

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Defense Logistics Agency

2. MAJOR SUBDIVISION

Staff Director, Administration

3. MINOR SUBDIVISION

Planning & Resource Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Allen Easterly

5. TELEPHONE

(703) 274-6234

LEAVE BLANK NARA use bnl

JOB NUMBER

113-92-2

DATE RECEIVED

12-6-91

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

4/15 92



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 9 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

26 Nov 91

SIGNATURE OF AGENCY REPRESENTATIVE

Preston B. Speed

PRESTON B. SPEED

TITLE

Chief, Administrative Management Branch

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

The enclosed is a revision of the records disposition schedule for our Defense Reutilization and Marketing. This revision will supersede the 914 and 980 thru 988 series of our Files Maintenance and Disposition Manual (DLAM 5015.1).

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Copies sent to agency, NCP 4/16/92

DEFENSE REUTILIZATION AND MARKETING.

600 DEFENSE REUTILIZATION AND MARKETING. Relates to management of personal property disposal operations, including reutilization of serviceable assets in support of the military services and other authorized customers.

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

NEW

~~**600.02 Reutilization and Marketing Correspondence Files.** Documents providing general direction, staff guidance and reporting in the management and administration of Reutilization and Marketing matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere. *(Destroy after 2 years.)* GRS 4/1.~~

GRS 4/1

610 PROPERTY MANAGEMENT.

610.10 Item Case Files. Item release/receipt documents, and other documents related to property requisition and receipt, adjustment records, reversals and property downgrade (scrap) cards used to account for property items until reutilization or disposal. *(Cut off at end of Fiscal Year. Destroy after 2 years.)*

NEW

610.15 Property Accountability. Inventories of property on hand, disposal transaction registers, resolution listings and similar materials used to research and provide overall accountability status of property. *(Destroy after 3 years.)*

NEW

610.20 Property Turn-In Schedules. Scheduling books and similar materials used to establish schedules with generating activities for the turn-in of property. *(Destroy after 2 years.)*

NEW

610.25 Property Demilitarization. Demilitarization certificates, feeder reports and related documents used to research and track actions taken on items rendered unusable for military applications. *(Destroy after 4 years.)*

NEW

610.30 Demilitarization Requirements. Microfiche containing information on items requiring demilitarization. *(Destroy when superseded or obsolete.)*

NEW

610.35 Demilitarization Verifications/Challenges. Cover letters, copies of demilitarization requirements, and related backup materials used to verify/challenge requirements to research and demilitarize questionable property. *(Destroy after 4 years.)*

NEW

610.40 Critical and Strategic Materials Reclamation. Papers used to record the conservation of critical and strategic materials. *(Destroy after 5 years.)*

NEW

610.45 Precious Metal Reclamation. Monthly and quarterly reports of precious metal reclamation, issues, and related papers used to record the conservation of precious metals. *(Destroy after 5 years.)*

NEW

~~610.50 Inspections:~~ Inspection sheets and related backup materials and correspondence used to conduct and report inspections of sanitary fills. (Destroy after 2 years.)

NEW

610.55 Warehousing. Copies of item release/receipt documents, screener forms, issue forms, location change forms, tally sheets, and similar materials used to locate, warehouse, safeguard, and issue property other than operating supplies and equipment. (Destroy after 1 year.)

NEW

610.60 Space Management. Warehouse and other space layout plans used to manage DRMO storage areas. (Destroy when superseded or no longer needed.)

NEW

610.65 Equipment Control. Sign-out sheets, equipment assignments, vehicle checklists, maintenance forms, usage reports, and equipment downtime and breakdown reports used to control/dispatch vehicles, material handling equipment, and other motorized equipment. (Destroy after 1 year.)

NEW

620 SMALL ARMS SERIALIZATION PROGRAM.

~~620.20 Small Arms Serialization Program.~~ Documents relating to the overall administration of small arms serialization program. (Destroy when 10 years old.)

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~~620.40 Small Arms Control File (Active/Inactive).~~ Individual record (card or listing) for each small arm that is under the activity's accountability. (Place transaction card in inactive file after disposition of the small arm. Destroy after annual reconciliation has been completed and records no longer appear on the Small Arms Inventory listing).

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~~620.60 Small Arms Inventory Listing.~~ Listing of serial numbered small arms data contained in the DLA Central Registry.

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~~a. DRMS. Retain in current files area. Destroy when 3 years old.~~

~~b. Other offices. Destroy upon receipt of new listing.~~

~~620.80 Small Arms Transaction Register and Small Arms Reject Listing.~~ Listing and register generated from the use of the Small Arms Serialization Program.

