

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-558-10-3	DATE RECEIVED 9/9/10
1. FROM (Agency or establishment) Defense Contract Management Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Information 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 1 Aug 14	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 9 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 Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 8/14/10	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 GRS OR SUPERSEDED JOB CITATION	10.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 120 - Congressional and Public Affairs, FOIA, Privacy; Ethics and Standards of Conduct; General Counsel Opinion and Legal Services. (See attached Big Bucket Schedule and Records Crosswalk)		

DCMA RECORDS RETENTION SCHEDULE

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I. RECORDS RETENTION SCHEDULE

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.

120.00 Congressional and Public Affairs, FOIA, Privacy; Ethics and Standards of Conduct; General Counsel Opinion and Legal Services

120.01a Congressional and Public Affairs – General

Note 1: Refer to 120.02a for guidance regarding retention of the official copy of DCMA Publications Public Affairs Releases, Executive Level Speeches.

Note 2: Photographs of leading DCMA personnel referred to below are not the record copies. The record copies are covered by permanent items in Defense Imagery Management Operations Center (DIMOC) Visual Information schedule N1-330-08-4 or its successor schedule

Records related to activities involving; liaison between DCMA and Congress, managing release of information to the public, participation in community relations as well as internal information programs concerning DCMA employees.

Includes but is not limited to:

- a. Records related to general planning, management and budgeting of Congressional and Public Affairs to include but not limited to program plans, studies and analysis; reports, including those produced from tracking/control mechanisms, and guidance letters
- b. Congressional inquiry correspondence and related back-up material. Refer to 120.03a for Congressional Hearings and Testimonies.
- c. Biographies, photographs, and related documents pertaining to leading military and civilian DCMA personnel used to provide information to various public organizations and groups.
- d. Speeches other than by the Agency Director or Deputy Director; reference files for all speeches.
- e. Clearance of speeches, articles, testimonies, and other informational material prior to release to the public
- f. Records relating to public ceremonies and affairs such as parades, public displays, observances of local and national holidays

① 120.01a1

Records held by office performing agency-wide responsibility (record serves as the legal copy). This includes any records maintained on a DCMA website.

DISPOSITION Temporary. Destroy 6 years after applicable cut off category.

Category B) Cut off is when project or event is ended, or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later. 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

120.01a2 Other offices' records. This includes any records maintained on a DCMA website.

DISPOSITION Temporary. Destroy when superseded, obsolete or no longer needed

120.02a **Official Copy of Agency Publications, Public Affairs Releases, and Executive Level Speeches**

Note 1: Refer to 400.07 for retention guidance related to issuances of DCMA policy and mission related instructions

Relates to issuance of official releases in textual form to internal and external customers about DCMA activities and programs.

Examples of textual records are speeches, news releases, employee newspapers, pamphlets, booklets or other similar informational documents

Includes:

- a. One copy of each publication (i.e. Record Set) to include booklets, pamphlets, employee newspapers and other similar informational documents published and issued by DCMA such as DCMA Communicator and Focus on Fraud.
- b. Public Affairs releases relating to release of information to the public that pertain to new agency programs or termination of old agency programs, major shifts in policy, changes in senior personnel, and similar documents. Includes but is not limited to news releases, articles, speeches.
- c. Speeches delivered by Agency Director and Deputy Director (or acting in this capacity).

③

120.02a1 Records maintained by the office of primary responsibility for retaining official record (For example, HQ DCMA Office of Congressional and Public Affairs, Agency Director, Deputy Director or similar high level authority). This includes any records maintained on a DCMA website.

DISPOSITION Permanent. Cut-off annually. Transfer non-electronic records to the National Archives 30 years after cut-off. Transfer physical custody of electronic records to NARA 3 years after cut-off with any related technical documentation and finding aids specified in 36 CFR 1235.44 - 1235.50 or standard applicable at the time. Transfer legal custody of electronic records 30 years after cut-off.

④

120.02a2 Copies of official releases kept in other DCMA offices. This includes any records maintained on a DCMA website.

DISPOSITION Temporary. Destroy when superseded, obsolete or no longer needed

120.03a Congressional Hearings and Testimonies

Includes hearing schedule statements, witness lists, copies of other witnesses' statements, transcripts, legal opinion and other related materials accumulated as a result of preparing and presenting testimonies before Congress.

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120.03a1 Office of primary responsibility and respective systems for retaining official record (record serves as the legal copy). This includes any records maintained on a DCMA website.

DISPOSITION Permanent. Cut-off annually. Transfer non-electronic records to the National Archives 30 years after cut-off. Transfer physical custody of electronic records to NARA 3 years after cut-off with any related technical documentation and finding aids specified in 36 CFR 1235.44 - 1235.50 or standard applicable at the time. Transfer legal custody of electronic records 30 years after cut-off.

