

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *N1-361-91-16*

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

DATE RECEIVED
7-30-91

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Planning & Resource Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Allen Easterly

274-6234

2/19/92

[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 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. *Has been requested.*

B. DATE <i>19 Jul 91</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i>	D. TITLE Chief, Administrative Management Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	The enclosed is a revision of the records disposition schedule for our Directorate of Technical Operations. This revision will supersede the 700 and 862 series of our Files Maintenance and Disposition Manual (DLAM 5015.1).		

Copies sent to agency, NCF 2/26/92

700 TECHNICAL OPERATIONS, LOGISTICS SERVICES, AND QUALITY ASSURANCE

705 TECHNICAL OPERATIONS. Relates to quality and reliability, cataloging, technical data, standardization, value engineering, engineering support, and technical support of acquisition and provisioning.

705.01 Technical Operations Program Files. Documents related to the formulation, management, administration and execution of individual Technical Operations programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. (*Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.*)

NEW

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

NEW

- a. HQ DLA - Destroy after 2 years.
- b. Other Activities - Destroy after 1 year.

710 VALUE ENGINEERING

710.10 Value Engineering Projects and Studies. Should-cost analyses, value engineering change proposals, reverse engineering projects, price challenges, and related records pertaining to projects:

DLAM 5015.1
862.35

- a. Resulting in Cost Savings - Destroy after 6 years, or when no longer needed for reference or research, whichever is later.
- b. Not Resulting in Cost Savings - Destroy when no longer needed for reference or analysis.

710.20 Value Engineering Item Records. Documentation summarizing prior value engineering efforts on individual items used for reference and research. (*Destroy when no longer needed for reference.*)

NEW

710.30 Value Engineering Reporting. Statistical reports on value engineering program activities including projects, savings, items screened, and similar information. (*Destroy after 1 year.*)

NEW

710.40 Value Engineering Change Proposal Program Presentations. Presentations and related documents on efforts to encourage contractor submission of VECPs including business conference programs and similar efforts. (*Destroy after 1 year, or when superseded, whichever is sooner.*)

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710.50 Replenishment Parts Purchases and Loans. Informational copies of contracts and agreements for the loan or sale of items to contractors for

NEW

engineering purposes. (Destroy 1 year after return of item or sale, as applicable.)

715 STANDARDIZATION

715.10 Specification History Files. Commercial item descriptions, copies of specifications and proposed revisions, communication control records, records of document actions, action sheets, coordination letters, correspondence with manufacturers and related materials used to manage the Defense Standardization and Specification Program. (Destroy 2 years after specification is cancelled or superseded.)

715.13 Federal Supply Classification (FSC) Files. Program plans and related backup materials related to analysis of FSCs or Defense Standardization and Specification Program. (Destroy when plan expires or is superseded.)

715.16 Defense Standardization and Specification Program Policies, Procedures, and Instructions (DoD 4120.3-M) Updates. Commercial item descriptions, coordinations, changes and related items and backup materials used to recommend changes to DoD 4120.3-M for improvement of the standardization mission performance. (Destroy when change is published.)

715.19 Standardization Liaison. Telephone records, meeting minutes, trip reports, correspondence, and related information acquired as a result of participation as DoD representative at industry/military standardization meetings, and maintaining liaison with military services. (~~Destroy when addressed issue is resolved.~~ Destroy, when 2 years old, or when no longer needed, whichever is sooner.)

715.21 Project Register. Project registers used to identify, schedule and monitor standardization projects. (Destroy 2 years after all actions on register are completed.)

715.40 Parts Control History File. Recommendations and/or requests for parts use, parts selection lists, related technical inputs, updates, and responses used to support equipment design organizations in the selection and application of standard parts in equipment design programs. (Destroy 3 years after part is superseded, obsolete, or no longer needed.)

715.43 Parts Control Publicity. Copies of government furnished base lines, MIL-STD 965A, MPCAG Directory, related publicity items and publications, and cover letters sent to contractors to publicize the Parts Control Program and the Military Parts Control Advisory Group (MPCAG) concept. (Destroy after 1 year.)

715.46 Engineering Consultation. Copies of parts selection lists, justifications for parts selection, drawings, specifications, recommendations to use parts, technical data; trip reports, board meeting minutes and related materials used to record history of engineering consultations to parts control boards, advisory groups, committees, panels, and contractors. (Destroy 2 years after consultation or when no longer needed for reference.)