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~~a. DRMS. Retain in current files area. Destroy when 3 years old.~~

~~b. Other offices. Destroy after annual reconciliation is complete.~~

620.90 Small Arms Demilitarization Certificates. Certificates of small arms demilitarization. (Destroy 5 years after destruction of weapon.)

NEW

630 REUTILIZATION AND DISTRIBUTION.

630.10 Want Lists. Customer want lists, multipurpose requisition/issue forms and similar materials used to provide maximum reutilization of excess property. (Destroy 1 year after request is filled or action completed.)

NEW

630.15 Interservice Support Agreements. Memorandums of Understanding (MOUs), Interservice Support Agreements (ISAs), and similar items developed for reutilization of property. (Destroy 1 year after property is reutilized/sold or agreement is cancelled.)

NEW

630.20 Redistribution Efforts. Documentation on efforts to dispose of property by reutilization, transfer, and donation. (*Destroy after 3 years.*)

NEW

~~**630.25 Material Utilization and Disposal Progress Reports.** Reports initiated or received showing progress on property utilization and disposal programs.~~

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a. HQ DLA. *Destroy after 10 years.*

b. Other offices. *Destroy after 2 years.* NCl-361-76-10

630.30 Freeze Actions. Messages and supporting records freezing property for designated programs pending receipt of requisitions. (*Destroy after 1 year.*)

NEW

630.35 Contractor Inventory Redistribution System. Catalogs listing government property in contractor custody available for redistribution. (*Destroy when obsolete.*)

NEW

~~**630.40 Property Donation Case Files.** Documents accumulated at a headquarters which approves or acts upon cases involving the donation of excess or surplus property to authorized non-Government agencies. (*Destroy after 3 years.*)~~

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630.45 Transfer Authority. Signature cards and letters of designation identifying personnel authorized to transfer property. (*Destroy 2 years after authority expires.*)

NEW

~~**630.50 Foreign Military Sales Case Files.** Case files relating to the authorized sale of excess property to foreign governments through the Foreign Military Sales Program. (*Destroy 6 years and 3 months after all aspects of the sale are complete.*) N1-361-87-1~~

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630.55 Accounts Maintenance. Turn-in documents, records of adjustments for other than Reports of Survey or GPLDs, issues of excess, surplus, and foreign excess personal property, downgrade to scrap, and similar documentation used to research, maintain and correct accounts. (*Destroy after 3 years.*)

NEW

~~**630.60 Abandoned/Destructed Property.** Documents pertaining to abandoned/destructed property including DPDS Form 240, Economy Formula Worksheet and DoD 4160.21-M information. (*Destroy when superseded, obsolete or no longer needed for reference.*) NCl-361-87-1~~

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630.65 Reporting. Copies of transmittals, sales lists, catalog mailings and various reports, not covered elsewhere, that serve as a record of redistribution efforts and other routine activities. (*Destroy after 3 years.*) GRS 4/2.

NEW

640 OPERATIONS.

640.10 Reports of Survey. Reports of survey and government property lost or destroyed including inventory adjustments, and related records used to adjust accountable property records. (*Destroy after 5 years.*)

NEW

640.15 Commodity Analyses. Computer printouts, contract yield information, briefing charts and related background data pertaining to precious metals used to demonstrate cost effectiveness of each commodity refined. (*Destroy after 3 years.*)

