

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 and Resource Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Allen Easterly

5. TELEPHONE
(703) 274-6234

LEAVE BLANK (NARA use only)

JOB NUMBER
NF-361-92-3

DATE RECEIVED
2-10-92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
6/10/92

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 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, 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
23 Dec 91

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Chief, Administrative Management Branch

PRESTON B. SPEED

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Enclosed is a revision of the records disposition schedule for our Comptroller and Policy and Plans Offices. This revision will supersede the 200-235, 315-317, 400-414, and 425 and 426 series of our Files Maintenance and Disposition Manual (DLAM 5015.1).</p>		

Copies sent to agency, NN-W, NNE, NCF, NIA 6/16/92

PLANNING AND RESOURCE MANAGEMENT

210 PLANNING AND RESOURCE MANAGEMENT. Relates to functions of planning and resource management. Includes financial management (programming, budgeting, resourcing, and administration of resources, including financial liaison); the DLA Management Information Systems (MIS); mission and organization management; productivity improvement; contingency and strategic planning; and programs for internal management control, commercial activities (CA), Defense Regional Interservice Support (DRIS), and Model Installation Program (MIP).

210.01 Planning and Resource Management Program/Project Files. Documents related to the formulation, management, administration and execution of individual Planning and Resource Management 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.*)

DLAM
5015.1
200.01

210.02 Planning and Resource Management Correspondence Files. Documents providing general direction, staff guidance and reporting in the management and administration of planning and resource management matters such as 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.*

212 MANAGEMENT AND BUDGET. Relates to the development and implementation of policies and objectives pertaining to the activity budget and the Program Objective Memorandum (POM), the DLA MIS, the Defense Integrated Management Engineering System (DIMES), mission and organization management, productivity improvement and MIP.

212.10 Defense Business Operations Fund (DBOF) Budget Development. Program budget decisions, justifications, call letters, narratives, budget formats, DLA projected guidance, inflation rates and related correspondence and materials used in the development, preparation, formulation, justification and execution of the DBOF budget. (*Destroy after 5 years.*)

NEW

212.12 DBOF Annual Operating Budget. Unit cost goals, obligations, analyses, letters requesting changes in goals, related correspondence and backup materials used to establish the annual DBOF budget. (*Destroy after 5 years.*)

NEW

212.14 Standard Pricing. Standard price bulletins and related standard price information related to National Stock Numbers, spreadsheets, and related correspondence used to establish and review standard unit prices for DBOF items, and evaluate actual DBOF costs and trends. (*Destroy after 5 years.*)

NEW

212.16 DBOF Operational Integrity. Charts tracking planned/actual costs, monthly cost letters, spreadsheets, analyses, reports of expenses, change requests, related correspondence and backup materials used to determine adequacy of pricing and surcharges, and evaluate DBOF operational variances and trends. (*Destroy after 5 years.*)

NEW

212.18 DBOF Inventory Transactions. Inventory reports, computer printouts, journal voucher summaries, and related correspondence used to analyze financial results of inventory transactions and initiate corrective actions. (*Destroy after 5 years.*)

NEW

212.20 DBOF Operating Performance. Printouts, spreadsheets, journal vouchers, trial balances, performance summaries, letters, correspondence and other inventory and financial data materials used to conduct analyses of operating performance of DBOF operations. (*Destroy after 5 years.*)

NEW

~~**212.30 Activity Budget Administration.** Copies of Annual Operating Budget (AOB) documents, fund authorizations, service orders, fund transfer vouchers, instructions, guidance, notices, messages, related correspondence and back up materials used to administer the activity budget. (*Destroy 2 years after end of fiscal year.*)~~ GRS 5/1

GRS 5/1

212.32 Budget Expenditures. Copies of reimbursement claims, special equipment requests, travel orders, correspondence and related materials used to track and control expenditures during budget year. (*Destroy 1 year after close of the fiscal year.*)

NEW

212.34 Contracted Advisory Assistance Services (CAS) Studies. CAS studies, copies of purchase orders, requests, and related backup materials. (*Destroy after 3 years.*)

NEW

212.36 Budget Histories. Year end close out reports, general ledger account and cost/obligation reports, Monthly Management Reviews (MMR), manpower summaries, and related budget history data used for reference purposes in trend development, special studies and reports, development of statistical data, and similar uses. (*Destroy when no longer needed for reference.*)