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120.03a2 Other offices' records.

DISPOSITION Temporary. Cut off annually. Destroy 1 year after cutoff or when no longer needed, whichever is later.

120.04a FOIA, Privacy, Ethics and Standards of Conduct

Includes but is not limited:

1. Planning and Management
 - a. Records related to general planning, management and budgeting of routine activities concerning FOIA, Privacy, Ethics and Standards of Conduct to include but not limited to program plans, studies and analysis; reports, including those produced from tracking/control mechanisms, and guidance letters.
2. FOIA
 - a. FIOA incoming requests
 - b. Copies of replies include FOIA denials, supporting documentation for denial
 - c. FOIA control files to include registers, logs, case numbers
 - d. FOIA report files
3. Privacy
 - a. Privacy case files to include but not limited to documents accumulated in notifying requestors of the existence of records on them, providing or refusing to provide access
 - b. Privacy Act General Administration files to include but not limited to notices, memoranda

- c. Privacy reports to include documents consisting of recurring reports and onetime information requirements relating to agency implementation of the Privacy Act.

4. Ethics and Standards of Conduct Files

- a. Formal opinions, correspondence, training materials, program ideas, technical materials, tracking/control mechanisms, and related records used to inform DCMA personnel of their ethical and standards of conduct responsibilities.

⑦ 120.04a1

Records held by office performing agency-wide responsibility (record serves as the legal copy). This includes any records maintained on a DCMA website.

DISPOSITION Temporary. Destroy 6 years and 3 months after applicable cut off category.

Category B) Cut off is when project or event is ended, or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later. 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.

DISPOSITION NOTE 1: For Privacy Act Accounting of Disclosure Files, the records must not be disposed of prior to the approved retention period for the related records that are the subject of the Privacy Act action.

DISPOSITION NOTE 2: For Financial Disclosure Reporting Files submitted by individuals under the Ethics in Government Act of 1978 (Pub. L. 95-521) as amended, and related records, if the records are needed for an ongoing investigation, they must not be disposed of until no longer needed for the investigation.

⑧ 120.04a2

Other offices' records. This includes any records maintained on a DCMA website.

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

120.05

General Counsel Opinions and Legal Services

Relates to providing legal advice and services in all matters involving or affecting DCMA such as legislation; procurement and contract claims, appeal and litigation.

Includes but is not limited:

- a. Records related to general planning, management and budgeting of general counsel activities to include but not limited to program plans, studies and analysis; reports, including those produced from tracking/control mechanisms, and guidance letters.
- b. Legal opinions and related documentation on plans, programs, systems, and operations.
- c. Legislation files. Records accumulated as a result of preparing and processing legislation, Executive Orders, and proclamations proposed by or of interest to the DCMA. Includes staff summaries/coordinating actions, proposals, correspondence, draft DCMA legislation, comments to legislative proposal drafts by other agencies or DoD, and related background and supporting documentation.
- d. Court Contract Litigation. Case files consisting of litigation reports, court pleadings, motions, legal research memos, Department of Justice correspondence, copies of contracts, decisions, transcripts of trial, transcripts of depositions of witnesses, court decisions, or settlement agreements, withdrawal notices and related documentation used in contract litigation actions.
- e. Agency Protest Files. Contracting Officer final decisions papers, protest documents, attorney notes, correspondence, protect decision papers, and similar records used to support DCMA's legal position relating to contract award protests

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120.05a

Records held by office performing agency-wide responsibility (record serves as the legal copy). This includes any records maintained on a DCMA website.

DISPOSITION Temporary. Destroy 6 years and 3 months after applicable cut off category.

Category B) Cut off is when project or event is ended, or final payment or final action, or after settlement of disputes/incidents; court order lifted or litigation concluded, whichever is later. 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

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120.05b

Other offices' records. This includes any records maintained on a DCMA website.

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

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120.06

**Congressional and Public Affairs, FOIA, Privacy; Ethics and Standards of Conduct;
General Counsel - Routine Background Material**

Refers to routine background materials relating to Congressional and Public Affairs, FOIA, Privacy; Ethics and Standards of Conduct; General Counsel Opinion and Legal Services accumulated in the course of formulating or analyzing policy or similar activities that result in a clearly defined deliverable or issuances such as reports, publications, guidance documents, instructions, studies or white-papers. Routine background material may consist of reference papers, extra copies of reports or other documents, and correspondence of a transitory or informational nature only. This includes any records maintained on a DCMA website.

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

DISPOSITION NOTE 1: Place substantive background papers in the file pertinent to the subject matter or the function covered.

