

## Request for Records Disposition Authority

Records Schedule Number,       DAA-0506-2014-0003

Schedule Status                    Approved

Agency or Establishment        Defense Commissary Agency

Record Group / Scheduling Group   Records of the Defense Commissary Agency

Records Schedule applies to       Major Subdivision

Major Subdivision                Strategic Planning Office

Schedule Subject                 Strategic Planning Files

Internal agency concurrences will be provided   Yes

Background Information           Records created to facilitate and document DeCA's strategic planning, Agency performance, innovation and governance processes. Records in this series include plans, policies, strategies, research concepts, goals, and other records related to the Agency reengineering process and the planning, development, and implementation of those processes. All items in this schedule are considered "Media Neutral."

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	1	10	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0506-2014-0003

Sequence Number	
1	60-1 Strategic Planning Files
1.1	60-1a Headquarters Strategic Planning Office Disposition Authority Number: DAA-0506-2014-0003-0001
1.2	60-1b All other Supporting Documents. Disposition Authority Number: DAA-0506-2014-0003-0002
2	60-2 DeCA Governance (Investment); Disposition Authority Number: DAA-0506-2014-0003-0003
3	60-3 Performance Management: Disposition Authority Number: DAA-0506-2014-0003-0004
4	60-4 Research and Innovation
4.1	60-4a Research Files. Disposition Authority Number: DAA-0506-2014-0003-0005
4.2	60-4b Innovation and IDEAS Files. Disposition Authority Number: DAA-0506-2014-0003-0006
5	60-5 Continuous Process Improvement:
5.1	60-5a Program Office Disposition Authority Number: DAA-0506-2014-0003-0007
5.2	60-5b All other offices. Disposition Authority Number: DAA-0506-2014-0003-0008
6	60-6 Change Management
6.1	60-6a Program Office Disposition Authority Number: DAA-0506-2014-0003-0009
6.2	60-6b All other offices Disposition Authority Number: DAA-0506-2014-0003-0010
7	60-7 Agency Initiatives Disposition Authority Number: DAA-0506-2014-0003-0011

## Records Schedule Items

Sequence Number	
1	<p><b>60-1 Strategic Planning Files</b> Relates to short, mid, and long-range planning records intended to provide the direction for taking the Agency through the next five to ten years. Strategic Management records include activities associated with the strategic plan. Records include reference files that Strategic Planning utilizes for benchmarking purposes.</p>
1.1	<p><b>60-1a Headquarters Strategic Planning Office</b> Disposition Authority Number      DAA-0506-2014-0003-0001</p> <p>Records maintained by the Headquarters Strategic Planning Office, consisting of approved and published Agency Strategic Plans.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                                Active</p> <p>Is this item media neutral?            Yes</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?                              No</p> <p><b>Disposition Instruction</b></p> <p>If this item has multiple sections, indicate here records to which this section apply                      Electronic Records</p> <p>Cutoff Instruction                        Cut-Off files end of fiscal year in which records are superseded.</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning      Transfer electronic records to the National Archives for pre-accessioning 3 year(s) after Cut-off</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 25 year(s) after Cut-Off</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      Unknown To be determined</p>

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	20 MB	25 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Cut-Off files end of fiscal year in which records are superseded.**

Transfer to Inactive Storage **Transfer 5 years after Cut-off.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after Cut-off**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
To be determined**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

1.2

**60-1b All other Supporting Documents.**

Disposition Authority Number **DAA-0506-2014-0003-0002**

**All other strategic planning supporting documents and records, including the Annual Performance Plan (Internal), Strategic Planning Guidance (SPG), Strategic Planning Points of Contact guidance, Agency directorate business plans, and other related background documents.**

Final Disposition **Temporary**

Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-506-02-005 / 4
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut-Off files end of the fiscal year in which superseded.
Transfer to Inactive Storage	3 Years after cut-off.
Retention Period	Destroy 10 year(s) after Cut-Off
<b>Additional Information</b>	
GAO Approval	Not Required
<b>60-2 DeCA Governance (Investment)</b>	
Disposition Authority Number	DAA-0506-2014-0003-0003
Working documents, agendas, briefings, minutes, information papers, and other documentation supporting the prioritization and investment analysis of Agency-wide initiatives and investments requiring decision from executive groups, boards, and councils.	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut-Off end of Fiscal Year.
Transfer to Inactive Storage	3 Years after cut-off

