

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-361-91-14	DATE RECEIVED 11/25/91
1. FROM (Agency or establishment) Defense Logistics Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Staff Director, Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Planning and Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Allen Easterly	5. TELEPHONE (703) 274-6234	DATE 12/16/91	ARCHIVIST OF THE UNITED STATES 

**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 5 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; or  has been requested.

DATE 21 Nov 91	SIGNATURE OF AGENCY REPRESENTATIVE  PRESTON B. SPEED	TITLE Chief, Administrative Management Branch
-------------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The enclosed is a revision of the records disposition schedule for our Directorate of Quality Assurance. This revision will supersede the 850 series of our Files Maintenance and Disposition Manual (DLAM 5015.1).</p> <p>This revision is an update of NARA Job No. N1-361-91-14 and contains changes recommended by GAO letter of September 20, 1991 and NARA letter dated October 11, 1991 and is being resubmitted per your request.</p>		

*Copies sent to Agency, NN-W, NNT, NCF, NIA 12/13/91*

## QUALITY ASSURANCE

**770 QUALITY ASSURANCE.** Relates to the implementation of quality assurance, within depots, contracting, and contract management activities.

**770.01 Quality Assurance Program/Project Files.** Documents related to the formulation, management, administration and execution of individual Quality Assurance programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.

DLAM  
5015.1  
850.05

- a. HQ DLA Quality Assurance Executive Directorate. *Permanent.* N1-361-91-14
- b. Other activities. *Destroy after 1 year.* N1-361-91-14

**770.02 Quality Assurance Correspondence Files.** Documents providing general direction, staff guidance and reporting in the management and administration of Quality Assurance matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.

DLAM  
5015.1  
850.05

- a. HQ DLA Quality Assurance Executive Directorate. *Permanent.* N1-361-91-14
- b. Other activities. *Destroy after 1 year.* N1-361-91-14

**770.03 Professional Development and Certification.** Individual development plans, system and commodity certifications and recertifications, and related documents. (*Destroy when no longer needed, or if employee transfers, forward to gaining organization. Exception: Give to the employee when the employee is moving to a position where certification is not required.*) N1-361-91-14

DLAM  
5015.1  
850.15 &  
850.35

**773 CONTRACT MANAGEMENT QUALITY.** Relates to the implementation of quality assurance, specialized safety programs and procedures, including the planning and management of technical, quality assurance engineering, and operational support programs within Defense Contract Management activities.

**773.10 Quality Assurance Program Evaluations.** Process reviews, statistical analyses, trend analyses, and related items pertaining to contractor quality programs.

NEW

- a. Routine. *Destroy after 2 years.* N1-361-91-14
- b. Non-routine. *Destroy 2 years after completion of corrective action.* N1-361-91-14

**773.15 Contract Requirements and Briefs.** Records reflecting quality requirements on specific contracts including contract briefs and requests for special service and support. (*Destroy 1 year after completion of contract.*) N1-361-91-14

NEW

**773.20 Deficiency and Improvement Reporting.** Corrective action requests, continuous improvement opportunities, material review board actions, field failure reports, customer complaints, related databases and similar actions.

DLAM  
5015.1  
850.20

- a. Level I, Nuclear and Subsafe. *Destroy 3 years after completion of the action or through the warranty period, whichever is later.* N1-361-91-14

b. All others. *Destroy 2 years after completion of action.* N1-361-91-14

**773.25 Support Actions.** Quality evaluations and reviews performed for contract management functions and other activities such as source selection information requests, post-award conferences, determinations on necessity and economics of repair of government furnished property, and similar actions. (*Destroy 2 years after contract closure.*) N1-361-91-14

NEW

**773.30 Lab Testing.** Laboratory reports, certifications, and related documents pertaining to destructive and non-destructive testing, and material analysis. (*Destroy after 2 years or when no longer needed for reference, whichever is greater.*) N1-361-91-14

NEW

**773.35 Reimbursable Labor.** Records of labor hours expended under arrangements for reimbursable contract management services such as NASA and foreign military sales contracts. (*Destroy 2 years after contract closure.*) N1-361-91-14

NEW

**773.40 Contractor Facility Assessment and Surveillance.** Risk assessments, records of specific contract surveillance requirements, notes and other records of day-to-day activities. (*Destroy upon termination or completion.*)