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
120.01a1	T	120.01.	N/A-N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	N1-361-91-3	Relates to the program and functions involving liaison between DCMA and Congress.	Congressional Affairs Program/Project Files	Documents related to the formulation, management, administration and execution of individual Congressional Affairs programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.
120.01a1	T	190.01.	N/A-N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	N1-361-90-3	Relates to DCMA public affairs programs and activities designed to provide information about DCMA activities. Includes information released to the public, participation in community relations programs, and similar actions dealing with positive public relations, as well as internal information programs concerning DCMA employees	Congressional and Public Affairs Program/Project Files	Records related to the formulation, management, administration and execution of individual public affairs programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.
120.01a1	T	190.02.A	N/A-N/A	Destroy after 2 years.	N1-361-90-3	Records providing general direction, staff guidance and reporting in the management and administration of public affairs including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and , and similar documents not covered elsewhere	Congressional and Public Affairs Correspondence Files - DCMAHQ	Congressional and Public Affairs Correspondence Files - DCMAHQ
120.01a1	T	120.02.	N/A-N/A	Destroy after 2 years.	N1-361-91-3	Relates to the program and functions involving liaison between DCMA and Congress.	Congressional Affairs Correspondence Files	Documents providing general directions, staff guidance and reporting in the management and administration of the Office of Congressional Affairs including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and
120.01a1	T	120.10.	N/A-N/A	Destroy after 8 years.	N1-361-91-3	Relates to the program and functions involving liaison between DCMA and Congress.	Congressional Inquiries	Correspondence and related backup material resulting from inquiries by members of Congress and Congressional committees concerning DCMA matters and Agency responses to these inquiries.

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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
120.01a1	T	190.11.	N/A-N/A	Destroy when no longer needed for reference.	N1-361-90-3		Internal Information Background Files	Correspondence and related records pertaining to the operation of the activity internal informational program.
120.01a1	T	190.21.	N/A-N/A	Destroy after 2 years.	N1-361-90-3	Records relating to the release of information to the public through various media that pertain to new agency programs or termination of old agency	Clearance Files	Records relating to clearance of speeches, articles, testimonies, audiovisual productions, and other informational material prior to release to the public.
120.01a1	T	190.22.	N/A-N/A	Destroy after 1 year.	N1-361-90-3		Public Inquiry Files	Records relating to inquiries from the media, organizations, and the general public concerning DCMA, including documentation developed to coordinate responses.
120.01a1	T	190.24.	N/A-N/A	Destroy 2 years after retirement, transfer, separation, or death of the person concerned.	N1-361-90-3		Biography Files	Biographies, photographs, and related documents pertaining to leading military and civilian personalities used to provide information to various public organizations and groups.
120.01a1	T	120.30.	N/A-N/A	Destroy after 2 years or when no longer needed for reference.	N1-361-91-3	Relates to the program and functions involving liaison between DCMA and Congress.	Biography Files	Pictures, biographies, district information, and similar data accumulated on each member of Congress for use by Agency personnel appearing before congressional hearings.
120.01a1	T	190.30.	N/A-N/A	Destroy after 1 year or when superseded or obsolete.	N1-361-90-3		Community Relations Files	Records relating to planning and promoting activities to establish and maintain relations with local community, civic, and trade organizations.
120.01a1	T	190.31.	N/A-N/A	Destroy after 2 years.	N1-361-90-3		Special Events	Records relating to participation in public ceremonies and affairs such as parades, public displays, observances of local and national holidays, and comparable events.
120.01a1	T	190.32.	N/A-N/A	Destroy when superseded or obsolete.	N1-361-90-3		External Information Publication Files	Informational material of various types distributed to trade and special-interest organizations, contractor firms, and military customers.
120.01a1	T	190.40.B	N/A-N/A	Destroy after 3 years.	N1-361-90-3	Copies of official speeches delivered by DCMA personnel, internally and externally. Includes related records created in the process of writing, editing, and clearing speeches.	Speech Files - Other speeches	Speech Files - Other speeches