715.49 Engineering Design and Logistics. Source lists for supply, standardized parts drawings, requests for specification updates, and

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NEW

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Change made
per GAO
letter.

NEW

NEW

NEW

NEW

NEW

related correspondence and backup materials used to notify contractors of parts meeting specific design application requirements. *(Destroy 2 years after specification is cancelled or superseded.)*

NEW

715.52 Manufacturing Techniques and Procedures. Meeting minutes, trip reports, catalogs, procedures and techniques, information received at conferences, correspondence, and related materials obtained and used to supply information on state-of-the-art manufacturing techniques and procedures being developed that impact parts selection. *(Destroy when superseded, obsolete, or no longer needed.)*

715.55 Government Furnished Baseline (GFB) Listings. Computer listings reflecting the history of standardized parts. *(Destroy when superseded or obsolete.)*

NEW

715.58 Nonstandard Parts Evaluations. Current program parts selection list, latest standard military drawings, analyses and related backup materials, recommendations, and resulting decisions used in the analysis and evaluation of nonstandard part requests and analyses of contractor control drawings. *(Destroy 3 years after completion of related contract.)*

NEW

715.61 Cost Avoidance Reports. Status reports, copies of cost avoidance reports, parts matches, coordinations and documentation of creations of new NSNs, bin space arrangements and related materials used to identify potentials for cost avoidance. *(Destroy after 3 years.)*

NEW

715.64 Standardization Audits. Audit reports and records of corrective actions taken and responses to audit findings. *(Destroy 1 year after succeeding audit is conducted.)*

NEW

715.80 Item Standardization Studies. Item reduction studies, reviews of engineering practices, concurrences, and nonconcurrences, requests for project numbers, research information and related materials maintain currency of standardization status of items and assign item standardization codes. *(Destroy after study recommendations have been implemented, or when no longer needed for reference.)*

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715.82 Item Standardization Reviews. Study and control cards, drawings, item descriptions, transmittal sheets, study notes, listings, correspondence, concurrences/nonconcurrences, and related materials used or created in the conduct of item standardization reviews. *(Destroy after 10 years.)*

DLAM 5015.1
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715.84 Maintenance Files. Drawings, item descriptions, listings, correspondence, backup materials for Federal Supply Codes and related materials on items not covered by 715.80. *(Destroy after 3 years.)*

NEW

715.86 Item Reduction File. Studies of proposed item reductions, related listings, correspondence, and related materials. *(Destroy when study results have been implemented.)*

NEW

715.88 Cataloging Referrals. Cataloging requests, letters to the Military Services and responses, and similar correspondence used to refer cataloging actions as a result of item standardization reviews. *(Destroy when cataloging action is completed.)*

NEW

720 TECHNICAL SERVICES

720.10 Item Technical History Records. Determinations on the adequacy of technical data for procurement purposes, drawings, item transfer forms, correspondence with industry and engineering support activities, referrals and supporting documents for determinations on alternate offers, and comparable documents. *(Destroy when obsolete or when item is transferred or removed.)* NEW

720.20 Preprovisioning. Tables, screening worksheets notes Standard Alternate Item Referral/Request Notifications, total item records, revisions and related backup materials used to maintain the Provisioning Surveillance System. *(Destroy when stock number has been cancelled or when no longer needed for reference.)* NEW

720.25 Provisioning System Input Control. Suspense log book used to track inputs to the Provisioning Surveillance System. *(Destroy when no longer needed for reference.)* NEW

720.30 Provisioning/Preprovisioning Conferences. Preprovisioning reviews, drawing packages, distribution lists, document transmittals, conference projections and notifications, and related correspondence and backup materials used to plan, establish and conduct preprovisioning guidance conferences and provisioning/source coding conferences for procured end items and equipment. *(Destroy 5 years after NSN is established.)* NEW

720.40 Substitution Actions. Supply support requests for the identification of potential substitute items to meet requisitions. *(Destroy after 3 months, or when no longer required, whichever is sooner.)* NEW

720.45 Engineering Support Estimates. Documents and reports providing estimates of engineering support requirements. *(Destroy after 2 years.)* NEW

720.50 Packaging Project Records. Documents on packaging improvements, specialized problems, evaluation and testing, packaging board decisions, and related materials. *(Destroy 2 years after final decision or implementing actions.)* NEW

720.55 Packaging Complaints. Customer and depot complaints and related correspondence. *(Destroy after 1 year.)* NEW

720.60 Packaging Plant Visits. Staff visits to manufacturing facilities to examine packaging processes and provide assistance on technical problems. *(Destroy after 1 year.)* NEW

