

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-506-11-1	
1 FROM (Agency or establishment) Defense Commissary Agency		DATE RECEIVED 9/24/10	
2 MAJOR SUB DIVISION Directorate of Program 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Records Management			
4 NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss	5 TELEPHONE 804-734-8000/48841	DATE 8 Aug 13	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 <u>5</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 09-21-2010	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Records Officer, DeCA
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	The Defense Commissary Agency submits the attached items for your review and approval to schedule records that require scheduling as a result of its Environmental Management System (EMS) records. These records are being stored in DeCA's virtual file cabinet		

## ENVIRONMENTAL MANAGEMENT SYSTEMS RETENTION SCHEDULE

DeCA File No.	Topic	Description	Proposed Retentions
40-16a	General Requirements	Provides index of DeCA's EMS file structure along with guiding documents, EMS scope and management tools used to meet the Agency's EMS targets, goals, and objectives	DEST: when superseded
40-16c	Significant Environmental Aspects	Contains procedures for and records of the identification and establishment of significant environmental aspects related to activities, products and services at DeCA facilities.	COFF: when superseded DEST: 10 years after COFF
40-16e	Environmental Management Plans	Contains management plans, organizational structures, roles and responsibilities, resources, competency expectations, schedules, and approval/revision histories relating to the Agency's significant environmental aspects	COFF: when superseded DEST: 5 years after COFF

## ENVIRONMENTAL MANAGEMENT SYSTEMS RETENTION SCHEDULE

DeCA File No.	Topic	Description	Proposed Retentions
40-16f	EMS/EMP Resources, Roles, Responsibility and Authority	Provides records of DeCA's organizational structure, resources, roles and responsibilities for meeting DeCA's EMS/EMP targets, goals and objectives.	COFF: when superseded  DEST: 5 years COFF
40-16h	Communications	Contains procedures for and records of both the internal and external communications of DeCA's EMS, EMPs and environmental aspects. Includes meeting minutes, articles presentations and reports.	COFF: end of CY  DEST: 5 years after COFF
40-16j	Document Control	Includes EMS procedures and records for the standardization, creation, review and distribution of controlled EMS documents	COFF. 1 year after superseded  DEST: 5 years after COFF

## ENVIRONMENTAL MANAGEMENT SYSTEMS RETENTION SCHEDULE

DeCA File No.	Topic	Description	Proposed Retentions
40-16k	Procedures and Work Instructions	Includes procedures and work instructions for completing tasks to implement EMPs. Procedures and work instructions are used to avoid deviation from DeCA's environmental policy, objectives and targets, while ensuring that process controls are in place to comply with ISO 14001 standards.	COFF end of CY in which superseded DEST. 5 years after COFF
40-16l	Emergency Response	Includes procedures and records for identifying, testing, reviewing, preventing and responding to accidents and/or emergency situations at DeCA facilities	COFF 2 years after incident DEST 5 years after COFF

## ENVIRONMENTAL MANAGEMENT SYSTEMS RETENTION SCHEDULE

DeCA File No.	Topic	Description	Proposed Retentions
40-16m	Monitoring and Measurement	Provides procedures, mechanisms, and work plans employed by DeCA to monitor and measure key operational characteristics to document performance of the Agency's EMS and EMPs	COFF: end of CY in which superseded DEST: 5 years after COFF
40-16n	Environmental Compliance	Includes procedures for DeCA's compliance management program and evaluations of its compliance with applicable legal and other requirements	COFF: end of CY DEST: 5 years after COFF
40-16o	Non-Conformance and Corrective Action	Includes procedures for and records of the identification and response to actual and potential nonconformities relative to the Agency's EMS	COFF: 2 years after corrective action has been taken DEST: 5 years after COFF

## ENVIRONMENTAL MANAGEMENT SYSTEMS RETENTION SCHEDULE

DeCA File No.	Topic	Description	Proposed Retentions
40-16q	Internal Audit	Includes procedures and records to document and track the Agency's EMS performance and response to audit evaluations.	COFF. 2 years after audit DEST: 5 years after COFF
40-16r	Management Review	Consists of procedures for and records of top management's annual reviews of DeCA's EMS performance.	COFF when superseded DEST 5 years after COFF