

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-558-10-008

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/21/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items not listed below remain active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 170.01 / a is superseded by DAA-0558-2013-0005-0001

Item 170.02 / a is superseded by DAA-0558-2013-0005-0002

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 N1-558-10-8	
1 FROM (Agency or establishment) Defense Contract Management Agency		DATE RECEIVED 9/9/10	
2 MAJOR SUBDIVISION Information Technology Customer Service Organization (ITSCO)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records Management Program			
4 NAME OF PERSON WITH WHOM TO CONFER Gilbert B Smeltzer	5 TELEPHONE (703) 254-2141	DATE 17 Jan 12	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 8 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 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Schedule 170 - Finance (See attached Big Bucket Schedule and Records Crosswalk)</p> <p>Relates to overall financial management plans, accounting, disbursements, acquisitions, non-mission related contract administration, collection of appropriated and non-appropriated funds, records from auditing and cost accounting activities</p>		

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

170.00 Finance

The Finance Schedule relates to overall financial management plans, accounting, disbursements, acquisitions, non-mission related contract administration, collection of appropriated and non-appropriated funds, records from auditing and cost accounting activities

Note 1: This schedule supersedes certain items in GRS 3, 6, 7 and 8; refer to the crosswalk for GRS items superseded.

Note 2: Refer to 400.03a for acquisition of goods and services through non-financial agreements or like transaction.

Note 3: Some records related to Finance have extended retentions; refer to 400.04a - Budget and Finance Inter-service Cross and Common Service Agreement.

Note 4: Refer to 800.00 for financial records relating to Contract Administration Services performed by DCMA for other agencies.

170.01 Routine Corporate Finance Records

Records related to the following type activities

Expenditure Accounting, refers to showing how funds, appropriated and non-appropriated are spent after allotment by the Office of Management and Budget, and the sources and nature of any receipts

Cost Accounting, refers to showing accumulated data on the costs of agency operation, the direct and indirect costs of production, administration, and performance of agency's program function

Accountable Officer's, Account refers to showing or accounting for the availability and status of public funds which includes the accounting officer, the disbursing officer and the certifying officer

Contract Acquisition Management, refers to DCMA's own acquisition/leasing of goods and services and property Includes but is not limited to procurement through contracts and credit card (Refer to 170 02 for Acquisition Case files)

Includes

- a Records related to general planning and management of Finance includes but not limited to program plans, studies and analysis, reports, including those produced from tracking/control mechanisms, and guidance letters
- b Documents relating to the accounting for appropriations allotments and the commitment, obligation and expenditure of allotted funds

- c Files relating to transactions making specific funds allocated to a fiscal operating agency available for obligations to field installations
- d Journals Books of original entry maintained to record all financial transactions and to summarize accounting for posting to the general ledger and special journals such as obligation journals
- e General Ledgers (and supporting Subsidiary Ledgers) which contain the accounts necessary to reflect financial operations such as asset accounts, liability accounts maintained for the purpose of establishing in summary form the status of the accounts
- f Trial Balances
- g Financial Reports to include status of allotments, advance reports of cumulative obligations, net expenditures, schedule of foreign payments and foreign receipts, status of advance payments to contractors, report of appropriate reimbursements
- h Integrated Command Accounting and Reporting documents received or required by directives or similar guidance
- i Fund Utilization Reports and Listings furnished by or to the HQ DCMA Office of Comptroller for use in HQ DCMA financial accounting reports and statements
- j Account Classification Audit lists received each year from the Finance and Account Offices
- k Documents accumulated by the accountable disbursing officer or agents in administration of funds, disbursement, reimbursement, collections and adjustments Includes but is not limited to, money accounts, vouchers, ledgers and registers covering all phases of the disbursement and accounting for obligations paid and the collection and crediting of funds due
- l Document related to the resolution of issues and dissemination of information involving financial transactions in DCMA accounting and finances system and including the Defense Finance and Accounting System Includes but is not limited to individual authorized allotment files, withholding tax exemptions certificates, copies of contracts, commitment documents, travel claims, Military purchase requests, and payroll transaction registers
- m Contract, requisition, purchase order, and lease records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (**other than real property files or Acquisition Case files - Refer to 170.03 for Real Property acquisitions; Refer to 170.02 for Acquisition Case files.**)

170 01a

①

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

DISPOSITION Temporary Destroy/delete no less than 6 years and 3 months, and no more than 15 years after applicable cut off

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 D) Cut off is after period covered by account, certificate of settlement is received, or when claims for which agency has right to collect is ended, or 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

DISPOSTION NOTE 1: DCMA (after NARA's approval of this schedule) can approve a retention period within the 6 years and 3 months - 15 year range

170 01b Other offices' records This includes any records maintained on a DCMA website

2

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

170.02 Acquisitions/Procurements Case Files

Note 1: Refer to 170.03 for Real Property acquisitions

Note 2: Refer to 400.03a for acquisition of goods and services through non-financial agreements or like transaction.