NEW

212.38 Resource Allocation. Quarterly fund authorizations, Advice of Obligation Authority forms, status of operating budget and tracking documents, revised budgets, program papers, and related correspondence used to allocate financial resources to activity and subordinate field activity managers. (*Destroy 2 years after the close of the fiscal year.*)

NEW

212.40 Reimbursement Files. Billings, detail manhour/labor data and related cost data pertaining to reimbursements. (*Destroy 2 years after end of fiscal year.*)

NEW

212.60 Master Account Record. Transcript sheets, facsimile records, ~~correspondence, and copies of~~ MAR printouts used to administer the activity Master Account Record.

NEW

a. Fiscal Year End MAR Printout and Backup Materials. *Destroy after 2 years.*

b. Monthly MAR Printouts and Backup Materials. *Destroy when superseded.*

212.62 Productivity Improvement Program (PIP). Manhour and cost data, studies, reports, correspondence and other statistical data and materials used to develop and identify performance measurement indicators relating to Total Quality Management (TQM) and unit cost theories for implementation of the PIP program. (*Destroy when no longer needed for reference.*)

NEW

212.64 Organization, Mission and Functions Manual Development. Coordination forms, input recommendations, correspondence and related backup materials used in the development and preparation of the activity organization, mission and functions manual.

NEW

a. HQ DLA. *Permanent. Offer for transfer to National Archives in 5-year blocks when 20 years old.*

b. Other Activities. *Destroy after 10 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.)*

212.66 Organization and Functions Evaluations. Correspondence; studies; analysis, progress, and other (DoD IG Inspection and Audit, and GAO) reports and related backup materials; developed policies, procedures, and techniques used to evaluate effectiveness and efficiency of activity mission assignments, organization, and functions including unit cost.

NEW

a. HQ DLA.

(1). DoD IG Inspection and Audit, and GAO Reports. *Permanent. Offer for transfer to National Archives when 5 years old.*

(2). All Others. *Permanent. Offer for transfer to National Archives in 5-year blocks when 20 years old.*

b. Other Activities.

(1). DoD IG Inspection and Audit, and GAO Reports. *Destroy after 5 years.*

(2). All Others. *Destroy after 10 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.*

212.68 Activity Mission Changes. Standard organization documents, recommendations for change, and related guidance and correspondence used to furnish activity staff leadership and advice in coordinating the development of organizational plans for implementing changes in activity mission.

NEW

a. HQ DLA. *Permanent. Offer for transfer to National Archives in 5-year blocks when 20 years old.*

b. Other activities. *Destroy after 10 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.)*

212.72 General Orders. Copies of General Orders and related correspondence, coordination forms, and related documents used to develop and issue all General Orders.

NEW

a. Record copies of general orders published by orders issuing authority, including background material filed at HQ DLA and Primary Level Field Activities. *Permanent. Transfer to the National Archives when 20 years old.*

b. Other Offices. *Retain only those orders pertaining to their respective elements. Destroy when superseded or obsolete.*

212.74 Special Studies. Special management studies, surveys, research and analyses, review actions, and related backup materials accumulated as a result of identifying and resolving problems. (*Destroy when no longer needed for reference.*)

NEW

~~**212.76 Management Improvement Projects.** Documents relating to specific proposals or projects to improve or simplify the manner or method of planning, directing, controlling, or doing work such as proposals for improvement, flow process charts, work counts, motion economy studies, layout studies, procedures, drafts, and action taken on proposals. (*Destroy after 5 years.*)~~
NC1-361-76-8

DLAM
5015.1
234.10

212.78 Performance Analysis System. Documents establishing work units and performance analysis system reportable items for each activity within an installation or command. Included are functional statements, work descriptions, work measurement unit definition, comparison statements, and supporting background data. Also included are retained copies of reports forwarded to higher headquarters which reflect the status and change of reportable items within the program. (*Destroy after 5 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.*)
NN-168-94

NN-168-94

212.80 Model Installation Program (MIP). MIP suggestion forms, related awards, correspondence and backup materials used in the management of the MIP and in the review of MIP proposals and development of recommendations for approval/disapproval.

DLAM
5015.1
234.15

a. Documents pertaining to overall policy, procedures and administration of the MIP.