NEW

<p>640.20 Monthly Scrap Listing. Inventory on-hand listings containing locations and weights of precious metals on-hand. <i>(Destroy after 5 years.)</i></p>	NEW
<p>640.25 Precious Metals Contract Files. Copies of contracts (recovery, procurement, service), modifications and amendments, precious metals deposits, contractor status reports, correspondence, statements of work, bid sheets, pre-award/postaward documents, delivery orders, funding documents, processing plans, shipping/receiving reports, production reports, settlement letters, assay reports, invoices, and similar records used to monitor precious metal recovery operations. <i>(Destroy 3 years after contract is closed.)</i></p>	NEW
<p>640.30 Precious Metals Equipment and Supplies. Copies of funding documents, invoices, shipping/packing information, specifications, contracts, test and evaluation data, and similar records pertaining to acquisition of precious metals recovery equipment. <i>(Destroy after 5 years.)</i></p>	NEW
<p>640.35 Demilitarization and Mutilation Case Files. Correspondence, conversation records, cataloging information, treaty information, and related documents pertaining to demilitarization or mutilation requirements and actions performed on military-type materiel prior to disposal. <i>(Destroy after 10 years.)</i></p>	NEW
<p>640.40 Demilitarization Code Challenges. Correspondence, messages, code change recommendations, and similar records pertaining to demilitarization code changes of surplus property. <i>(Destroy after 4 years.)</i></p>	NEW
<p>640.45 Strategic/Munitions List Items Control. Documents which pertain in general to specific contracts subject to strategic/munitions list items controls, such as the evaluation of bidder's eligibility, approval and disapproval of bidder's end-use and destination of property, and import certificate/delivery verification requirements.</p> <p style="margin-left: 2em;">a. FEPP. <i>Destroy 6 years after completion of security trade controls on individual transactions.</i></p> <p style="margin-left: 2em;">b. Surplus. <i>Destroy 7 years after bid award date.</i></p>	DLAM 5015.1 987.20
<p>640.50 Security Trade Control Violations. Documents and correspondence relating to reports and investigations of diversions of Foreign Excess Personal Property, including technical violations of DoD Security Trade Control Regulations. <i>(Destroy 15 years after adjudication is completed.)</i></p>	DLAM 5015.1 987.30
<p>640.55 MIPR Files. Copies of contracts, delivery schedules, receiving activity invoices, MIPRs, and similar records pertaining to acquisition of vehicles, materiel handling equipment, and other motorized equipment used by operational elements. <i>(Destroy when no longer needed for reference.)</i></p>	NEW
<p>640.60 Warehouse Modernization/Mechanization Program Files. Copies of site visit results, correspondence, specifications and drawings, project status reports, 5-year plans, and similar documentation related to modernization of storage facilities. <i>(Close out when project completed and accepted. Retain for life of equipment installed.)</i></p>	NEW

640.65 Registration Log. Log of registration numbers assigned to DRMS-owned equipment and vehicles assigned overseas. *(Destroy when obsolete or no longer needed for reference.)*

NEW

640.70 Surplus Property Transportation. Reutilization transportation approval/disapproval requests, data sheets, correspondence, messages, approvals in lieu of ultimate disposal, and similar records related to the approval/disapproval of costs for transportation of surplus items exceeding 10,000 pounds. *(Destroy after 3 years.)*

NEW

640.75 Retrograde Transportation Files. Operation plans, DOT exemptions, messages, ports of entry/debarkation schedules, conversation records, planning documents, procedural documents, and similar records related to return of surplus property from foreign countries. *(Destroy after 5 years.)*

NEW

640.80 Reutilization Monthly Expenditures. Data pertaining to reutilization transportation costs used to track and program funds. *(Destroy after 2 years.)*

NEW

650 MARKETING.

650.10 Market Research. Item descriptions, material safety data sheets, correspondence and related materials obtained as a result of conducting market research and used to analyze markets and trends; determine property market values; identify potential markets, buyers and sale methods; develop operating plans; and determine/provide requirements applicable to property offered for sale. *(Destroy after 1 year or when no longer needed for reference, whichever is later.)*

NEW

650.14 Market Analyses. Periodic analyses of inventories of recyclable materials, directed criteria, and related documents. *(Destroy after 7 years.)*

NEW

650.18 Marketing Information. Catalogs, customer comment cards, applications to bid, and related correspondence and materials used to evaluate and provide marketing information. *(Destroy after 2 years.)*

NEW

650.22 Quality Assurance Reviews. Reviews and recommendations on sealed bid catalogs other than copies retained within SCO contract files. *(Destroy after 1 year.)*

NEW

650.26 Advertising. Ads placed in local newspapers, bulletins, and magazines; flyers; invitations for bid; related materials and backup information used to advertise and promote aspects of marketing operations. *(Destroy when no longer needed for reference.)*

NEW

650.30 Auction and Retail Sale Files. Items relating to retail and auction sales including item records; audit of records and certificates of review; bidder lists; high bid sales data; transmittals; lists of items; sale summary reports; notices of award, statement and release documents; bidder registration forms; catalogs; various equipment listings; sale tags; property tickets; cash collection vouchers and related financial records; complaints and related evaluations and decisions; and other pertinent historical data related to an individual sale. *(Destroy 3 years after final payment).*

NEW

650.34 Sale Evaluations. Listings, printouts and similar historical sale data and materials used to evaluate sale requirements and direct disposition of

NEW

property having no commercial local market value/demand or which can not be cost effectively sold. (Destroy after 2 years.)

650.38 Bidders Master File. Microfiche copies containing information pertaining to buyers or potential buyers of Government surplus property. Includes information such as bidder identification numbers, debarred/indebted/bad check lists, cleared bidders list, and bidder experience list.