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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
120.01a1	T		GRS 14-Item 6	Destroy when superseded or obsolete			Indexes and Check Lists	Bibliographies, checklists, and indexes of agency publications and releases, Excluding those relating to record sets scheduled as permanent
120.01a2	T	190.02.B	N/A-N/A	Destroy after 1 year.	N1-361-90-3	Records providing general direction, staff guidance and reporting in the management and administration of public affairs including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and , and similar documents not covered elsewhere	Congressional and Public Affairs Correspondence Files - Other Activities	Congressional and Public Affairs Correspondence Files - Other Activities
120.01a1	T	190.41.	N/A-N/A	Destroy when no longer needed for reference.	N1-361-90-3		Speech Reference Files	Source material for speeches consisting of background material from varied sources.
120.02a1	P	190.10.A	N/A-N/A	Permanent. Transfer to the National Archives in 5-year blocks when 30 years old.	N1-361-90-3	Consists of a Record Set of booklets, pamphlets, employee newspapers, and other similar informational documents published and issued by DCMA - Official file	Internal Information Publication Files -	DCMAHQ Office of Congressional and Public Affairs
120.02a1	P	190.20.A	N/A-N/A	Permanent. Transfer to the National Archives in 5-year blocks when 30 years old.	N1-361-90-3	Records relating to the release of information to the public through various media that pertain to new agency programs or termination of old agency	Public Affairs Releases -	DCMAHQ Office of Public Affairs
120.02a1	P	190.40.A	N/A-N/A	Permanent. Transfer to National Archives in 5-year blocks when 30 years old.	N1-361-90-3	Copies of official speeches delivered by DCMA personnel, internally and externally. Includes related records created in the process of writing, editing	Speech Files - Speeches delivered by Agency Director and Deputy Directors	Speech Files - Speeches delivered by Agency Director and Deputy Directors

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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
120.02a1	P	510.42.	NA	Permanent - One copy of each publication should be designated the record copy. Transfer to the National Archives in 5-year blocks when 20 years old.	N1-361-90-01		Publication Master Record Sets and Authentications	Publications master record sets, and related background concurrence documents and correspondence. Master copies of typing layouts for publications, regulations, and other official documents.
120.02a2	T	190.10.B	N/A-N/A	Destroy when no longer needed for reference.	N1-361-90-3	Consists of a Record Set of booklets, pamphlets, employee newspapers, and other similar informational documents published and issued by DCMA. Official file copy is maintained by the preparing and issuing office.	Internal Information Publication Files -	Other activities
120.02a2	T	190.20.B	N/A-N/A	Destroy when no longer needed.	N1-361-90-3	Records relating to the release of information to the public through various media that pertain to new agency programs or termination of old agency programs, major shifts in policy, changes in senior personnel, and similar documents. Includes news releases, articles, speeches, testimonies, audiovisual, television, and radio productions.	Public Affairs Releases	Public Affairs Releases - Other Activities
120.03a1	P	120.20.	N/A-N/A	Permanent. Cutoff at close of each Congress, hold in CFA 2 years, and retire to FRC. Transfer to the National Archives when 30 years old.	NC1-361-76-5	Relates to the program and functions involving liaison between DCMA and Congress.	Congressional Hearings and Testimonies	Hearing schedule statements, inquiries from committees, witness lists, copies of other witness statements, transcripts, and related materials accumulated as a result of preparing and present testimonies before Congress.
120.03a2	T	110.67.	N/A-N/A	Destroy when superseded or no longer needed for reference.	N1-361-91-2		Inquiries and Reviews	Copies of Congressional inquiries; GAO and Inspector General reports; Hotline, fraud, waste and abuse awareness material; other reports, reviews and audits and related responses and backup materials.
120.04a1	T	510.18.	GRS 14- Item 11a(1) and Item 11a (2)(a)	Destroy 2 years after date of reply.			Freedom of Information Act (FOIA) Request Files	Files created in response to requests for information under the Freedom of Information Act consisting of incoming requests, copies of replies, and all related supporting information. Included are requests resulting in full release, withdrawn requests, inadequate description requests and requests with fee defects

Retention Schedule 120

Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Record 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
120.04a1	T	510.20.	GRS 14- Item 11a(3)(a)	Destroy after 6 years if not appealed.			FOIA Request Denial Files	Documents relating to requests for information under the FOIA in which all or part of the requested record is denied or is not provided due to nonexistence of requested records. Included are the original request, copies of the reply thereto and supporting documentation for denial, and related documents
120.04a1	T	510.24.	GRS 14- Item 13a	Destroy 6 years after date of last entry.			FOIA Control Files	Documents maintained for control purposes in responding to requests for release of information. Included are registers, logs, and similar records, case numbers, listing data, nature and purpose of request, and name and address of requester.
120.04a1	T	510.28.	GRS 14- Item 14	Destroy when 2 years old.			FOIA Report Files	Documents relating to recurring reports and onetime information requirements relating to agency implementation of the FOIA, EXCLUDING annual reports to Congress.
120.04a1	T	510.30.A	GRS 14- Item 21a(1)	Destroy 2 years after date of reply.		Documents accumulated in notifying requesters of the existence of records on them, providing or refusing access to or amendment of records, acting on appeals or refusals to provide access or amend records, and providing or developing information for use in litigation. Included are requests, approval and refusal actions, appeals and actions on appeals.	Privacy Case Files -	Requests totally granted
120.04a1	T	510.30.B	GRS 14- Item 21a(3)(a)	Destroy 5 years after date of reply.		Documents accumulated in notifying requesters of the existence of records on them, providing or refusing access to or amendment of records, acting on appeals	Privacy Case Files - Requests totally or partially denied and not appealed.	
120.04a1	T	510.30.C	GRS 14- Item 21a(3)(b)	Dispose of in accordance with GRS 14, Item 22. (Privacy Act Amendment Case Files) . Latest retention under this section is 4 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.		Documents accumulated in notifying requesters of the existence of records on them, providing or refusing access to or amendment of records, acting on appeals	Privacy Case Files -	
120.04a1	T	510.34.	GRS 14- Item 23	Hold for the life of the disclosed record or destroy 5 years after date of disclosure, whichever is later. Dispose of in accordance with the approved disposition instructions for the related subject			Accounting or Privacy Act Disclosure Files	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.
120.04a1	T	510.36.	GRS 14- Item 26	Destroy when 2 years old.			Privacy Act General Administration Files	Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.
120.04a1	T		GRS 14-Item 34	Destroy when 2 years old			Mandatory review for declassification Report Files	

