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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>01-506-07-4</i> | |
| 1. FROM (Agency or establishment) Defense Commissary Agency (DeCA) | | DATE RECEIVED <i>9-27-2006</i> | |
| 2. MAJOR SUB DIVISION Resource Management | | 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION N/A | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss | | | |
| 5. TELEPHONE (804) 734-8841 | | DATE <i>6/5/08</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>21</u> page(s) are not needed now 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE <i>9/22/06</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol Chambliss</i> | TITLE Records Officer, DeCA - East | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | Resource Management Files (Series 70) "Recordkeeping Copy: Media Neutral" | | |
| <i>SA 6/2/08 copies sent to Agency (NARA), NARME, NARMA, NR</i> | | | |

70 RESOURCE MANAGEMENT. *These records relate to the overall financial management plans, budgeting, accounting, disbursement, and collection of Defense Working Capital Funds - Commissary Operation and Commissary Resale Stocks, as well as Commissary Surcharge collections.*

70-1 Mission Organization and Functions Management. Relates to establishment of and changes in organization, mission, functions and relationships including staff directories, missions and functions manual, similar documents, and rationale for changes.

1.) **HQ Resource Management**

Disposition:

Permanent

COFF: when superseded or rescinded

If the recordkeeping copy is paper, then transfer to offsite storage 5 years after COFF. Transfer to the National Archives and Records Administration (NARA), in 5-year blocks, when the newest record is 10 years old. ~~If the record is electronic, pre-accession to NARA, 5 years after COFF when the newest record is 5 years old.~~ Record shall include all related documentation and external finding aids as specified in 36 CFR 1228.270 or standards applicable at the time. Transfer legal custody to the NARA when the newest record is 10 years old. Annual rate of accumulation of paper records is approximately 2.5 cubic feet.

NARA pre-accession policy revoked on 4/19/2022

70-2 Internal Control Systems Files. Information created in the course of operating an Internal Management Control Program such as prescribed by DoD Directive 5010.38. This information concerns controls, which assure DeCA management of the laws, directives, and policies, are followed: transactions are carried out, resources are safeguarded from unauthorized use or disposition, financial and statistical records and reports are reliable and accurate, and that resources are efficiently and effectively managed. Included are risk assessments, internal control reviews and evaluations, reviews of operating accounting systems, management control plan, other plans and schedules, assurance statements, reports and similar information.

70-2a HQ, RM Office Performing DeCA Wide Responsibilities: DeCA Director's Annual Statement of Assurance to SECDEF.

2.) (1) **HQ**

Disposition:

Temporary

COFF: when superseded or rescinded

DEST: 5 years after final COFF

3.) (2) **All other offices**

Disposition:

Temporary

COFF: after final action date

DEST: the reporting cycle following the COFF date

70-4 General Finance Correspondence.

(1) General correspondence relating to resource finance that cannot logically be filed with the detailed records. These documents include routine comments on regulations, directives or other publications submitted to the office with chief responsibility, such as cost accounting, finance, travel, and other financial documents. Includes general requests for information and replies;

reports with general recommendations and suggestions various transmittal and other transactions of a general, routine, and administrative nature. These include cards, listings, indexes, or other items, which are created solely to facilitate or control work, extra copies of actions maintained by action officers.

- 4) **Disposition:**
Temporary
COFF: end of FY
DEST: in CFA 2 years after COFF

70-5 Military and Civilian Personnel Travel and Services. Relates to the process of authorization, arrangements, and filling of specific requirements for transportation of persons and related items.

70-5c Government Travel Charge Card System Reports. Reports furnished by the firm issuing the cards on employees utilizing the program such as delinquency statistics, performance identification on potential abuse/misuse of the card privilege, payment information, charge activity, and similar information.

- 5) **Disposition:**
Temporary
COFF: after all entries are cleared
DEST: 1 year after all entries are cleared.