NEW

a. DRMS. Destroy after 50 years.

b. Subordinate activities. Destroy when superseded or obsolete.

650.42 Debarred, Ineligible, or Suspended Bidders. Correspondence and documents relating to debarred, ineligible, or suspended bidders on surplus property. (Destroy after 10 years.) NC1-361-77-3

NEW

650.46 Market Subsystem History File. Records pertaining to sales performance history of buyers of Government surplus property used for analysis. (Destroy after 50 years.)

NEW

650.50 Annual Bid Deposit Bonds. Applications for annual bid deposit bonds, and related documents. (Destroy after 3 years.)

NEW

650.54 Hazardous Property Sales Contracts. Contract files relating to the sale of hazardous properties.

NEW

a. Sale Contracting Office (SCO) copies. Destroy after 50 years.

b. Other offices. Destroy when superseded, obsolete or no longer needed for reference. N1-361-86-2

650.58 Combatant Vessel and Aircraft Sales Contracts. Contract files relating to the disposal of combatant vessel/aircraft through sale. (Destroy 6 years after the sales contracting officer is notified that vessel/aircraft has been dismantled and has lost its identity as a vessel/aircraft. Exception: Files known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of the claim or completion of investigation or litigation.) NC1-361-81-5

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650.62 Sale Contracts. Contracts, high bid sheets, letters, correspondence, claims, waivers, disputes, and related materials not covered elsewhere used to evaluate and execute contracts awarding surplus foreign excess surplus personal property to buyers.

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a. SCO copies:

(1). Transactions of more than \$25,000. Destroy 6 years after final payment

(2). Transactions of \$25,000 or less. Destroy 3 years after final payment.

b. DRMO copies. Destroy after 2 years.

650.66 Personal Property Sales Unsuccessful Bids. Unsuccessful and cancelled bids resulting from personal property sales transactions accomplished under sealed bid and spot bid procedures; bidders registration cards of unsuccessful bidders resulting from such sales transactions accomplished by spot bid and auction procedures.

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a. Sensitive (includes all unsuccessful bids in instances when any award is made to other than the high bidder). *Destroy 6 years after sale date.*

b. Non-sensitive. *Destroy 1 year after removal of all property sold under the related invitation for bids.*

650.70 Post-award Withdrawal Actions. Copies of documents, other than SCO copies, pertaining to property withdrawn from sales after award and prior to physical removal. (*Destroy after 3 years, or when no longer required, whichever is later.*)

NEW

650.74 SCO Training Courses. Course materials used in proficiency updates, sale contracting procedures and local sales officer's courses. (*Destroy when superseded, or when no longer needed for reference.*)

NEW

650.78 SCO Appointments. Documents, warrants, and related materials pertaining to the appointment of sales contracting officers. (*Destroy on separation of individual from the organization.*)

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650.82 Auctioneers. Lists of certified DRMS auctioneers. (*Destroy when superseded.*)

NEW

650.86 Negotiated Sales Reporting. Documents and reports pertaining to required Congressional notification and/or approval on negotiated sales of surplus property. (*Destroy after 3 years, or when no longer required, whichever is later.*)

NEW

650.90 Technical Assistance Visits. Periodic program evaluations of sale contracting practices and operations, and reports of corrective actions. (*Destroy after completion of comparable visit, or when no longer needed for reference.*)

NEW

660 ENVIRONMENTALLY REGULATED PROPERTY. NOTE: Longer retention periods are authorized where required by Code of Federal Regulations (CFR), state, or local laws. For disposition of contract related records not covered in this section, see section 810, Contracting and Production.

660.10 Hazardous Waste Service Contracts. Contract files relating to transportation, storage, and disposal of hazardous waste including hazardous waste manifests and other supporting documentation.

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a. Contracting Officer copy. *Destroy after 50 years.*

b. Region Delivery Order files. *Upon closeout of final delivery order, forward file contents to contracting office for consolidation with contract files.*

c. Other offices. *Destroy when superseded, obsolete, or no longer needed for reference.*

660.14 Presolicitation Technical Reviews. Technical reviews of hazardous material/waste service contractors. *(Destroy when no longer needed for reference.)*

NEW

660.18 Technical Evaluation of Bids and Proposals. Retained copies of technical evaluations of bids and proposals for hazardous waste service contracts provided to contracting officers. *(Destroy after 3 years.)*

NEW

660.22 Third-Party Liability Program Actions. Investigations on sites with potential government liabilities under environmental law including records searches, determinations of on-site liabilities, retrieval and/or removal actions, and recommendation efforts. *(Destroy 5 years after completion of final action.)*