Retention Schedule 120

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
120.04a1	T	..	GRS 14-Item 35	Destroy when 2 years old			Mandatory review fro Administrative Report Files	
120.04a1	T	..	GRS 14-Item 36a	Destroy 6 years after the erroneous release			Erroneous Release Files - Files that include the official copy of the released records	files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files that include the official copy of the released records.
120.04a1	T	..	GRS 14-Item 36b	Destroy 6 years after the erroneous release			Erroneous Release Files - Files that do not include the official copy of the released records	files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files that do not include the official copy of the released records.
120.04a1	T	..	GRS 14-Item 1	Destroy when 3 months old			Information Request files	Requests for copies of replies, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature.
120.04a1	T	..	GRS 14-Item 12a	Destroy 6 years after final determination by agency, 6 year after the time at which a requestor could file suit or 3 years after final adjudication by the courts, whichever is later.			FOIA Appeals Files- correspondence and supporting documentation	Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and relating supporting documents, which may include the official file copy of records under appeal thereof; Correspondence and Supporting Documentation
120.04a1	T	..	GRS 14-Item 12b	Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later.			FOIA Appeals Files- Official File Copy of records under appeal	Official File Copy of records under appeal
120.04a1	T	..	GRS 14-Item 2	Destroy 3 months after acknowledgement an referral			Acknowledgement Files	Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.
120.04a1	T	..	GRS 14-Item 3	Destroy when 3 months old			Press Service Files	Press service teletype news and similar materials
120.04a1	T	..	GRS 14-Item 31a(1)	Destroy 2 years after date of reply.			Mandatory Review for Declassification Request Files - Granted Access to all the requested files	Files created in responding to requests for information under the mandatory review provisions of Executive Order 12356 - Correspondence and supporting documentation (Excluding the official copy)
120.04a1	T	..	GRS 14-Item 31a(2a)	Destroy 2 years after date of reply.			Mandatory Review for Declassification Request Files - Responding to request for non-existent records	Responding to request for non-existent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

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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
120.04a1	T	..	GRS 14-Item 31a(3a)	Destroy 5 years after date of reply.			Mandatory Review for Declassification Request Files - Denying access to all or part of the records requested	
120.04a1	T	..	GRS 14-Item 31b	Dispose of in accordance with approved agency disposition instructions for the related record or with the related mandatory review request, whichever is later.			Mandatory Review for Declassification Request Files - Official Coy of requested records	
120.04a1	T	..	GRS 14-Item 32a	Destroy 4 years after final determination by agency			Mandatory Review for Declassification Appeals Files - Correspondence and Supporting Documentation	Files created in responding to administrative appeals under the mandatory review provisions of Executive Order 12356 and its predecessors for release of information denied by the agency- Correspondence and supporting documents (excluding the official file copy of the records under appeal if filed herein (Refer to GRS 14, Item 32b)
120.04a1	T	..	GRS 14-Item 32b	Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later.			Mandatory Review for Declassification Appeals Files - Official File Copy	Files created in responding to administrative appeals under the mandatory review provisions of Executive Order 12356 and its predecessors for release of information denied by the agency- - Official File Copy
120.04a1	T	..	GRS 14-Item 33	Registers or listings Destroy 5 year after date; other files destroy 5 years after final action by the agency.			Mandatory Review for Declassification Files	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.
120.04a1	T	..	GRS 14-Item 4	Destroy 1 year after close of file or 1 year after completion of project			Information Project Files	Information service project case files maintained in formally designated information offices.
120.04a1	T	..	GRS 14-Item 5	Destroy when 3 months old			Commendation/ Complaint Correspondence Files	Anonymous letters, letters commendation, complaint, criticism, and suggestion, and replies thereto, EXCLUDING those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records
120.04a1	T	..	GRS 14 -Item 13b	Destroy 6 years after final action by the agency or after final adjudication by courts.			FOIA Control Files - Other Files	FOIA Control Files - Other Files
120.04a1	T	..	GRS 14 -Item 15	Destroy when 2 years old			FOIA Administrative Files	Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.
120.04a1	T	..	GRS 25- Item 2a(1)	Destroy 1 year after nominee or candidate ceases to be under consideration for the positions: Except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.			Financial Disclosure Reporting files - All other SF 278s (not described in 2a(1)	Executive Branch Personnel Public Disclosure reports (SF (278) and related records