NEW

**773.45 Contractor Mishaps.** Contractor mishap investigations of DLA administered contracts and related documents. (*Destroy 6 years and 3 months after litigation has closed or when no longer needed for reference, whichever is later.*)

NEW

~~**773.50 Flight Operations.** Documents pertaining to flying operations and flight safety. (*Destroy after 6 years.*) N1-361-91-14~~

DLAM  
5015.1  
850.50

~~**773.55 Contractors Flight Operations.** Case files pertaining to individual contractor flight operations and flight safety programs. (*Destroy after 3 years of when no longer needed for current operations, whichever is later.*) N1-361-91-14~~

DLAM  
5015.1  
850.52

~~**773.60 Specialized Safety.** Documents regarding safety programs related to specialized safety and aircraft ground safety. (*Destroy after 6 years.*) N1-361-91-14~~

DLAM  
5015.1  
850.51

**773.65 Specialized Safety Surveys.** Survey reports, requests for corrective action, corrective action plans, follow-up surveys, and related correspondence. (*Destroy 2 years after completion of required actions.*) N1-361-91-14

NEW

~~**773.70 Contractors Specialized Safety.** Case files pertaining to individual contractors specialized safety and aircraft ground safety. (*Destroy after 3 years or when no longer needed for current operations, whichever is later.*) N1-361-91-14~~

DLAM  
5015.1  
850.53

**775 CONTRACTING QUALITY.** Relates to the development and establishment of contract quality assurance requirements, policies, programs, and systems at DLA supply centers.

**775.10 Contractor and Government Entity Code (CAGE) Files.** Item and contract information, papers relating to purchases, specifications, waiver deviations, letters of instruction, and requests for engineering support. Includes reports relating to inspections, receiving, storage, quality control, test and lab results, and related materials used to evaluate adequacy of technical

NEW

requirements, product conformance, inspection and test results; participate in inspections, pre-award and postaward conferences; issue letters of instruction and provide technical guidance; resolve quality problems; evaluate requests for waivers and deviations; and resolve customer/depot complaints. (Destroy 6 years and 3 months after final payment.)

**775.15 Quality History Files.** Documents relating to an item, type of item, or contractor pertaining to unsatisfactory item quality, such as suspended purchase requests, quality complaints, evaluations, drawings, records of corrective or followup actions and related records. Excludes deficiency reports which have no value for quality history purposes.

- a. Item file. *Destroy 3 years after item transfer.*
- b. Contractor file. *Destroy after 6 years and 3 months after final payment.*

**775.20 Specification File.** Specifications and codes, copies of purchase requests, urgent data requests, Government/industry data exchange alerts, requests for engineering/technical support, qualified product lists, interrogation replys, variable inquiries, conversation records, correspondence and notes used to review product specifications and recommend improvements. (Destroy 1 year after specification is revised or cancelled.) N1-361-91-14

**775.25 Customer Depot Complaint System (CDCS) File.** Complaints, storage reports, product quality deficiency reports, other reports of deficiency, transportation discrepancies, audit reports, depot storage reports, and other related items in the automated CDCS, used to control and track complaints, and generate automated management reports.

a. Records relating to shipping. *Purge data base 2 years after problem is closed out. Destroy microfiche or tape when no longer needed for current business.* N1-361-91-14

b. Other records. *Purge data base 5 years after problem is closed out. Destroy microfiche or tape when no longer needed for current business.* N1-361-91-14

**775.30 Inspection, Test, and Sampling Plans.** Inspection checklists, sampling plans, test plans, and waivers for testing used to implement and develop Quality Assurance Provisions (QAP) for input to contracts and to determine type of contract quality, inspection, testing, calibration, shelf life, and bid sample requirements. (Destroy 2 years after contract closure.) N1-361-91-14

**775.35 Verification Testing.** Requests for verification testing, funding documents, test plans, material release orders, computer tracking documents, coordinations, complaints documentation, and other backup materials used to justify and arrange verification testing. (Destroy 2 years after contract closure.) N1-361-91-14

**775.40 Lab Testing.** Backup materials for lab results such as complaints used to identify needs for laboratory testing and subsequent requests for lab testing. (Destroy 2 years after contract closure.) N1-361-91-14

**775.45 Storage Standards.** Basic text, changes and backup material used to develop and update quality assurance storage standards for depot quality control programs. (Retain current and previous issue of standards, changes,

DLAM  
5015.1  
850.25 &  
850.26

NEW

NEW  
GRS 23  
Item 8

NEW

NEW

NEW

NEW

and backup material in current file area. Destroy when superseded.)

