

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>N1-361-92-1</i>	DATE RECEIVED <i>10-4-91</i>
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 disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Planning and Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Preston B. Speed</i> Mrs. Judith S. Saulnier	5. TELEPHONE EXT. 274-6234	DATE <i>2/24/92</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 7 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. *X has been requested.*

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Preston B. Speed</i> PRESTON B. SPEED	D. TITLE Chief, Administrative Management Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
1	<p>Disposal authority is requested for the following proposed revision to Defense Logistics Agency's Records Control Schedule. This revision will supersede series 900, 910, 911, 912, 913, 915, 920, 930, 932, 934, and 936 of DLAM 5015.1, Files Maintenance and Disposition.</p> <p>SUPPLY OPERATIONS. Relates to provision of supply support for materiel management of assigned items, stock control, and transportation and traffic management. Series for transportation and traffic management records found in 945 Distribution series are appropriate for use within Directorates of Supply Operations.</p> <p>905.01 Supply Operations Program Files. Documents related to the formulation, management, administration and execution of individual Supply Operations 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>	NEW	

Copies sent to Agency, NCF 2/26/92

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2	<p>905.02 Supply Operations Correspondence Files. Documents providing general direction, staff guidance and reporting in the management and administration of Supply Operations 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>	NEW	
3	<p>910 LOGISTICS PROGRAMS.</p> <p>910.10 Foreign Military Sales (FMS) Functional System Changes. Messages, memoranda for record (MFRs), printouts of Standard Automated Materiel Management System (SAMMS) table of changes, and similar records relating to materiel issue status of FMS customers. (Destroy when no longer needed for reference.)</p>	NEW	
4	<p>910.12 Stratification Summary Files. Copies of stratification worksheet forms, reforecast computations, financial management data, and related records used to manage requirements and assets. (Destroy after 3 years.)</p>	NEW	
5	<p>910.14 Source Preference Tables. Listings, reports of program control tables, and similar records related to item issue determinations based on customer and storage location. (Destroy after 1 year or when superseded, whichever is sooner.)</p>	NEW	
6	<p>910.16 Precious Metals Settlement Letters. Correspondence pertaining to precious metals delivery information from Defense Reutilization Marketing Service. (Destroy after 5 years.)</p>	NEW	
7	<p>910.18 Precious Metals Transaction Ledger. Ledgers or similar documents used to post precious metals transactions (requisitions, deposits, and receipts) and to maintain an accurate balance of precious metals assets. (Destroy after 5 years.)</p>	NEW	
8	<p>910.20 Precious Metals Receipts Ledger. Ledgers or similar documents used to log due-in precious metals shipments. (Destroy after 5 years.)</p>	NEW	

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9	910.22 Precious Metals Transaction Packages. Original requisitions, debit or shipment documentation, correspondence, copies of credit memos, monthly history of metal transaction listings, MFRs, conversation records, and similar records. <i>(Destroy after 5 years.)</i>	NEW	
10	910.24 Precious Metals Price Sheets. Ledger sheets, forms, or similar documents used to record and track current market value of precious metals. <i>(Destroy after 3 years.)</i>	NEW	
11	910.26 Precious Metals Receipt Documentation. Monthly transaction sheets, credit invoices, and related records used to verify receipt of precious metals. <i>(Destroy after 5 years.)</i>	NEW	
12	910.40 Weapons System File. Correspondence, national stock number (NSN) data, MFRs, status reports, technical data, analyses, and similar documents related to individual systems managed. <i>(Destroy when obsolete or when system is deleted, whichever is sooner.)</i>	NEW	
13	910.42 Special Program Requirements. Monthly reports, correspondence, and similar records related to special requirements for managed systems. <i>(Destroy after 2 years.)</i>	NEW	
14	910.44 Direct Buy Agreements. Correspondence, fax messages, conversation records, direct buy requests, drafts of direct buy agreements with military service and contractor comments, lists of points of contact (POCs), final agreement (memorandum of agreement), and related records. <i>(Destroy after system is no longer in production or when agreement superseded or cancelled.)</i>	NEW	
15	910.50 Buy Evaluations. Copies of bids, lists of bidders and origin prices, worksheets, and related documentation used to evaluate transportation rates and make recommendations. <i>(Destroy after 2 years.)</i>	NEW	
16	910.52 Vendor Misdirects. Correspondence, contractor replies, and supporting documentation pertaining to contractor misdirected shipments used to make recommendations concerning payment, nonpayment, or recovery of excess costs. <i>(Destroy after 2 years.)</i>	NEW	

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17	<p>910.54 Customer Misdirects. Correspondence, disposition instructions, payment requests, conversation records, and supporting documentation relating to customer misdirected shipments. <i>(Destroy when no longer needed for analysis.)</i></p> <p>920 INVENTORY MANAGEMENT.</p>	NEW	
18	<p>920.10 Approved Recommended Buy Files. Automated Inventory Manager Support System (AIMS) electronic records documenting complete record of recommended procurements. Documents the review, approval, and recomputation (when necessary) processes of requirements forecasts used to recommend procurements to meet anticipated supply demands of the military services. <i>(Destroy after 3 years or when no longer needed for reference or analysis, whichever is later.)</i></p>	NEW	
19	<p>920.12 Item Files. Documents accumulated as a result of managing assigned items, includes standard supply control study forms, materiel requirements, item identification data, listings of items placed on backorder, reports of discrepancy, and other supporting documentation pertaining to the item managed. Series applicable to activities without access to AIMS system or similar system. <i>(Destroy after 3 years or when no longer needed for reference or analysis, whichever is later.)</i></p>	NEW	
20	<p>920.14 Due-In Study Files. Due in study pages, messages, data transcript sheets, cancellation reports, and similar documents pertaining to the review of due in materiel identified as excess to anticipated requirements and used to initiate cancellation of contracts or procurement requests. <i>(Destroy after 1 year.)</i></p>	NEW	
21	<p>920.16 Supply Control Study Files. Supply control study - long supply forms, worksheets, transaction history file printouts, enhanced demand report listings, requests for technical assistance, inactive/deleted reports, and similar documents pertaining to reduction of excess, inactive, or deleted stocked materiel. <i>(Destroy after 1 year.)</i></p>	NEW	

