

Request for Records Disposition Authority (See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1. From: (Agency or establishment) Department of Defense	
2. Major Subdivision Defense Finance and Accounting Service (DFAS)	
3. Minor Subdivision Entire Agency	
4. Name of Person with whom to confer Ralph Mullins, DFAS Records Manager	5. Telephone (include area code) (317) 212-7775

Leave Blank (NARA Use Only)	
Job Number	N1-507-12-1
Date Received	December 20, 2011
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
Date <i>31 Jan 12</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 _____ page(s) are not now needed 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:

is not required is attached has been requested

Signature of Agency Representative <i>RE Mullins</i>	Title DFAS Records Program Manager	Date (mm/dd/yyyy) 12/13/2011
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7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	Schedule 7360 Rule 5 (attached) of DFAS 5015.2-M (Disposition Schedules) is changed to: Cutoff at the end of the fiscal year in which created. Destroy 50 years after cutoff. This change was requested by the Director, Foreign Military Sales (FMS) due to the difficulty in determining case closure. This change will accurately reflect the current and future state of the case process and negate the loss of original records.		

SCHEDULE 7360
FOREIGN MILITARY SALES (FMS) RECORDS

This schedule governs disposition of records pertaining to Foreign Military Sales (FMS) activities. The records listed in this schedule are from those offices performing financial management on FMS cases. (Reference: Financial Management Regulation, DoD 7000.14-R, Volume 15, Chapter 6); and covers records created by computer operators, programmers, analysts, systems administrators, and all personnel with access to a computer. Unless specifically noted otherwise in an individual item, all items in this schedule cover records created in any and all media.

SCHEDULE 7360				
FOREIGN MILITARY SALES (FMS) RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1.	CASE FILES	Original or office copies of FMS case documentation (See NOTE 1) to include: letter of request, pricing data, correspondence, financial analysis/ termination liability worksheets, Defense Requirements Survey Report, letter of intent, letter of offer and acceptance, modifications and amendments, Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA), Congressional notification, financial control documents, Implementation Directives, DSAA 1200 system documentation, execution documentation, special logistics documentation, shipping/control records, management reviews, case closure documentation, and reopened case documentation.	DFAS FMS activities	Cut off at end of fiscal year in which case closed. Destroy 30 years after cutoff. (See NOTE 2) AUTH: (N1-507-11-1, Item 380) (7360/R1) Superseded by: DAA-507-2016-0001 DATE (MM/DD/YYYY): 07/01/16 0001
1.01		All FMS electronic imaging data stored by FMS case designator.		Cut off/close at end of fiscal year in which case closed. Transfer to an archive reserved for 10-year retention(s). Delete/erase 10 years after cutoff. AUTH: (N1-507-11-1, Item 381) (7360/R1.01)

SCHEDULE 7360

FOREIGN MILITARY SALES (FMS) RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
2.	FMS REPORTS	Reports, such as detailed balance of payment transactions affecting funds disbursed and/or collected, FMS forecast of deliveries report, part I-status of open cases quarterly report; part II-status of closed cases only annual report; and Reports of Status of Funds or Execution.	DFAS FMS activities	Cut off at end of fiscal year. Destroy 10 years after cutoff. AUTH: (N1-507-11-1, Item 382) (7360/R2)
2.01			DFAS Sites	Cut off when superseded. Destroy upon cutoff. AUTH: (N1-507-11-1, Item 383) (7360/R2.01)
3.	FMS ADMINISTRATIVE BUDGET	Originals or copies of documentation relating to estimating, distributing, and executing the budget.	DFAS FMS activities	Cut off at end of fiscal year in which allocated. Destroy 5 years after cutoff. AUTH: (GRS 5, Item 3a) (7360/R3)
3.01		Equipment inventory records for items purchased under the FMS Administrative Budget.		Cut off when superseded. Destroy upon cutoff. AUTH: (N1-507-11-1, Item 384) (7360/R3.01)
4.	FMS CONTRACT FILES	Copies of Paying or Accounting Office Contract files containing FMS fund citations.		Cut off at end of fiscal year in which contract is closed. Destroy 10 years after cutoff. AUTH: (N1-507-11-1, Item 385) (7360/R4)
5.	FMS COLLECTION AND DISBURSEMENT VOUCHERS	Original collection and disbursement vouchers.		Cut off at end of the fiscal year in which created. Destroy 50 years after cutoff.
6.	FMS BILLING DOCUMENTATION	Copies of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence, delivery, and case control listings.		Cut off at end of fiscal year in which created. Destroy 10 years after cutoff. AUTH: (N1-507-11-1, Item 387) (7360/R6)
6.01		Microfiche of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence delivery and case control listings.		Cut off at end of fiscal year in which created. Destroy 10 years after cutoff. AUTH: (N1-507-11-1, Item 388) (7360/R6.01)