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120.04a1	T	..	GRS 25-Item 2a(2)	Destroy after 6 years; except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.			Financial Disclosure Reporting files - All other SF 278s (not described in 2a(1))	All other SF 278s (not described in 2a(1))
120.04a1	T	..	GRS 25-Item 1b	Destroy when 6 years old or when superseded or obsolete, whichever is later			Ethics Program Implementation, Interpretation, Counseling, and Development Files	All other records
120.04a1	T	..	GRS 25-Item 2c(1)	Destroy 1 year after nominee ceases to be under consideration for the positions: Except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.			Financial Disclosure Reporting files - Alternative or additional financial disclosure reports	Reports for individuals not subsequently confirmed by the US Senate
120.04a1	T	..	GRS 25-Item 2c(2)	Destroy after 6 years; except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.			Financial Disclosure Reporting files - All Other Alternative or additional financial disclosure reports	All Other Alternative or additional financial disclosure reports
120.04a1	T	..	GRS 25-Item 5a	Destroy when 3 years old			Non- Federally Funded Travel Files	Agency copies of semiannual expense reports for non-federally funded travel submitted by all executive branch agencies to the office of Govt Ethics in accordance with guidance at 31 USC 1353, as implemented by 41 CFR Chapter 304 and the use of Standard Form 326 and Standard Form 326a. Reports summarize payments made to the agency from non-federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.
120.04a1	T	..	GRS 25-Item 5b	Destroy 1 year after submission of report to the Office of Govt Ethics (OGE)			Non- Federally Funded Travel Files	Statement, Forms, and other records used to compile semiannual expense reports for non-federally funded travel.
120.04a1	T	..	GRS 25-Item 6a	Destroy when 6 years old			Ethics program review files	Reports, correspondence and other records relating to OGE reviews of agency compliance with executive branch ethics laws and regulations in such areas as financial disclosure, education, training, and advice and counseling.
120.04a1	T	..	GRS 25-Item 6b	Destroy 1 year after the date of the OGE program review report or if there are recommendations, one year after they released			Ethics program review files - all other records	All other records produced during OGE program reviews, including notes and background materials
120.04a1	T	..	GRS 25-Item 7a	Destroy 3 years after submission			Annual Agency Ethics Program Questionnaire Files	Questionnaire completed by ethics officials on an annual basis in compliance with Section 402(e)(1) of the Ethics in Govt Act of 1978, as amended, and associated records.

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120.04a1	T		GRS 25-Item 7b	Destroy 1 year after submission of associated annual agency ethics program questionnaire			Annual Agency Ethics Program Questionnaire Files - All other Records (not described in 7a)	All other records related to responses to annual agency ethics program questionnaires
120.04a1	T		GRS 25-Item 8a	Destroy when 6 years old			Ethics Program employee training and education files - administration	Records relating to the administration of new employee ethics orientations, annual and other types of ethics training and education including, but not limited to instructors guides, handbooks and other materials used in training classes, bulletins and news letters
120.04a1	T		GRS 25-Item 8b	Destroy when 6 years old or when superseded or obsolete, whichever is later		Ethics Program employee training and education files	Ethics Program employee training and education - Record copy of training material	record copy of material used in providing new employee ethics orientations, annual, and other types of ethics training and education including, but not limited to instructors guides, handbooks and other materials used in training classes, bulletins and news letters
120.04a1	T		GRS 25-Item 9	Destroy when 6 years old or when superseded or obsolete, whichever is later			Ethics Program Procedure Files	Procedures and related supporting records on the administration of ethics program including, but not limited to, public and confidential financial disclosure report system, outside employment and activities approval systems, and referrals of violations of criminal conflict of interest statutes.
120.04a1	T		GRS 25 -Item 1a	Destroy when 3 years old or when superseded or obsolete, whichever is later			Ethics Program Implementation, Interpretation, Counseling, and Development Files	Records maintained by ethics program offices relating to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related status and executive orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives ; Records such as determinations regarding attendance at widely- attended gatherings which appropriate agency ethics officials determine are related to the routine, non-precedential application of settled legal standards to common factual situations....
120.04a1	T		GRS 25 -Item 2b(1)	Destroy 1 year after nominee ceases to be under consideration for the position; Except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.			Financial Interest Statements - Executive Branch Confidential Financial Disclosure Reports (OGE Form 450 and confidential certificates)	OGE forms 450s for individuals not subsequently confirmed by the Us senate
120.04a1	T		GRS 25 -Item 3	Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken or is no longer in effect, whichever is later			Ethics Agreement Records	Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest
120.04a1	T		GRS 25 -Item 4	Destroy when 6 years old			Referrals and notifications of violations of criminal conflict of interest statutes and other potential violation files	Referrals made to the Inspectors General or DOJ and notifications to OGE concerning ethics violations or suspended violations. Also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution.
120.04a1	T		GRS 14- Item 25	Destroy when 2 years old		Documents consisting of recurring reports and onetime information requirements relating to agency implementation of the Privacy Act. Included	Privacy Act Report Files - Annual reports prepared by office performing DCMA-wide responsibility.	Annual reports prepared by office performing DCMA-wide responsibility.