(1). HQ DLA. *Destroy after 5 years.*

(2). Other Activities. *Destroy when superseded, obsolete, or no longer need for reference.*

b. MIP proposal, case files, reports and supporting documents.

(1). HQ DLA. *Destroy 3 years after disapproval, completion of testing, or permanent implementation, as applicable.*

(2). Other Activities. *Destroy when superseded, obsolete, or no longer needed for reference.*

212.82 Organization Modeling Program (OMP). Printouts, instructions, letter guidance, and related correspondence and backup materials used to manage the activity OMP and maintain current data for authorized positions. (*Destroy after 2 years.*)

NEW

~~**212.84 Military Position Requirements.** See 310.13, Informational Personnel Records.~~

NEW

214 PLANS AND PROGRAMS.

~~**214.10 Mobilization Plans (Other Agencies).** Mobilization plans of higher headquarters and other DoD activities. (*Destroy when superseded or cancelled.*)~~

DEAM
5015.1
213.10

~~or dispose of in accordance with instructions of the originator, as appropriate.)~~ NC-361-75-3

214.15 War and Emergency Support Planning. Plans, policies, procedures, and correspondence relating to preparedness measures taken for general war, limited war, contingencies, domestic emergencies, mobilization, and similar activities. Includes the DLA Basic Emergency Plan (BEP) and the Field Activity Basic Emergency Plans (FABEPs).

DLAM
5015.1
213.01 &
214.10 &
NC1-361-
76-5

a. HQ DLA. *Permanent. Retain in current files area for 3 years, then transfer to Federal Records Center. Offer to the National Archives after 10 years in FRC.* NC1-361-76-5

b. Other offices. *Destroy when superseded, obsolete, or no longer needed for planning or emergency purposes.* NC1-361-76-5

214.20 Emergency Tests and Exercises. Documents accumulated as a result of testing various emergency plans, including announcement of tests to be conducted, instructions to participants, staffing assignments, messages, documents reflecting simulated situations and actions critique sheets, reports and similar documents. Includes exercise directives, instructions, and other documents related to exercises.

DLAM
5015.1
214.40 &
GRS 18/28

a. HQ DLA. *Destroy after 3 years.* GRS 18/28

b. Other offices. *Destroy when superseded, obsolete or no longer needed for planning and emergency purposes.*

214.35 Strategic Planning. Relates to long-range planning information which is intended to provide direction for the Agency in providing logistics and other support and services.

DLAM
5015.1
205.01 &
N1-361-
87-1

a. HQ DLA Strategic Plan.

(1). HQ DLA. *Permanent. Offer to NARA in 5 year blocks when 20 years old.*

(2). Other Offices. *Destroy when superseded or no longer needed for reference.* N1-361-87-1

b. PLFA Strategic Plans.

(1). PLFA Commanders. *Permanent. Offer to NARA in 5 year blocks when 20 years old.* N1-361-87-1

(2). Other offices. *Destroy when superseded or no longer needed for reference.* N1-361-87-1

214.40 Program Review and Analysis. Documents created in the process of review and analysis of progress in program accomplishment, including progress reports, cost and performance reports, statements of analysis, summaries, directed actions, and other documents which reflect actual performance, progress, accomplishments, deficiencies and problems in relation to program goals.

DLAM
5015.1
220.40 &
NC1-361-
76-5

a. HQ DLA. *Permanent.* NC1-361-76-5

b. Other offices. *Destroy after 10 years.* NC1-361-76-5

~~214.45 Memorandums of Policy and Joint Staff Memorandums.~~ Documents relating to both numbered and unnumbered Memorandums of Policy and Staff Memorandums, including comments establishing DLA positions. (*Destroy when superseded, obsolete, or no longer needed for reference.*) NC1-361-77-1

DLAM
5015.1
215.10 &
NC1-361-
77-1

~~214.50 Joint Chief of Staff Notes and Reports.~~ Documents relating to both numbered and unnumbered notes and reports provided either by or to JCS staff elements. Includes comments and staffing notes establishing a DLA position on the paper. (*Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.*) NC1-361-77-1

DLAM
5015.1
215.20 &
NC1-361-
77-1

214.55 DLA Council Actions. Documents relating to the establishment, functions, agenda, minutes, recommendations, and other official actions of the DLA Council including significant background and supporting documents accumulated and/or created by the Council in fulfilling its mission relative to program review and analysis.