NEW

660.26 Environmental Inquiries. Logs and related records for technical inquiries on the storage, handling, receipt or disposal of hazardous property. *(Destroy after 1 year.)*

NEW

660.30 Spill Reports. Situation reports on spills of hazardous materials including follow-up actions and related actions which are maintained by:

NEW

a. Originator. See 660.42

b. Cognizant Regions and other activities for information. *Destroy 1 year after corrective action.*

660.34 Environmental Compliance Audits. Checklists, reviews, photographs, reports and related correspondence on compliance with environmental requirements by DLA activities, hazardous waste disposal contractors, and surplus sales purchasers. *(Destroy 3 years after completion of any required corrective actions.)*

NEW

660.38 Treatment, Storage and Disposal Facilities (TSDF). Documents and correspondence pertaining to service contractor TSDFs such as state licenses, DOT ratings for transportation, Resource Conservation and Recovery Act facility permits, TSDF environmental operating records, inspections documents, and related records. *(Destroy when superseded, or no longer needed for reference, whichever is later.)*

NEW

660.42 Environmental Operating Records. Documents pertaining to facility environmental operating records as mandated by the Resource Conservation and Recovery Act (40 CFR Part 264/265). Documents include closure plan, waste analysis plan, training records, hazardous waste log, waste analysis records, inspection log, spill records, notices to off-site generators, notices to TSDFs, notifications/permits, and waste minimization certificates. *(Destroy upon closure of TSDF.)*

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660.46 Environmental Disposition Documents. Manifests received and/or completed, manifest discrepancies, used oil logs, and certification notices from burners/marketers. *(Destroy 3 years after last transaction.)*

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660.50 Land Disposal Restrictions (LDR). Copies of all notices, certifications, demonstrations, waste analysis data, and other pertinent documents of LDR hazardous waste sent to treatment, storage, or disposal facilities. *(Destroy 5 years from date hazardous waste documented was last sent to TSDF, except during course of unresolved regulatory actions.)*

NEW

660.54 PCB Records. Copies of documents and PCB document logs tracking the receipt and disposition of PCBs and PCB items, per 40 CFR 761.180; records include manifests, certificates of disposal, PCB Annual Document Log, and PCB Annual Log Summary. *(Destroy after 3 years.)*

NEW

660.58 Environmental Reports. RCRA Biennial reports, unmanifested waste reports, exception reports, and other related reports, information, and letters. *(Destroy upon closure of TSDF.)*

NEW

660.62 RCRA Part B Permit Applications. Documents related to permitting RCRA conforming storage facilities for hazardous property including siting, design, and construction documentation. *(Retain for life of the facility; destroy when no longer required.)*

NEW

660.66 Environmental Training. Training certificates, listings of qualified personnel, dates of training, tracking documents, and other materials related to environmental and hazardous materials training certifications. *(Update as current personnel are recertified, destroy 3 years after employee leaves the Hazardous Material/Waste career field.)*

NEW

660.70 Hazardous Property Inventories. Inventories, various status reports, and snapshot reports used to maintain cognizance of current and correct hazardous property inventories. *(Destroy after 1 year, or when no longer needed.)*

NEW

660.74 Customer Assistance Booklets. Informational materials and booklets used to advise property generators of requirements for identification and packaging requirements for hazardous materials. *(Destroy when superseded or obsolete.)*

NEW

660.78 Hazardous Waste Profile Sheets. Hazardous Waste Profile Sheets and related materials used to determine hazardous nature of excess property and assure proper identification and packaging. *(Destroy after 1 year.)*

NEW

660.82 Emergency Plans. Copies of emergency plans and procedures such as contingency plans, spill response plans, spill prevention containment countermeasure plans, hazardous waste management plans, in-house operating procedures, and related meeting minutes, coordinations, notifications and correspondence used to establish appropriate actions to be taken in event of hazardous material spills. *(Destroy when superseded, obsolete or no longer needed.)*

NEW

660.86 Facilities/Construction Projects. Work orders, programming documents, correspondence, drawings, funding documents, project approvals, and certifications of costs incurred. *(Destroy 5 years after project completion and incorporation in the installation master plan.)*

NEW

660.90 Installation Master Plan. Documents describing buildings, locations, siting, layouts, utilities, and related matters in DLA activities. *(Destroy when superseded.)*

NEW

660.94 Facilities Programming. Annual work plan and documents pertaining to real property maintenance and military construction programming. *(Destroy after 5 years.)*

NEW