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120.04a1	T	510.32.	GRS 14- Item 24a	Destroy 5 years after date of last entry.			Privacy Act Control Files - Registers or listings	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.
120.04a1	T	510.38.	N/A-N/A	Destroy 2 years after discontinuation of the system of records or on disapproval of a system.	N1-361-90-01		Reports of Systems of Records	Documents relating to the preparation, coordination, and submission of reports, system notices, and exemption rules for proposed new systems of records or changes to existing systems. Included are system reports, including Office of Management and Budget (OMB) and Congressional comments on them; copies of system notices and exception rules and public comments on them; coordination actions; and related documents.
120.04a1	T	170.70.	GRS 25- Item 2b(2)	Destroy after 6 years; except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.			Financial Interest Statements - Executive Branch Confidential Financial Disclosure Reports (OGE Form 450 and confidential certificates)	All other OGE Form 450 and OGE Optional Form 450-AS(not described in GRS 25 Item 2b2b1). Not Confidential and public statements of affiliations and financial interests and related records.
120.04a1	T	170.73.	N/A-N/A	Destroy when obsolete or superseded.	N1-361-91-5		Ethics and Standards of Conduct Files	Formal opinions, correspondence, training materials, program ideas, technical materials, tracking/control mechanisms, and related records used to inform DCMA personnel of their ethical and standards of conduct responsibilities.
120.04a1	T	..	GRS 14- Item 24b	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.		Privacy Act Control Files	Privacy Act Control Files - Other Files	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.
120.05a	T	170.01.	N/A-N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	N1-361-91-5		Legal Program/Project Files	Documents related to the formulation, management, administration and execution of individual Office of General Counsel programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.
120.05a	T	170.02.A	N/A-N/A	Destroy after 2 years.	N1-361-91-5	Documents providing general direction, staff guidance and reporting in the management and administration of the Office of General Counsel	Legal Correspondence Files - DCMAHQ Office of Counsel	Legal Correspondence Files - DCMAHQ Office of Counsel
120.05a	T	170.10.	N/A-N/A	Cutoff at close of each Congress. Destroy after 5 years.	N1-361-91-5		Legislation Files	Records accumulated as a result of preparing and processing legislation, Executive Orders, and proclamations proposed by or of interest to DCMA. Includes staff summaries/coordinating actions, proposals, correspondence, draft DCMA legislation, comments to
120.05a	T	170.11.	N/A-N/A	Destroy after 3 years or when no longer needed for reference, whichever is later.	N1-361-93-3		Legal Opinions	Legal opinions and related documentation on plans, programs, systems, and operations not appropriate for inclusion in other files.

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120.05a	T	170.13.	N/A-N/A	Destroy 3 years after contract terminated/completed. Exception: Files that pertain to contract award protests/appeals proceedings, transfer to appropriate litigation file.	N1-361-91-5		Contract Review Files	Logs, checklists, comments, and similar records relating to the review of solicitations and proposed contract awards for legal sufficiency.
120.05a	T	170.16.	N/A-N/A	Destroy 3 years after final resolution of the complaint or dispute.	N1-361-91-5		Post-award Contract Files	Case files containing contractor complaints and disputes, attorney notes, conversation records, Contracting Officer Decisions, copies of cases and other supporting documentation relating to resolution of matters outside litigation.
120.05a	T	170.19.	N/A-N/A	Destroy after 6 years and 3 months.	N1-361-91-5		Potential Claim Files	Accident reports, investigation reports, attorney notes, correspondence, and similar documentation relating to potential claims. If actual claim is initiated, transfer file contents to appropriate litigation series.
120.05a	T	170.22.	N/A-N/A	Destroy 6 years after completion of contract.	N1-361-91-5		Novation Files	Forms, attorney notes, and correspondence relating to contractor ownership changes used to transfer legal obligations.
120.05a	T	170.25.	N/A-N/A	Destroy 6 years after completion of contract.	N1-361-91-5		Bid Mistake Allegation Files	Correspondence, determinations and findings, and similar records accumulated as a result of reviewing contractor allegations of mistakes in bids on procurement contracts.
120.05a	T	170.28.	N/A-N/A	Destroy 6 years after final settlement.	N1-361-91-5		Court Contract Litigation	Case files consisting of litigation reports, court pleadings, motions, legal research memos, Department of Justice (DOJ) correspondence, agency correspondence, copies of contracts, decisions, transcripts of trial, transcripts of depositions of witnesses,
120.05a	T	170.31.	N/A-N/A	6 years after case closing.	N1-361-91-5		Administrative Contract Litigation	Case files consisting of witness lists, interview notes, pleadings, motions, affidavits, correspondence, hearing transcripts, copies of final decisions and related documentation used in administrative law proceedings, such as appearances before the Armed Services Board of Contract Appeals
120.05a	T	170.34.	N/A-N/A	Destroy 6 years after case closing.	N1-361-91-5		Other Litigation	Case files relating to the processing of tort claims, personnel actions, and other such litigation related to matters other than contracts.
120.05a	T	170.37.	N/A-N/A	Destroy 6 years after remuneration received or final judgment, whichever is later.	N1-361-91-5		Bankruptcy Files	Notices, proofs of claim, DOJ correspondence, pleadings, reports/findings, judgments (court decision), cash collection vouchers, copies of check(s) received, and similar records relating to contractor insolvencies and bankruptcies.
120.05a	T	170.40.	N/A-N/A	Destroy 6 years after final action.	N1-361-91-5		Agency Protest Files	Contracting Officer final decision papers, protest documents, attorney notes, correspondence, protest decision papers, and similar records used to support Agency legal position relating to contract award protests.

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120.05a	T	170.43.	N/A-N/A	Destroy 6 years after final settlement of the claim.	N1-361-91-5		GAO Protest Files	Notices, logs, reports, GAO conference transcripts and comments, pleadings, GAO decisions, requests for reconsideration, record of attorney costs, case confirmations, and similar records used to support Agency legal position relating to contract award protests filed with GAO
120.05a	T	170.46.	N/A-N/A	Destroy after 6 years.	N1-361-91-5		Contract Fraud Files	Report of fraud, referral letters, conversation records, investigative reports, conclusions/recommendations, synopsis, research material, and related records pertaining to matters of potential contract fraud, improper conduct, violations of conflict of interest laws, and similar matters. When such cases result in litigation, use 170.28, Court Contract Litigation, or other applicable litigation series.
120.05a	T	170.49.	N/A-N/A	Destroy 6 years after date of DFARS Report.	N1-361-91-5		Debarment, Suspension Files	DFARS Report from field, copies of indictments (including evidence), conversation records, memoranda of decisions, copies of notices of suspension and debarment, correspondence, contractor replies, termination notices of suspension, judgment sheets, and similar records related to debarred, ineligible, or suspended contractors.
120.05a	T	170.75.	N/A-N/A	Destroy after 6 years			Personnel Actions	Includes adverse actions, employment policies such as Drug Free Workplace, discrimination allegations and actions and other legal personnel matters
120.05a	T	170.76.	N/A-N/A	Destroy 1 year after completion of case except legal instruments withdrawn for use as precedents may be held until no longer needed for reference.	N1-361-91-5		Legal Assistance	Correspondence, memoranda, attorney opinions, and similar records accumulated as a result of providing legal advice and assistance to military personnel and their dependents.
120.05a	T	170.79.	N/A-N/A	Destroy after 6 years.	N1-361-91-5		Military Justice	Documents relating to military justice such as investigations of alleged offenses, copies of documents furnished to Military Services regarding offenses, and similar material. Excludes non-judicial punishment records that should be filed in 310.25, Non-judicial punishment
120.05b	T	170.02.B	N/A-N/A	Destroy after 1 year.	N1-361-91-5	Documents providing general direction, staff guidance and reporting in the management and administration of the Office of General Counsel including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere	Legal Correspondence Files - Other activities	Legal Correspondence Files - Other activities