DLAM
5015.1
220.45 &
NC2-361-
76-5

a. HQ DLA. *Permanent.* NC1-361-76-5

b. Other offices. *Destroy after 10 years.* NC1-361-76-5

~~214.60 Internal Control Program Files.~~ Documents relating to the Internal Control Program including policies, objectives, vulnerability assessments, internal control reviews, status reports, annual statements, and related correspondence.

NC1-361-
86-4

a. HQ DLA. *Destroy after 5 years.* NC1-361-86-4

b. Other offices. *Destroy after 3 years.* NC1-361-86-4

214.65 Commercial Activity (CA) Program Documentation. Documents accumulated in the initiation, analysis and implementation of the CA Program including performance work statements and cost comparison studies.

NC1-361-
84-6

a. Documents pertaining to overall policy, procedures and administration of the CA Program.

(1). HQ DLA Commercial Activity Program Office. *Permanent. Offer to the National Archives in 5 year blocks when 20 years old.* NC1-361-84-6

(2). Other offices. *Destroy when superseded, obsolete, or no longer needed for reference.* NC1-361-84-6

b. Case files containing performance work statements, cost comparison studies, and other related documents for specific studies. *Destroy 5 years after completion of study or on completion of a following study whichever is later.* NC1-361-84-6

214.70 Interagency and Inter/Intraservice Agreements. Policy and procedures relating to interservice support agreements; interagency agreements; memoranda of understanding; and similar formal documentation covering transfer or use of real property and facilities; supply management relationships; procurement and production agreements negotiated both at Headquarters and field levels; and cross-servicing agreements between DLA and the owning Military Service

DLAM
5015.1
200.06 &
NC1-361-
76-8

governing receipt, storage, and shipment of DLA supply items at Military Service depots. Excludes budgeting and financial responsibility agreements which will be filed under 400.20 and information copies of agreements which should either be filed under file number 110.70 or, if directly related to an action case, then filed functionally with the case.

a. Inter/Intraservice Agreements.

(1). DLA activities executing agreements. *Destroy 10 years after supersession or expiration of agreement.*

(2). Other offices. *Destroy when superseded, obsolete, or no longer needed for reference.* NC1-361-76-8

b. Interagency Agreements. *Destroy when superseded obsolete, or no longer needed for reference.*

216 ACCOUNTING AND FINANCE LIAISON.

~~216.10 Individual Authorized Allotment Files. Copies of individual employee applications authorizing/cancelling payroll changes to wages such as direct deposit, bonds, allotments, charity contributions, and directly related papers.~~

GRS 2/4a(1),
GRS 2/4b(1)

~~a. U.S. Savings Bond Authorization. Standard Form 1192 or equivalent, and authorization for individual allotment to the Combined Federal Campaigns. *Destroy when superseded or after separation of employee.* GRS 2/4a(1)~~

~~b. All other authorizations, including union dues and savings. *Destroy when superseded or after transfer or separation of employee.* GRS 2/4b(1)~~

~~216.20 Withholding Tax Exemption Certificates. Copies of individual employee's IRS Forms W-4, and similar state tax exemption forms. (*Destroy 4 years after form is superseded or obsolete.*) GRS 2/18a~~

GRS 2/18a

216.30 Certification/Obligation Files. Copies of contracts, commitment documents, travel claims, MIPRs, and similar funding documents used to certify fund availability and to record commitment and obligations data for supported activities and organizations. (*Destroy after 3 years.*)

NEW

216.40 Payroll Transaction Registers. Printouts containing record of payroll changes input into APCAPS system maintained to verify input accuracy. (*Destroy after 1 year.*)

NEW

216.50 Accounting Transaction Registers. Printouts containing record of daily accounting transactions input into APCAPS system and subsystems and maintained to verify input accuracy. (*Destroy after 3 months.*)

NEW

216.60 Monthly Management Reports. Copies of monthly APCAPS reports pertaining to unliquidated obligations, undelivered orders, and unobligated commitments used for research and verification purposes. (*Destroy after 1 year.*)

NEW

216.70 Military Manpower Report. Copies of APCAPS reports containing records of military personnel authorized to certify on-line. (*Destroy after 3 months.*)

NEW