate the release of radioactive effluents to the environment. <i>(Destroy after 75 years, or after NRC clearance, whichever is later.)</i></p> <p>b. Other than those described above. <i>(Destroy after 2 years.)</i></p>	NEW	
68	<p>946.86 Radioactive Material Incident Reporting. Retained copies of required reports to NRC on losses or thefts of licensed material and individual exposures, radiation releases, property damage, and comparable incidents. <i>(Destroy after 75 years, or after NRC clearance, whichever is later.)</i></p>	NEW	