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22	920.18 Customer Excess Files. Listings, standard supply control study forms, and similar documents used to approve customer returns for credit/noncredit or to authorize disposal as excess. <i>(Destroy after system reflects receipt of materiel or when no longer needed for analysis, whichever is later.)</i>	NEW	
23	920.20 Catalog Change Files. Data exchange and/or proposed revision of catalog data forms, correspondence, and similar records relating to cancellation of NSNs. <i>(Destroy after 2 years.)</i>	NEW	
24	920.22 Military Interdepartmental Purchase Request (MIPR) Package Files. Worksheets, copies of MIPRs, purchase request trailer listings, messages, and similar documents relating to commitment of funds for procurement purposes. <i>(Destroy after 3 years.)</i>	NEW	
25	920.24 MIPR Contract Files. Copies of awarded contracts, modifications, order for supplies or services forms, and similar materials used to research discrepancies. <i>(Destroy after 3 years.)</i>	NEW	
	930 STOCK CONTROL		
26	930.10 Telephonic Requisitions. Copies of exception requisition document data input forms used to process telephonically received requisitions with remarks off-line. <i>(Destroy after 6 months.)</i>	NEW	
27	930.12 Requisition Register. Logs, registers, and similar devices used to maintain records of incoming requisition requests and for information concerning status and stock availability. <i>(Destroy after 1 year.)</i>	NEW	
28	930.14 Inventory Adjustments. Copies of inventory adjustment vouchers, worksheets, summary sheets, physical inventory adjustment voucher listings, inventory adjustment voucher list (miscellaneous and materiel release order (MRO) denials), inventory adjustments - mandatory research listings, transaction history file printouts, letters of investigation, reports of survey, and supporting data pertaining to accountability of assigned items. <i>(Destroy after 2 years.)</i>	NEW	

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29	<p>930.16 01 Requisitions. Copies of requisition status files, exception requisition document data input forms, requests for substitute search, documentation of lateral support efforts, and related documents accumulated as a result of processing priority 01 requisitions. <i>(Destroy after requisition is closed or satisfied.)</i></p>	NEW	
30	<p>930.18 Direct Buy Program. Copies of direct buy call-in requests, requisition number status printouts, and related documents pertaining to purchase of materiel directly from original equipment manufacturer. <i>(Destroy after requisition satisfied.)</i></p>	NEW	
31	<p>930.20 Intensive Management Files. High priority backorder/delayed items listings, customer supply assistance requests (messages, fax, etc.), documentation of actions taken, and related backup material. <i>(Destroy when no longer needed.)</i></p>	NEW	
32	<p>930.22 Requisitions, Other. Copies of priority 2 through 15 materiel requisitions received via mail or message, F 252 listings, passing order messages, and similar documents.</p> <p>a. Nonremarks Requisition - <i>Destroy 1 week after requisition obtains status.</i></p> <p>b. Remarks Requisition - <i>Destroy 45 days after SAMMS updating actions completed.</i></p>	NEW	
33	<p>930.24 Supply Terminations. Messages, cards, memos, and similar documents used to initiate termination of supply actions due to requisition cancellations. <i>(Destroy after 1 year.)</i></p>	NEW	
34	<p>930.26 MRO Reversals. Messages, corrected materiel release confirmation cards, and DoD single line item requisition system document (mechanical) forms used to correct SAMMS records to maintain accurate balances between Depot and Center records. <i>(Destroy after reversal posted in SAMMS.)</i></p>	NEW	
35	<p>930.28 Reinstatement Requests. Correspondence, messages, exception requisition document data input forms, and related records pertaining to adjustment of erroneous status codes. <i>(Destroy after 1 year.)</i></p>	NEW	

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36	<p>930.30 Customer Discrepancies. Copies of customer complaint messages, reports of item discrepancy, and similar records used by customers to report materiel shipment discrepancies. Includes correspondence, printouts of requisition history files used to research complaint validity, printouts of SAMMS files reflecting credit actions, when applicable, and related documentation. <i>(Destroy after 2 years.)</i></p>	NEW	
37	<p>930.32 FMS Discrepancies. Correspondence, tracer actions, proofs of shipment, printouts of SAMMS files reflecting credit actions (when applicable), and related documentation pertaining to FMS shipment discrepancies. <i>(Destroy after 3 years.)</i></p>	NEW	
38	<p>930.34 Requisition History Files. Microfische records of closed requisitions used to research customer complaints. <i>(Destroy when no longer needed for reference.)</i></p>	NEW	
39	<p>930.36 Activity Address Directory Files. Copies of messages containing corrections to addresses of individual countries used to initiate corrections (deletion, additions, and suspensions) to automated activity address directory files. <i>(Destroy when no longer needed for reference.)</i></p>	NEW	
40	<p>930.38 Depot Balance and Transaction Register (DBTR) Files. Copies of depot balance and/or transaction discrepancy forms, corrected balance printouts, and related records used to adjust depot materiel storage balances. <i>(Destroy after 1 year.)</i></p>	NEW	