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FOREIGN MILITARY SALES (FMS) RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
7.	COMMAND REIMBURSEMENTS	Command lists, accounts payable lists, non-interfund transaction lists, and other products supporting FMS reimbursements to commands.		Cut off at end of fiscal year in which created. Destroy 10 years after cutoff. AUTH: (N1-507-11-1, Item 389) (7360/R7)
8.	ARMY AND NAVY LOAD MATERIAL	Initial load cumulative list, case spread sheets, audit notes, FMS transactions, and related documentation.		Cut off at end of fiscal year in which created. Destroy 10 years after cutoff. AUTH: (N1-507-11-1, Item 390) (7360/R8)
9.	INTERFUND BILLS FOR FMS CUSTOMERS	Buyer and seller listings, transactions, and data.		Cut off at end of fiscal year in which bill clears. Destroy 10 years after cutoff. AUTH: (N1-507-11-1, Item 391) (7360/R9)
10.	ARMY INTERFUND	Billing data which consists of Army Input Totals List, rejected Army interfund transactions, Army interfund unmatches by product control number (PCN), register of delete out-of-balance actions taken, in-balance summary cards list, retail stock loss allowance transactions, interfund zero balance listings, unidentified input to Deputate for Security Assistance converter, FMS interfund summary transactions, history file, and other records pertaining to Army interfund.	DFAS FMS activities	Cut off at end of fiscal year in which bill clears. Destroy 10 years after cutoff. AUTH: (N1-507-11-1, Item 392) (7360/R10)
11.	REPORTS OF DISCREPANCIES (RODs)	Financial RODs and related correspondence.		Cut off at end of fiscal year after discrepancy is resolved. Destroy 10 years after cutoff. AUTH: (N1-507-11-1, Item 393) (7360/R11)

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R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
12.	ACCOUNTS RECEIVABLE AND PAYABLE CASE FILES	International and intragovernment accounts containing basic accounting records, related posting records, reports, correspondence, copies of agreements between US and foreign countries or international organizations (originals at Department of State), evidence support rendered or received, and collection and payment actions.		Cut off at end of fiscal year in which final action or payment is made and when all corrective actions required by any audit have been accomplished. Destroy 30 years after cutoff. (See NOTE 2) AUTH: (N1-507-11-1, Item 394) (7360/R12)
13.	SHIPPING RECORDS	Machine listings, material inspection and receiving report (DD Form 250), country transaction report, and comparable and related records pertaining to accounting for expenditures incident to the Direct Forces Support Programs, Common Items Programs, Excess Program, Foreign Military Facilities Program, Off Shore Procurement Program, and the FMS Program (formerly the Reimbursable Aid (RMA) Program).	DFAS FMS activities	Cut off at end of fiscal year in which case closed. Destroy 10 years after cutoff. AUTH: (N1-507-11-1, Item 395) (7360/R13)

NOTES:

1. Paragraph 060201 of referenced regulation (DoDFMR, DoD 7000.14-R, Volume 15, Chapter 6).
2. This schedule does not authorize the destruction of those records appraised as permanent under NC1-330-78-4 and NC1-330-78-6.
3. Disposition of copies of disbursement vouchers in FMS case files is covered by Rule 1.