

## Request for Records Disposition Authority

Records Schedule Number      DAA-0372-2014-0001  
Schedule Status                  Approved  
  
Agency or Establishment        Defense Contract Audit Agency  
Record Group / Scheduling Group   Records of the Defense Contract Audit Agency  
Records Schedule applies to    Agency-wide  
Schedule Subject                Defense Contract Audit Agency Management Information System  
(DMIS)  
Internal agency concurrences will be provided      No

Background Information            The purpose of DMIS is to support the core DCAA mission to perform all necessary contract audits for the Department of Defense and other Federal Agencies. DCAA contract auditing provides accounting and financial advisory services pertaining to contracts and subcontracts to DoD Components and other Federal Agencies upon request, with some responsibilities for managing procurement and contract administration. These services are provided in connection with negotiation, administration, and settlement of contracts and subcontracts to ensure taxpayer dollars are spent on fair and reasonable contract prices. The core mission audit services are performed by 4500 plus auditors and time and attendance collected for auditor staff and 600 plus support employees.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0372-2014-0001

Sequence Number	
1	Defense Contract Audit Agency Management Information System (DMIS)
1.1	Masterfile Disposition Authority Number: DAA-0372-2014-0001-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Defense Contract Audit Agency Management Information System (DMIS)</b></p>
1.1	<p><b>Masterfile</b></p>
	<p>Disposition Authority Number      DAA-0372-2014-0001-0001</p>
	<p>Defense Contract Audit Agency Management Information System (DMIS) provides an integrated enterprise-wide solution that centralizes, effective management of audit operations, including planning, scheduling, execution, and follow-up. In addition, the system supports financial management for performance of reimbursable audits, and employee payroll information for submission to the Defense Financial and Accounting Services. Contains data for audit assignments record ID, Employee ID, Customer ID, DUNS Code ID, Organizational Codes and access data.</p>
	<p>Final Disposition                      Temporary</p>
	<p>Item Status                              Active</p>
	<p>Is this item media neutral?          No</p>
	<p>Explanation of limitation            This item is electronic in nature and is not available in any other format. Machine readable only.</p>
	<p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p>
	<p>Do any of the records covered by this item exist as structured electronic data?                      Yes</p>
	<p><b>Disposition Instruction</b></p>
	<p>Cutoff Instruction                      Cut off at End of Fiscal Year.</p>
	<p>Retention Period                        Delete 6 years after cutoff or when agency business use ceases, whichever is later.</p>
	<p><b>Additional Information</b></p>
	<p>GAO Approval                            Not Required</p>

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
05/12/2015	Certify	Michael McVay	Records Officer	Acquisitions and Administrative Management - Records and Information Management Branch
08/19/2015	Submit for Concurrency	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
08/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist