

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-558-10-1	DATE RECEIVED 9/9/10
1 FROM (Agency or establishment) Defense Contract Management Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Informaton Technology Customer Service Organization (ITSCO)			
3 MINOR SUBDIVISION Records Management Program			
4 NAME OF PERSON WITH WHOM TO CONFER Gilbert B Smeltzer	5 TELEPHONE (703) 254-2141	DATE 14 Dec 11	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 5 page(s) are not 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 Manuel for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE Sep 7 2010	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE DCMA -ITA /Records Program Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Schedule 100 - Common Office and Administrative Management Records, Communications Records, Printing, Binding, Duplication and Distribution Records (excludes Corporate and Core Mission Program Management). See Attached Big Bucket Schedule and Records Crosswalk.		

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# DCMA RETENTION SCHEDULE

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## OVERVIEW OF CUTOFF CATEGORIES

The following provides an explanation of the cutoff categories referred to in this document

The amount of time a record is kept is called its retention period. A disposition rule is the definition of when a file begins its retention period, what that retention period is based on and the final disposition action for a record once its retention period is over. Disposition rules are made up of **cutoff** and disposition phases. **Cutoff (an event or date trigger) determines when a record enters its retention period.** Final disposition is what is done with the records once its retention period is over such as destruction by shredding, digitizing or transferring to another location.

When converting from a traditional retention schedule to a "Big Bucket" retention schedule the cutoff of a specific series of records do not always apply to all the records series types within the "Big Bucket" schedule. In response, the following cutoff categories were fashioned. Within the body of DCMA's records retention schedule several cutoff categories may be listed under a given record type, the records owner (or those with records management responsibilities) should determine which cutoff is appropriate based on their understanding of how information is organized within the project, activity or mission.

- Category A) Cut off is when record is superseded or obsolete, applies to publications, issuances or like documents
- Category B) Cut off is when project or event is ended, or after final payment or final action, or after settlement of disputes/incidents, court order lifted or litigation concluded, whichever is applicable. Applies to activities whose records are organized or grouped and maintained by a given task, job, assignment, agreement or situation and has clearly defined start and end dates
- Category C) Cut off is when employee transfers, separates or retires from federal service or where applicable, an employee or dependent spouse's eligibility is terminated or denied. Applies to certain Human Resource records
- Category D) Cut off is after period covered by account, certificate of settlement is received, or when period for claims for which DCMA has right to collect is ended, or when DCMA determines collection is no longer required or terminated, whichever is later. Applies to certain Accounting records in GRS 3, 6, 7 and 8
- Category E) Cut off is annually. Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task, separation of personnel or settlement of dispute

**100.00 Common Office and Administrative Management Records**

**100.01a Common Office and Administrative Management Records; Communications Records, Printing, Binding, Duplication and Distribution Records (excludes Corporate and Core Mission Program Management)**

Related to routine, day-to-day records created or accumulated by DCMA HQ and individual offices with respect to the internal administration or housekeeping functions carried out across the agency

**Note 1: Refer to 100.02a for Transitory Files**

**Note 2: Refer to 120.02a for guidance regarding retention of official copies of DCMA publications.**

**Note 3: Refer to 100.03 for records related to Records Program Management**

**Note 4: Refer to 400.02a for the records disposition of high level planning and management decisions.**

**Note 5: Refer to 400.07a for records related to the development and Implementation of policy, instruction, guidance or regulation; organization, mission and functions manual.**

Includes records such as,

- 1 General Administrative and Housekeeping Records
  - a Finding Aid (For Office Records File Plans with retentions refer to 100 03b)
  - b Staff Visits
  - c Schedule of daily activities not of director or deputy director
  - d Tracking and control files includes logs, registers and other records to control or document the status of correspondence, reports or other records that are authorized for destruction by a NARA-approved schedule
  - e Reading File, Extra copies of outgoing communications, including joint message forms, arranged chronologically, and maintained for reference Refer to 400 02a for Director's Reading Files
  - f Office studies and analysis not related to mission
- 2 Communication Records
  - a Messenger Service Files to include daily logs, assignment records and instructions, dispatch records
  - b Communication General Files to include correspondence pertaining to internal administration and operation
  - c Telecommunications general files, including plans, reports and other records pertaining to equipment requests, telephone service and like matters

- d Post Office and Private Mail Company Records
- e Mail and Delivery Service Control Files

3 Printing, Binding, Duplication, and Distribution Records

- a Project Files to include job or project records containing information related to planning and execution of printing, binding, duplication, and distribution jobs  
Refer to 120 02a for guidance regarding official release of DCMA publications
- b Control Files pertaining to requisitions and work orders

①

100 01a1 Records maintained by originating office This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy 2 years after applicable cut off category

Category B) Cut off is when project or event is ended, or after final payment or final action, or after settlement of disputes/incidents, court order lifted or litigation concluded, whichever is applicable Applies to activities whose records are organized or grouped and maintained by a given task, job, assignment, agreement or situation and has clearly defined start and end dates

Category E) Cut off is annually Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task, separation of personnel or settlement of dispute

②

100 01a2 Other office's records This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy when superseded, obsolete, or no longer needed for business

~~100.02a Transitory Files~~

~~Includes documents having minimal or no evidential value such as~~

- ~~a Routine requests for information or publications~~
- ~~b Suspense and tickler files or "to do" task lists~~
- ~~c Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays, or charity and welfare fund appeals, bond campaigns and similar records~~
- ~~d Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities~~
- ~~e Originating office copies of letters of transmittal that do not add any information (e.g. routing slips) to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.~~

GRS 23/7

~~DISPOSITION Temporary Destroy when no longer required~~

~~100.03 **Records Management**~~

~~100 03a **Records Disposition Files**~~

~~Descriptive inventories, disposal authorization, schedules and reports to include basic documentation of records description and disposition programs, including SF 115s that have been approved by NARA, SF 135, Records Transmittal and Receipt, SF 258, Agreement to Transfer Records to National Archives of the United States, and related documentation~~

~~100 03a1 SF 115s approved by NARA~~

GRS 16/2a(1)

~~DISPOSITION Temporary Destroy 2 years after supersession~~

~~100 03a2 **Other records**~~

GRS 16/2a(2)

~~DISPOSITION Temporary Destroy 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the United States, whichever is applicable~~

~~100.03a3 **Routine correspondence and memoranda**~~

GRS 16/2b

~~DISPOSITION Temporary Cut off annually Destroy when 2 years old~~

**100.03b **Management of Agency Records****

Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management to include, the use of microforms, ADP systems, and word processing, records management surveys, vital records programs, and all other aspects of records management not covered elsewhere in this schedule

100 03b1 **Records maintained by originating office** This includes any records maintained on a DCMA website

3

DISPOSITION Temporary Destroy 6 years after applicable cut off category

Category B) Cut off is when project or event is ended, or after final payment or final action, or after settlement of disputes/incidents, court order lifted or litigation concluded, whichever is applicable Applies to activities whose records are organized or grouped and maintained by a given task, job, assignment, agreement or situation and has clearly defined start and end dates

Category E) Cut off is annually Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task, separation of personnel or settlement of dispute

100 03b2

Other office's records This includes any records maintained on a DCMA website

④

DISPOSITION Temporary Destroy when superseded, obsolete, or no longer needed for business

Schedule 100  
Records Series Crosswalk

NI-558-10-1

	C	D	H	K	N	O	P	Q	R
	Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA DCMA Records Series - Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA DCMA Record Title	Current DLA-DCMA Description/Information
1									
2	100 01a1	T	110 10 A	GRS 23 Item 6a	Destroy after action is taken		Records arranged chronologically as a reminder that an action is required on a given date or that a reply to action is expected and if not received should be traced on a given date	Suspense Files - Manual or electronic control system	Suspense Files - Manual or electronic control system
3	100 01a1	T	110 10 B	N/A-N/A	Withdraw documents when reply is received		Records arranged chronologically as a reminder that an action is required on a given date or that a reply to action is expected and if not received should be traced on a given date	Suspense Files	The file copy or an extra copy of an outgoing communication
4	100 01a1	T	110 10 B(1)	GRS 23 Item 6b(1)	If suspense copy is an extra copy destroy immediately		Records arranged chronologically as a reminder that an action is required on a given date or that a reply to action is expected and if not received should be traced on a given date	Suspense Files	The file copy or an extra copy of an outgoing communication filed by date on which as reply is expected If suspense copy is an extra copy destroy immediately
5	100 01a1	T	110 10 B(2)	GRS 23- Item 6	If suspense copy is the file copy incorporate it into the official file (GRS 23 Item 6		Records arranged chronologically as a reminder that an action is required on a given date or that a reply to action is expected and if not received should be traced on a given date	Suspense Files	The file copy or an extra copy of an outgoing communication, filed by date on which as reply is expected If suspense copy is the file copy incorporate it into the official file (GRS 23 Item 6
6	100 01a1	T	110 13 B	N/A N/A	Destroy after 1 year	N1-361-91 2	Extra copies of outgoing communications including joint message forms arranged chronologically and maintained for reference	Reading Files	Reading Files - Other activities
7	100 01a1	T	110 22	GRS 23- Item 8	Destroy or delete when 2 years old or 2 years after the date of the latest entry whichever is applicable		Records are generally found within each office and are retained to and in the conduct of the internal management and other non mission functions of the office Files do not contain program records and generally only require administrative action Mission and Program Records are covered in other series	Tracking and Control Files	Logs registers and other records used to control or document the status of correspondence reports or other records that are authorized for destruction by the GRS or a NARA-approved SF 115
8	100 01a1	T	110 25	N/A-N/A	Destroy when superseded obsolete or no longer needed for reference	N1-361-91 2	Records are generally found within each office and are retained to and in the conduct of the internal management and other non mission functions of the office Files do not contain program records and generally only require administrative action Mission and Program Records are covered in other series	Publication Reference Libraries	Copies of DCMA and departmental publications maintained in organized collections for general reference Includes all DCMA regulations, PLFA supplements Standard Operating Procedures and similar published materials Excludes issuing office record sets of publications
9	100 01a1	T	110 36.A	GRS 23- Item 5a	Destroy or delete when 2 years old		Calendars appointment books schedules logs, diaries and other records documenting meetings appointments telephone calls trips visits, and other activities by DCMA employees while serving in an official capacity EXCLUDING materials determined to be personnel	Schedules of Daily Activities (Teams)	Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files EXCLUDING records relating to the official activities of high Government officials



**Schedule 100  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
	Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA DCMA Description/Information
1									
10	100 01a1	T	110 36 B	GRS 23- Item 5b	Destroy or delete when no longer needed for convenience of reference		Calendars appointment books schedules, logs, diaries and other records documenting meetings, appointments telephone calls trips visits and other activities by DCMA employees while serving in an official capacity EXCLUDING materials determined to be personnel	Schedules of Daily Activities	Records documenting routine activities containing no substantive information and records containing substantive information the substance of which has been incorporated into organized files
11	100 01a1	T	110 37	GRS 23- Item 1	Destroy when 2 years old		Records are generally found within each office and are retained to and in the conduct of the internal management and other non mission functions of the office Files do not contain program records and generally only require administrative action Mission and Program Records are covered in other series	Office Administrative Files	Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists In general these records related to the office organization staffing procedures and communications including facsimile machine logs the expenditure of funds including budget records day-to day administration of office personnel including training and travel supplies and office services and equipment requests and receipts and the use of office space and utilities They may also include copies of internal activity and workload reports (including work progress statistical and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office NOTE This does not include record copies of organizational charts functional statements and related records that document the essential organization staffing and procedures of the office
12	100 01a1	T	110 40	N/A N/A	Destroy after 2 years, or when no longer needed whichever is sooner	N1-361-91 2	Records are generally found within each office and are retained to and in the conduct of the internal management and other non mission functions of the office Files do not contain program records and generally only require administrative action Mission and Program Records are covered in other series	Office Studies and Analyses	Records created as a result of studies and analyses conducted within an office that pertain to organization workload manpower space requirements office layouts costing data budgets and similar records not directly related to mission
13	100 01a1	T	110 43	N/A-N/A	Destroy after 1 year or when no longer needed whichever is sooner	N1-361-91 2		Office Meetings Files	Records accumulated by participants in working groups, process action teams ad hoc committees and similar groups for work on assigned projects and tasks excludes copies retained by office of primary interest
14	100 01a1	T	110 46	N/A-N/A	Destroy on completion of next comparable visit or when no longer needed whichever is sooner	N1-361-91 2		Staff Visits	Correspondence, reports written after visits with findings and recommendations and other similar records relating to staff or technical assistance visits to an activity
15	100 01a1	T	110 66	GRS 16- Item 14f(2)	Cut off when no further corrective action is necessary Destroy 1 year after cutoff			Internal Control Files	Copies of correspondence reports management control review findings and related responses and backup materials

Schedule 100  
Records Series Crosswalk

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	Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
1									
16	100 01a1	T	115 02	GRS 23-Item 1	Destroy when 2 years old			Command Administration	115 02 Command Administration Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records related to the office organization, staffing, procedures, and communications, including facsimile machine logs, the expenditure of funds, including budget records, day to day administration of office personnel, including training and travel, supplies and office services and equipment requests and receipts, and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office. NOTE: This does not include record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office.
17	100 01a1	T	284 89	GRS 12 Item 4	Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.			Telephone Use (Call Detail) Records	Records: Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions, and electronic mail) during a specified period provided by a telephone company; the General Services Administration, the Defense Information Systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of the use, and the estimated or actual cost of the use. EXCLUDED are records accumulated in connection with substantive investigations and audits.
18	100 01a1	I	510 00	N/A-N/A	Informational		Relates to common, centralized administrative services including mail, message, publications, reproduction, administrative procedures, records management, correspondence management, travel, Freedom of Information Act, Privacy Act, graphic arts, library administration, and audiovisual support services.	Administrative Services	
19	100 01a1	T	510 01	N/A N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	N1-361-90 01	Relates to common, centralized administrative services including mail, message, publications, reproduction, administrative procedures, records management, correspondence management, travel, Freedom of Information Act, Privacy Act, graphic arts, library administration, and audiovisual support services.	Administrative Services Program/Project Files	Documents related to the formulation, management, administration, and execution of individual Administrative Services programs/projects such as program plans, studies, and analyses, reports, letter guidance, and direction, and related documents.
20	100 01a1	T	510 02 A	N/A-N/A	Destroy after 2 years	N1 361 90-01	Documents providing general direction, staff guidance, and reporting in the management and administration of Administrative Services, including interpretations and decisions on applicability, requests for waivers and exceptions, data calls, and periodic reporting, and similar documents not covered elsewhere.	Administrative Services Correspondence Files	DCMAHQ

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Records Series Crosswalk

	C	D	H	K	N	O	P	Q	R
1	Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
21	100 01a1	T	510 02 B	N/A N/A	Destroy after 1 year	N1 361 90 01	Documents providing general direction, staff guidance and reporting in the management and administration of Administrative Services including interpretations and decisions on applicability requests for waivers and exceptions data calls and periodic reporting and similar documents not covered elsewhere	Administrative Services Correspondence Files - Other activities	Other Activities
22	100 01a1	T	510 10	GRS 16- Item 3(b)	Destroy when related form is discontinued superseded or cancelled			Forms Management Program	Background materials requisitions, specifications processing data and control records
23	100 01a1	T	510 12	GRS 16- Item 3(a)	Destroy 5 years after related form is discontinued, superseded or canceled			Forms Master Record Sets	One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form
24	100 01a1	T	510 50	N/A-N/A	Destroy when superseded obsolete or no longer needed whichever is sooner	N1-361-90-01		Library Control	General reference books technical manuals card indexes temporary charge out records video recordings, and library related references
25	100 01a1	T	510 58	GRS 12- Item 6a	Destroy when 1 year old			Mail and Delivery Service Control Files- Records of receipt	Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service EXCLUDING both those covered by item 5 and those used as indexes to correspondence files
26	100 01a1	T	510 59	GRS 12 Item 7	Destroy when 6 years old			Metered Mail Records	Official metered mail reports and all related information
27	100 01a1	T	510 62	GRS 12-Item 1	Destroy after 2 months			Messenger Services	Daily logs assignment records and instructions dispatch records delivery receipts route schedules and related messenger services documentation
28	100 01a1	T		GRS 12- Item 6b	Destroy when 6 months old			Mail and Delivery Service Control Files- Statistical reports	Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign registered, certified, and parcel post or packages over 4 pounds)>
29	100 01a1	T		GRS 12 Item 6c through 6g	Destroy when 1 year old, destroy when 6 months old			Mail and Delivery Service Control Files-	
30	100 01a1	T		GRS 12 Item 6h	Destroy 5 months after separation or transfer of individual or when obsolete whichever is applicable			Mail and Delivery Service Control Files Locator cards directories	Locator cards directories, indexes and other records relating to mail delivery to individuals
31	100 01a1	T		GRS 12-Item 2a	Destroy when 2 years old			Communication General Files- Internal Administration	Correspondence and related records pertaining to internal administration and operation
32	100 01a1	T		GRS 12 Item 2b	Destroy when 3 years old			Communication General Files-- Telecommunications general files	Telecommunications general files including plans reports and other records pertaining to equipment requests, telephone service and like matters
33	100 01a1	T		GRS 12-Item 2c	Destroy when 1 year old			Communication General Files-- Telecommunications statistical reports	Telecommunications statistical reports including cost and volume data

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Records Series Crosswalk**

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1									
34	100 01a1	T		GRS 12-Item 2d (1)	Destroy when 1 fiscal year old			Telecommunications voucher files - reference copies	Reference copies of vouchers bills invoices and related records
35	100 01a1	T		GRS 12-Item 2d (2)	Destroy 1 year after audit or when 3 years old whichever is sooner			Telecommunications voucher files records relating to installation	Records relating to installation, change, removal and servicing of equipment
36	100 01a1	T		GRS 12-Item 2e	Destroy 2 years after expiration of cancellation of agreement			Telecommunications voucher files copies of agreements	Copies of agreement with background data and other records relating to agreement
37	100 01a1	T		GRS 12-Item 3a	Destroy when 6 months old			Telecommunications Operational Files Message registers	Message registers logs performance reports daily load reports and related and similar records
38	100 01a1	T		GRS 12 Item 5a through 5c	Destroy when 1 year old			Post Office and Private Mail Company Records	Post Office and private mail company forms and supporting papers exclusive of records held by United States Postal Office
39	100 01a1	T		GRS 12-Item 8	Destroy 3 years after completion of investigation			Postal Irregularities	Memoranda correspondence reports and other records relating to irregularities in the handling of mail such as loss or shortage of postage stamps or money orders or loss or destruction of mail
40	100 01a1	T		GRS 12 Item 3b	Destroy when 2 years old			Telecommunications Operational Files copies of incoming and original messages	Copies of incoming and original copies of outgoing messages including Standard Forms SF 14, Telegraphic Message maintained by communications offices or centers and excluding the copies maintained by the originating program office
41	100 01a1	T		GRS 13 Item 5a	Destroy when 3 years old			Joint committee on Printing (JCP) Reports Files	Agency report to JCP regarding operation of Class A and Class B Plants and inventories of printing binding and related equipment in Class A and B Plants or in storage
42	100 01a1	T		GRS 13-Item 5b	Destroy 1 year after date of report			Joint committee on Printing (JCP) Reports Files copies in subordinate reporting units	copies in subordinate reporting units
43	100 01a1	T		GRS 13-Item 6	Destroy when 2 years old			Internal Management Files	Records relating to internal management and operation of the unit
44	100 01a1	T		GRS 13-Item 1	Destroy when 2 years old			Printing Binding Duplication and Distribution Project Files-Administrative Correspondence Files	Correspondence files pertaining to the administration and operation of the unit responsible for printing binding duplication and distribution matters, and related documents
45	100 01a1	T		GRS 13 Item 2a through 2b	Destroy when 3 years old			Printing Binding Duplication and Distribution - Project Files	Job or project records containing information relating to planning and execution of printing binding, duplication and distribution jobs
46	100 01a1	T		GRS 13 Item 3	Destroy 1 year after close of fiscal year in which compiled or 1 year after filing of register, whichever is applicable			Control Files	Control registers pertaining to requisitions and work orders
47	100 01a1	T		GRS 13 Item 4a	Destroy after appropriate revision of mailing list or after 3 months whichever is later			Mailing Lists - Correspondence	correspondence request forms and other records relating to changes in mailing lists

Schedule 100  
Records Series Crosswalk

	C	D	H	K	N	O	P	Q	R
1	Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA DCMA Record Title	Current DLA-DCMA Description/Information
48	100 01a1	T		GRS 13 Item 4b	Destroy individual cards when cancelled or revised			Mailing Lists - Card lists	Card lists
49	100 01a1	T		GRS 16-Item 1a	Destroy when superseded			Administrative Issuances	Notices and other types of issuances related to routine administrative functions
50	100 01a1	T		GRS 16 Item 1b	Destroy when issuance is destroyed			Administrative Issuance Case files	Case files related to Item GRS 16 Item a1 that document aspects of the development of the issuance
51	100 01a1	T		GRS 16-Item 4a	Destroy when 3 years old			Records Holding Files -	Records held by offices that prepare reports on agency wide records holding
52	100 01a1	T		GRS 16-Item 5	Destroy 1 year after the year in which the project is closed			Project Control Files	memoranda reports and other records documenting assignments progress and completion of projects
53	100 01a1	T		GRS 16 Item 6	Destroy 2 years after the report is discontinued			Report Control files	Case files maintained for each agency report created or proposed, including public use reports Included are clearance forms including OMB 83 (formerly SF 83), copies of pertinent forms or descriptions of format copies of authorizing directives, preparation instructions and documents relating to the evaluation, continuation, revision and discontinuance of reporting requirements
54	100 01a1	T		GRS 23 Item 9	Destroy or Delete with the related records			Finding Aids (indexes)	Indexes, lists registers and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA approved SF 115, excluding records that can be used as an information source apart from the related records
55	100 01a2	T		GRS 16-Item 4b	Destroy when 1 year old			Records Holding Files -	Records Holding Files -
56	100 02a	T	110 19	GRS 23 Item 7	Destroy after 3 months		Records are generally found within each office and are retained to aid in the conduct of the internal management and other non-mission functions of the office Files do not contain program records and generally only require administrative action Mission and Program Records are covered in other series	Transitory Files	Records of short term (180 days or less) interest including in electronic form (e.g. e-mail messages), which have minimal or no documentary or evidential value Included are such records as  -Routine requests for information or publications and copies
57	100 03a1	T	110 61 A	N/A-N/A	Informational		Office Record Disposition Files Descriptive Inventories, disposal authorizations, schedules, and reports	Office Record Disposition Files Descriptive Inventories, disposal authorizations, schedules, and reports  Basic documentation of records description and disposition programs	Includes SF 115, Request for Records Disposition Authority, SF 135, Records Transmittal and Receipt, SF 259, Agreement to Transfer Records to National Archives of the United States, and related documentation
58	100 03a1	T	110 61 A(1)	GRS 16- Item 2a(1)	Destroy 2 years after supersession		Office Record Disposition Files Descriptive inventories disposal authorizations schedules, and reports Basic documentation of records description and disposition programs	Record Disposition Files - Approved SF 115s and related documentation	SF 115s that have been approved by NARA (For SF 115 requests submitted for approval refer to Record Series 110 61 A(2))

**Schedule 100  
Records Series Crosswalk**

	C	D	H	K	N	O	P	Q	R
1	Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series Combined	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
59	100 03a2	T	110 61 A(2)	GRS 16 Item 2a(2)	Destroy 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the United States whichever is applicable		Office Record Disposition Files Descriptive inventories disposal authorizations schedules and reports Basic documentation of records description and disposition programs Includes SF 115 Request for Records Disposition Authority SF 135 Records Transmittal and Receipt, SF 258 Agreement to Transfer Records to National Archives of the United States and related documentation	Record Disposition Files SF 135 SF 258 and related documentation	Other Records Includes SF 115 request for Records Disposition Authority SF 135 Records Transmittal and Receipt SF 258 Agreement to Transfer Records to National Archives of the United States and related documentation (For approved NARA SF 115s refer to Record Series 110 61 A(1))
60	100 03a2	T	510 16	GRS 16 Item 2a(2)	Destroy 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the United States whichever is applicable			Records Disposition Control	Documents reflecting the transfer of records to records holding areas and records centers such as records shipment lists records transmittals and receipts, and related correspondence
61	100 03a3	T	110 61 B	GRS 16 Item 2b	Destroy when 2 years old		Office Record Disposition Files Descriptive inventories disposal authorizations schedules and reports Basic documentation of records description and disposition programs , Includes SF 115 Request for Records Disposition Authority SF 135 Records Transmittal and Receipt, SF 258, Agreement to Transfer Records to National Archives of the United States and related documentation	Office Record Disposition Files - Routine correspondence and memoranda	Routine correspondence and memoranda
62	100 03b1	T	110 05	GRS 16- Item 7	Destroy when 6 years old		Records are generally found within each office and are retained to and in the conduct of the internal management and other non-mission functions of the office Files do not contain program records and generally only require administrative action Mission and Program Records are covered in other series	Files Outlines (Records Management Files)	List of file numbers in use within an office to aid in filing and for reference purposes
63	100 03b1	T	510 14	GRS 16-Item 7	Destroy when 6 years old			Records Management Files	Correspondence reports, authorizations and other records that relate to management of agency records including such matters as forms correspondence reports mail, and files management, the use of microfilm ADP systems and word processing, records management surveys, vital records program and other aspects of records management not covered elsewhere