70-5d Government Travel Charge Card Applications. Records provide an audit trail of employees requesting enrollment into the Government Charge Card Program and their acknowledgement to fulfill the terms and conditions of the agreement.

- 6) **Disposition:**
Temporary
COFF: When employee terminates from the program
DEST: 1 year after COFF

70-7h General Government Purchase Card Correspondence Files.

(1) Detailed records relating to the charge card program concerning expenses incurred, items purchased, and approvals to use the card outside normal purchasing parameters. This item includes correspondence about GPC training, as well as letters of appointment and/or delegation of GPC authority.

- 7) **Disposition:**
Temporary
COFF: at the end of the FY
DEST: 6 years and 3 months after COFF

70-12 Support Agreements. Documents relating to the budgeting financial and support responsibilities provided for in agreements between DeCA and activities supporting DeCA.

- 8) (1) **HQ RM, office executing agreements**
Disposition:
Temporary
COFF: when agreement is superseded, cancelled or terminated

DEST: 3 years after COFF

9) (2) All other offices

Disposition:

DEST: when superseded, obsolete, or no longer required.

70-18d Budget Review. Documents relating to the review of the budget, including budget hearings, markups, and reclamation.

10) (1) HQ RM

Disposition:

Temporary

COFF: at the end of the FY

Transfer to RHA: 1 year after COFF

DEST: 7 years after COFF

70-18e Budget Apportionment Files. Resource Management documents reflecting the apportionment and allocation of budget items, including financial plans and operating budgets.

11) (1) HQ RM, office

Disposition:

Temporary

COFF: end of FY

HQ & Regions: DEST 6 years and 3 months after COFF. This is an exception to GRS 5/4.

70-18f Reimbursements. Military Interdepartmental Purchase Request. Documents relating to the transfer of funds or payment to other departments or agencies for material or services furnished. This item includes DD Form 448, the MIPR, and DD Form 448-2, Acceptance of MIPR, which notifies and authorizes operations.

12) (1) HQ

Disposition:

Temporary

COFF: ~~end of FY~~ close of period of account

~~Transfer to RHA: after 4 years~~

DEST: ~~10 years after COFF~~

AUTH: GRS 6, item 1.a.

6 years and 3 months after COFF

pen-and-ink change
R. Noble
8/19/11

13) (2) All other offices

Disposition:

Temporary

COFF: end of FY

DEST: 2 years after COFF

70-19 Management Engineering Program. Documents accumulated in connection with operational improvements, manpower surveys/standards and studies covering subjects such as personnel requirements, manning levels, manpower analysis, and emergency requirements. Efficiencies include inventory and appraisal reports, and manpower survey schedules and reports.

14) (1) HQ

Disposition:

Temporary

COFF: end of FY
DEST: 5 years after COFF

15) (2) All other offices

Disposition:

Temporary

DEST: when superseded or obsolete

70-20 Commercial Activity (CA) Program. Documents accumulated in the initiation, analysis and implementation of the Commercial Activity Program including performance work statements, management studies, and public-private competition cost analyses.

70-20b Commercial Activity Case Files. Case files containing preliminary planning, performance work statements, management studies, and public-private competition cost analyses, results of the competition, and other related documents for specific studies.

16) (1) HQ & Regions

Disposition:

Temporary

PIF and COFF after completion of subsequent study

DEST: 5 years after COFF unless needed longer for agency business.

17) (2) All other offices

Disposition:

Temporary

DEST: when superseded or obsolete

18) ~~70-22 Planning, Programming, and Budgeting Processes and Responsibilities. Documents, including governance rules, that relate to the internal prioritization of competing Agency programs and projects and the groups established to review and recommend funding in pursuit of those actions. Includes minutes of any group meetings to include recommended actions and their final disposition.~~

Disposition:

Temporary

COFF: End of FY

~~**DEST:** 6 years and 3 months after COFF~~

Agency withdrew
item on
1/8/08