N1-361-91-14

**775.50 Cost Management.** Comparative narratives, costs of quality by account code, office, division, etc., and related statistical data and correspondence used to develop and maintain cost of quality information for DLA managed items. (Destroy after 2 years.) N1-361-91-14

DLAM  
5015.1  
850.10

**775.55 Statistical Technique History File.** Statistical technique formulation data, staff memos, and related background materials and correspondence used to develop statistical techniques for application in contracts, commercial activity documents, measurements, evaluations, and storage standards. (Destroy after 3 years or when litigation has been closed, whichever is later.) N1-361-91-14

NEW

**775.60 Substitute/Counterfeit Material Investigations.** Requests for inspections, allegations, inspection reports, meeting minutes and related correspondence used to investigate and report on unauthorized substitute/counterfeit materials. (Destroy 6 years after case is closed.) N1-361-91-14

NEW

**775.65 DLA Quality Audit File.** Inspection reports, data input forms and other materials used to develop and implement internally unique operational procedures and provide technical guidance for the specific accomplishment of the DLA Quality Audit mission. (Destroy when no longer needed for reference.) N1-361-91-14

NEW

**777 DEPOT QUALITY.** Relates to the administration of programs for the performance and reporting of product quality audits and special inspection of DLA managed items stored at DLA storage activities.

**777.10 Technical Data Files.** Specifications, standards, drawings, and blueprints of DLA-managed items used to support technical inspection of a product. (Destroy when no longer needed.) N1-361-91-14

NEW

**777.15 National Stock Number (NSN) Audit Files.** Contract copies, supporting technical data, requests for testing, findings, product verification records, correspondence and similar records relating to audited products. (Destroy after 1 year.) N1-361-91-14

NEW

**777.20 Calibration Files.** Listings, printouts, correspondence, calibration audit findings, and similar records relating to calibration of inspection and testing devices. (Destroy when equipment is no longer in use.) N1-361-91-14

NEW

**777.25 Quality Audit Summaries.** Data summaries, receipt inspection forms, listings, and similar records used to summarize monthly audit results. (Destroy after 1 year.) N1-361-91-14

NEW

**777.30 Quality Control Schedules.** Reports, listing, printouts, and similar records used to select and schedule locations for audit and statistical analysis. (Destroy after 1 year.) N1-361-91-14

NEW

**777.35 Functional Quality Audit Files.** Listings, printouts, sample data, observation records, correspondence, report and recommendations, and similar records accumulated during performance of audit. (Destroy after 1 year.) N1-361-91-14

NEW

**777.40 Special Quality Audit Files.** Correspondence, messages, action plan, sample data, observation records, report and recommendation, and similar records accumulated during performance of unscheduled (special) audits. (Destroy after 3 years.) N1-361-91-14

NEW

**777.45 Quality Audit Discrepancy Files.** Conversation records, discrepancy reports, investigation forms, printouts, correspondence, investigation results, and similar records relating to customer complaint investigations. (Destroy after 1 year.) N1-361-91-14

NEW

**777.50 Quality Audit Followup Files.** Records relating to audit/verification of corrective actions taken to correct deficiencies. (Destroy after 3 years.) N1-361-91-14

NEW

**777.55 Problem Resolution Files.** Correspondence, messages, copies of customer complaints, reports of litigation visit and corrective action taken, and similar records relating to contractor visits to upgrade or resolve problems with materiel under litigation. (Destroy after 3 years.) N1-361-91-14

NEW

**777.60 Quality Data Evaluation Charts.** Pareto charts, graphs, and similar statistical tools used to display data relating to the performance of various quality audit functions. (Destroy after next update, or when no longer needed for reference.) N1-361-91-14

NEW

**777.65 Quality Audit Support.** Records relating to educational support to operational areas. Includes records such as training materials, booklets, checklists (functional), standard operating procedures, flow charts, viewgraphs, and related backup materials used to improve functional area effectiveness. (Destroy when no longer needed.) N1-361-91-14

NEW