

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-506-02-5</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7-9-02</i>	
1. FROM (Agency or establishment) Defense Commissary Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Operations Business Area Directorate of Research and Analysis			
3. MINOR SUBDIVISION Research and Analysis			
4. NAME OF PERSON WITH WHOM TO CONFER Sue W. Hall	5. TELEPHONE NUMBER 804-734-8817	DATE <i>11-4-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 <u>4</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 7-02-02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sue W. Hall</i>		TITLE Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1</i>	Research and Analysis "Recordkeeping Copy: Media Neutral"		
<i>cc Agency NR dwwm</i>			

60 RESEARCH AND ANALYSIS

~~60-1 GRS~~

60-2 PROJECTS/STUDIES. Background and working materials, such as routine requests for reports or data, routine correspondence concerning administration of the project/study, extra copies of records or reference materials, data analyses and summaries, drafts and other preliminary papers leading to final results or findings needed to document the project/study.

1 a. HQ, FOA, Region, CDC, commissaries: **DEST** 3 years after completion of project/study. **COFF** after completion of project/study, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

2 (1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

3 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

60-3 PLANNING AND MANAGEMENT DOCUMENTS. Documents related to the formulation, management, administration and execution of individual planning and management programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.

4 a. HQ, FOA, Region, CDC, commissaries: **DEST** 3 years after termination of program effort. **COFF** after termination of program effort, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

5 (1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

6 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

~~60-4 SOURCE, SUPPORT OR CONTROL DATA. Working papers, drafts, stenographic notes, tapes~~

~~and disks that have been transcribed, charts, diagrams, or other graphic material used for briefings, or similar data that are summarized in final or other form which are used to facilitate or control work in progress and are not needed for record purposes.~~

Withdrawn

7 a. HQ, FOA, Region, CDC, commissaries: **DEST** when superseded, obsolete, or no longer needed for current operations, whichever is later.

*agency
concurrence
8/19/02
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b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

8 (1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

9 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

60-5 MANAGEMENT PROJECTS. Documents relating to specific proposals or projects to improve or simplify the manner or method of planning, directing, controlling or doing work and action taken on proposals.

10 a. HQ, FOA, Region, CDC, commissaries: **DEST** after 5 years. **COFF** upon completion of project or proposal, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

11 (1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

12 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

60-6 PROGRAM BRIEFINGS. Documents related to periodic presentations of proposed programs, forecasts, trends, and results of the execution of programs. Included are presentation materials such as charts, vugraphs, and other aids; memorandum of actions directed; record of questions and answers, and related documents.

13 a. HQ, FOA, Region, CDC, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference purposes, whichever is later.

b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created

on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

14 (1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

15 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

60-7 IMPROVE DeCA'S EFFICIENCY AND SERVICE (IDEAS) PROGRAM

60-7a IMPROVE DeCA EFFICIENCY AND SERVICE (IDEAS) PROGRAM. Documents relating to the establishment and administration of the DeCA IDEAS Program. Included are productivity reports, award recommendations, correspondence, and related papers.

16 (1) HQ, Region, CDC, FOA, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

17 (a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

18 (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

~~60-7b GRS~~

~~60-7c GRS~~

~~60-7d GRS~~

60-8 QUALITY PERFORMANCE MEASURES. Includes materials, briefings and periodic reports of measurements of performance, especially those reports used to inform DeCA Director or region commander/director on quality indicators in strategic or operational plans.

19 a. HQ: **DEST** after 3 years. COFF end of each FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

20 b. Region, CDC, FOA, commissaries: **DEST** when superseded, obsolete, or no longer needed for

reference, whichever is later.

c. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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22 (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.