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	<p>Retention Period Destroy 10 year(s) after Cut-Off</p> <p><b>Additional Information</b></p> <p>GAO Approval Not Required</p> <p>60-3 Performance Management:</p> <p>Disposition Authority Number DAA-0506-2014-0003-0004</p> <p>Relates to Agency performance management. Records related to Agency Performance Management System, Annual Performance reports, Balanced Scorecard measures, enterprise measures, Functional Process Owner (FPO)/ Special Staff Group (SSG) /Regional Area measures, and operational measures. Records also consist of benchmarking documents, decision briefings, Performance Review Board (documents), and other performance management documents.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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? No</p> <p>GRS or Superseded Authority Citation N1-506-02-005 / 13 N1-506-02-005 / 19 N1-506-02-005 / 20</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction Cut-Off end of fiscal year of completion of final records and reports.</p> <p>Transfer to Inactive Storage Transfer 3 years after cut-off.</p> <p>Retention Period Destroy 10 year(s) after Cut-Off</p> <p><b>Additional Information</b></p> <p>GAO Approval Not Required</p>
3	<p>60-4 Research and Innovation</p> <p>Relates to trend analysis, studies/white papers, and innovative initiatives. Trend analysis includes completed research utilized to gain a better understanding of DeCA customers and how the Agency can better serve them. Studies include but are not limited to the value of the commissary benefit. Innovation files reflect the Agency's effort to foster a work environment where individuals openly submit recommendations and best practices. Records created for the Improve Defense</p>

4.1

Commissary Agency's Efficiency and Services program (IDEAS) program are also included in this folder.

**60-4a Research Files.**

Disposition Authority Number DAA-0506-2014-0003-0005

**Research Files.**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

**Disposition Instruction**

Cutoff Instruction Cut-Off end of fiscal year of completion of projects or studies.

Transfer to Inactive Storage Transfer 3 years after cut-off.

Retention Period Destroy 10 year(s) after Cut-Off.

**Additional Information**

GAO Approval Not Required

4.2

**60-4b Innovation and IDEAS Files.**

Disposition Authority Number DAA-0506-2014-0003-0006

**Innovation and IDEAS Files.**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-506-02-005 / 16

	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut-Off end of fiscal year of completion of projects or studies.
	Transfer to Inactive Storage	Transfer 3 years after cut-off.
	Retention Period	Destroy 10 year(s) after Cut-Off.
	<b>Additional Information</b>	
	GAO Approval	Not Required
5	60-5 Continuous Process Improvement: Relates to the Lean Six Sigma Program (L6S) and process improvement projects. Records include all administrative program management files, all project tollgate files, L6S briefings, L6S tools, and organizational design and projects.	
5.1	60-5a Program Office	
	Disposition Authority Number	DAA-0506-2014-0003-0007
	Program Office Continuous Process Improvement Files.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut-Off end of fiscal year of project completion.
	Transfer to Inactive Storage	Transfer 3 years after cut-off.
	Retention Period	Destroy 10 year(s) after Cut-Off
	<b>Additional Information</b>	
	GAO Approval	Not Required
5.2	60-5b All other offices.	
	Disposition Authority Number	DAA-0506-2014-0003-0008
	Continuous Process Improvement Files.	
	Final Disposition	Temporary



	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut-Off end of fiscal year of project completion.
	Transfer to Inactive Storage	Transfer 3 years after cut-off.
	Retention Period	Destroy 5 year(s) after Cut-Off.
	<b>Additional Information</b>	
	GAO Approval	Not Required
6	60-6 Change Management	Reports includes reports, working documents, agendas, briefings, minutes, information papers, and other documentation supporting the Change Management program.
6.1	60-6a Program Office	
	Disposition Authority Number	DAA-0506-2014-0003-0009
	<b>Change Management Files.</b>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut-Off end of fiscal year.
	Transfer to Inactive Storage	Transfer 3 years after cut-off.
	Retention Period	Destroy 10 year(s) after Cut-Off

6.2	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>60-6b All other offices</b>	
	Disposition Authority Number	DAA-0506-2014-0003-0010
	<b>Change Management Files.</b>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut-Off end of fiscal year.
	Transfer to Inactive Storage	Transfer 3 years after cut-off.
	Retention Period	Destroy 10 year(s) after Cut-Off
7	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>60-7 Agency Initiatives</b>	
	Disposition Authority Number	DAA-0506-2014-0003-0011
	Documents relating to Strategic Planning's support to Agency organizational initiatives and enterprise projects, internal and external, to include background and working documents. Categories of initiatives include files such as input to studies, Executive Leadership forums, joint initiatives with the Military Services and other agencies, input to projects, and other initiatives as occurring.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-506-02-005 / 1 N1-506-02-005 / 10
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut-off end of fiscal year in which final action was completed.
Transfer to Inactive Storage	Transfer 3 years after cut-off.
Retention Period	Destroy 10 year(s) after Cut-Off.
<b>Additional Information</b>	
GAO Approval	Not Required

## 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
09/11/2014	Certify	Carol Chambliss	Records Officer	Defense Commissary Agency - Information Technology Directorate
02/27/2015	Submit for Concurrency	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
03/02/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/08/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist