

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *N1-361-91-18*

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

DATE RECEIVED
9-10-91

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE
1/19/92

ARCHIVIST OF THE UNITED STATES

Mrs. Judith S. Saulnier

274-6234

[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 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, 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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

28 Aug 91

Preston B. Speed
PRESTON B. SPEED

**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 GRS OR SUPERSEDED JOB CITATION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)

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Disposal authority is requested for the items in the enclosed proposed addition to this Agency's Records Control Schedule, DLAM 5015.1, Files Maintenance and Disposition.

750 DEFENSE LOGISTICS SERVICES. Relates to the operation, system discipline, and dissemination of logistics data for the Federal Catalog System (FCS), Defense Logistics Information System (DLIS), the Military Engineering Data Asset Locator System (MEDALS), and other assigned logistics information systems.

750.01 Logistics Services Program/Project Files. Documents related to the formulation, management, administration and execution of individual Logistics Services programs/projects such as 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.)

Copies sent to agency, NN-W, NNT, NNK, NCF 1/21/92

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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>
2	<p>750.02 Logistics Services Correspondence Files. Documents providing general direction, staff guidance and reporting in the management and administration of Logistics Services matters 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>751 TECHNICAL. Relates to development and maintenance of FCS cataloging tools and related System Support Record (SSR) files.</p>		
3	<p>751.10 Item Name Collaboration Action Requests. DD Forms 180 and similar actions, and supporting documents. <i>(Destroy after 2 years.)</i></p>		
4	<p>751.12 Mass Change Records. Cross reference notes, total item record extracts, and related records. <i>(Destroy after 2 years.)</i></p>		
5	<p>751.14 Logistics Data Management Reports. System reports used to maintain, update, and analyze data with the total item record. <i>(Destroy when no longer needed for reference.)</i></p>		
6	<p>751.16 Master Requirements Directory. Material tables and replies used to describe items within the Federal Supply Centers. <i>(Destroy when determined obsolete.)</i></p>		
	<p>752 INTERNATIONAL CODIFICATION. Relates to providing liaison and codification services to NATO and other foreign countries.</p>		
7	<p>752.10 AC/135 Panel A Meeting Minutes. Copies of meeting minutes, action items, messages, and similar records related to NATO codification of equipment. <i>(Destroy after 3 years.)</i></p>		
8	<p>752.12 Technical Data Files. Repository of technical data documentation such as engineering drawings, specifications, commercial catalogs, and similar data from manufacturers pertaining to individual items of production and used in item identification processes. <i>(Destroy when obsolete, superseded, or no longer needed for reference.)</i></p>		

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9	<p>752.14 Cataloging Action Files. Correspondence and supporting documentation pertaining to cataloging actions such as codification requests, cataloging change proposals, and cancellation requests. <i>(Destroy after automated system reflects change.)</i></p>		
10	<p>752.16 Foreign Military Sales (FMS) Case Files. Copies of FMS sales agreements, amendments, correspondence, final statements, and related supporting documentation accumulated as a result of providing cataloging services to foreign governments. <i>(Destroy when no longer needed for reference.)</i></p>		
11	<p>753 SYSTEMS MANAGEMENT. Relates to actions pertaining to logistics management data, system surveillance, systems documentation, and management statistical reporting for the FCS as well as assignment and maintenance of CAGE Codes and certification of militarily critical technical data agreements.</p>		
11	<p>753.10 Master System Change Request (SCR) File. Original requests, tracking documents, cost estimates, manhour and completion date projections, point papers, acceptance test plan, test results, functional description changes, test transactions, implementation plans and related background material pertaining to cataloging system change requests. <i>(Destroy when no longer needed for reference.)</i></p>		
12	<p>753.12 System Problem Reports. Copies of problem notifications, tracking and projections, and similar records pertaining to resolution of system problems. <i>(Destroy after 2 years.)</i></p>		
13	<p>753.14 Militarily Critical Technical Data Agreements. Copies of forms used by contractors to request certification, certifications, and similar records pertaining to contractor eligibility to receive militarily critical technical documentation. <i>(Destroy after 5 years. Exception: Agreements containing major changes, bring original agreement forward to current file.)</i></p>		
14	<p>753.16 Certified Access Files. Microfiche copies containing contractor certification numbers used to support data release decisions. <i>(Destroy upon receipt of updated copy.)</i></p>		

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15	753.18 Supply Code Requests. Copies of requests for assignment of commercial and government entity (CAGE) codes, A/C 135 forms, and similar records pertaining to assignment of supply codes to manufacturers. <i>(Destroy when obsolete, superseded, or no longer needed for reference.)</i>		
16	753.20 Supply Code Maintenance Files. Microfische copies produced from on-line system listing all CAGE codes assigned, information about the corporate structure and affiliations of companies assigned CAGE codes, and other information relative to contractors. <i>(Destroy upon receipt of updated copy.)</i>		
17	753.22 Part Number Summaries. Correspondence, copies of part numbering structures, summaries, CAGE code listings, and related records used to develop manufacturer's part number summaries. <i>(Destroy when obsolete, superseded, or when no longer needed for reference.)</i>		
18	753.24 Manufacturer Case Files. Copies of contractor name change notifications, legal documentation, and other records pertaining to contractor status used to maintain accuracy of CAGE code files. <i>(Destroy when obsolete, superseded, or no longer needed for reference.)</i>		
19	753.26 Item Management Coding (IMC) Files. Copies of IMC-1 statistical reports used to analyze trends for service-managed consumable items. <i>(Destroy after 2 years.)</i>		
20	753.28 GIRDER Files. Correspondence and similar records pertaining to industry review of accuracy of industrial data contained in government maintained systems used to update DLIS. <i>(Destroy when no longer needed for reference.)</i> 756 INFORMATION DISSEMINATION MANAGEMENT. Relates to developing, analyzing, preparing, maintaining, reviewing, and controlling the media for disseminating all logistics data management information.		
21	756.10 Statistical Reports. Details and summaries of customer transactions on the Logistics Remote Users Network (LOGRUN), MEDALS and similar items. <i>(Destroy after 5 years, or when no longer needed for reference, whichever is later.)</i>		

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22	<p>756.12 Descriptive Publication Requirements Guides. Customer surveys on product design and requirements. <i>(Destroy 1 year after final action.)</i></p>		