720.70 DoD Hazardous Material Data. Microfiche containing a record of the data contained in the DoD Hazardous Material Data Bank. *(Destroy after 75 years.)* NEW

730 LOGISTICS DATA

730.10 Logistics Data Records. Catalog data input forms, and related background data used to submit logistics data records for NSN assignment NEW

or revision. (*Destroy after NSN is assigned or data is revised, whichever is applicable.*)

730.20 Maintenance Transaction Files. Documents pertaining to revisions of cataloging data such as catalog data forms, coded item characteristics maintenance forms, and similar data. (*Destroy after 2 years.*) NEW

730.30 Provisioning Parts Lists. Records listing items of weapon systems components, meetings with manufacturers, provisioning service, and integrated material managers, and similar records used in determinations on the management of items. (*Destroy on receipt of related supply support requests or cancellation action.*) NEW

730.35 Provisioning History Files. Supply support requests for new items in support of military equipment, item entry control reviews, and related documents. (*Destroy after 5 years, or when no longer needed, whichever is sooner.*) NEW

730.40 Federal Item Identification Proposals. Retained copies of supply cataloging requests for changes in Federal item identification guides. (*Destroy on completion of action.*) NEW

730.45 Commercial and Government Entity (CAGE) Codes. Retained copies of requests to establish CAGE codes for item manufacturers. (*Destroy when published or confirmed.*) DLAM 5015.1
730.60

730.50 Data Preparation Reports. System generated reports on data transmission and quality. (*Destroy on completion of review, or when no longer required for analysis, whichever is later.*) NEW

730.55 Federal Item Identification Guides (FIIGs). Guides, reference drawings, descriptions of items in supply system, schedules, other background materials, correspondence and messages and related materials used to develop, prepare, coordinate, and maintain Federal Item Identification Guides. (*Destroy when item is removed from the supply system.*) NEW

730.60 Requirement Development. Memorandums, requests, comments, coordinations, research and associated materials and used to develop and coordinate requirements and replies for FIIGs from other activities, and logistical areas other than item identification. (*Destroy when requirements are published.*) NEW

730.65 Item Identification Preparation. Supply support requests, requests for maintenance actions, stock on hand reports, worksheets, approvals/denials, and related materials used to prepare and/or revise item identifications for all items requiring or having National Stock Number (NSN) assignments. (*Destroy 1 year after approval.*) NEW

735 TECHNICAL DATA MANAGEMENT.

735.10 Planned Procurement Listing. Listings of projected procurement actions used to identify noncompetitive items and researching the availability of technical data for procurement purposes. (*Destroy after 2 years.*) NEW

<p>735.20 DFAR S6 Full Screen Reviews. Documents used in reviews of technical data for individual items, efforts to acquire such data, and determinations on the competitive status of items. (<i>Destroy when obsolete, or 3 years after item breakout, as applicable.</i>)</p>	NEW
<p>735.30 DFAR S6 Competition Reporting. Periodic reporting on program activities, savings, and similar data. (<i>Destroy after 1 year.</i>)</p>	NEW
<p>735.40 Engineering Drawing Requests. Customer requests for engineering drawings. (<i>Destroy on completion of action, or when no longer required for analysis, whichever is later.</i>)</p>	NEW
<p>735.50 Repository Management Reports. EDASRE and SAMMS statistical and workload summaries. (<i>Destroy when no longer needed for reference or analysis.</i>)</p>	NEW
<p>735.60 Index Purge Listings. System reports used for purging engineering drawings. (<i>Destroy on completion of required actions.</i>)</p>	NEW
<p>735.70 Engineering Drawing Requisitions. Correspondence and messages requesting engineering drawings from engineering support activities and manufacturers and related communications on proprietary rights or deficiencies</p> <p>a. <u>Successful Actions</u> - <i>Destroy on completion of action.</i></p> <p>b. <u>Unsuccessful Actions</u> - <i>Destroy after 5 years, or when no longer required for follow-up or reference, whichever is later.</i></p>	NEW
<p>735.80 Engineering Drawing Purchases. Retained supply requisition and related control media on the purchase of engineering drawings from manufacturing sources. (<i>Destroy after 1 year.</i>)</p>	NEW
<p>735.90 Drawing Restoration. Logs and other control documentation identifying restored drawings. (<i>Destroy when no longer needed.</i>)</p>	NEW