Note 3: Refer to 800.02b for electronic records maintained in MOCAS; electronic database for open mission and non-mission related contract data.

Relates to acquisition/ procurement / lease case files of goods and services and property (excluding real property) by DCMA through transfer of funds to sustain DCMA operations to include solicited and unsolicited bids and proposal files Includes but is not limited to acquisitions by contract or credit card Refer to 170 04a for cancelled pre-award solicitations

170 02a Office of primary responsibility for retaining official record (record serves as the legal copy) This includes any records maintained on a DCMA website

3

DISPOSITION Temporary Destroy/delete no less than 6 years and 3 months, and no more than 30 years after completion of the contract, or final payment or termination of the program effort, or settlement of disputes/incidents, whichever is later

DISPOSTION NOTE 1: DCMA (after NARA's approval of this schedule) can approve a retention period within the 6 years and 3 months -30 year range

④

170 02b

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

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

170.03

Real Property Acquisitions

Note 1: Refer to 160.01 for disposal of property, building and housing facilities.

Note 2: Records relating to property acquired prior to January 1, 1921, are not covered by this item and must be scheduled with a separate SF115.

GRS
3/1a

Title papers documenting the acquisition of real property (by purchase, condemnation, donation, or exchange), excluding records relating to property acquired prior to January 1, 1921

Records maintained by office of primary responsibility This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens

DISPOSITION NOTE 1: Transfer the Abstract or Certificate of Title to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.

170.04a

Cancelled Pre-Award Solicitations

⑤

170 04a1

Refers to formal solicitations of offers to provide products or services (e g Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of contract The file includes pre-solicitation documentation on the requirements, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation

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

DISPOSITION Temporary Destroy/delete 6 years and 3 months after cancellation

⑥ 170.04a2 Copies of official records kept in other DCMA offices This includes any records maintained on a DCMA website
DISPOSITION Temporary Destroy when superseded, obsolete, or no longer needed for business

170.04b Unopened Bids

~~170.04b1 Office of primary responsibility for retaining official record (record serves as the legal copy) This includes any records maintained on a DCMA website
DISPOSITION Temporary Return to the bidder~~
GRS 3/5c(2)

⑦ 170.04b2 Copies of official records kept in other DCMA offices This includes any records maintained on a DCMA website
DISPOSITION Temporary Destroy when superseded, obsolete, or no longer needed for business

170.04c Lists or Card files of Acceptable Bidders

~~170.04c1 Office of primary responsibility for retaining official record (record serves as the legal copy) This includes any records maintained on a DCMA website
DISPOSITION Temporary Destroy when superseded or obsolete~~
GRS 3/5d

⑧ 170.04c2 Copies of official records kept in other DCMA offices This includes any records maintained on a DCMA website
DISPOSITION Temporary Destroy when superseded, obsolete, or no longer needed for business

170.05 Federal Personnel Surety Bond Files

Official copies of bond and attached powers of attorney

170.05a Bond Purchased before January 1, 1956

~~Office of primary responsibility for retaining official record (record serves as the legal copy) This includes any records maintained on a DCMA website
DISPOSITION Temporary Destroy 15 (fifteen) years after bond becomes inactive~~
GRS 6/6a(1)

DISPOSITION NOTE 1: Refer records to NARA prior to their destruction.

~~170.05b~~ Bonds purchased after December 31, 1955

GRS 6/6a(2)

~~Office of primary responsibility for retaining official record (record serves as the legal copy) This includes any records maintained on a DCMA website~~

~~DISPOSITION Temporary Destroy 15 (fifteen) years after end of bond premium paid~~

~~170.05c~~ Other Bond Files including copies of bonds and related documents

GRS 6/6b

~~Destroy when bond becomes inactive or after the end of the bond premium~~

N1-558-10-8

Schedule 170
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									
2	170 01a	T	110 52	N/A-N/A	Destroy after 1 year	N1-361-91-2		Office Financial	Records used to manage the expenditure of funds within an office including manual or automated control systems and supporting documents
3	170 01a	T	110 73	N/A-N/A	Destroy 3 years after completion of contract	N1-361-91-2		Contracting Officer's Technical Representative (COTR) Files	Records relating to contract oversight and receipt/acceptance of goods and services by individual offices assigned responsibility Includes documentation such as copies of contracts and modifications, correspondence, inspection and performance reports, and related documents
4	170 01a	T	130 30 A	N/A-N/A	Destroy after 10 years	N1-361-91-11	Documents relating to preferential consideration given to small business and/or labor surplus area firms	Small Business/Labor Surplus Area Preference Activity Files - Procurement activity	Procurement activity - Documents relating to preferential consideration given to small business and/or labor surplus area firms
5	170 01a	T	157 15	N/A-N/A	Destroy 3 years after acquisition of the equipment to which the documents relate or when no longer needed if equipment is not obtained	N1-361-91-7		Protective Services Special Equipment	Documents relating to requirements for procurement and use of equipment, other than those discussed in 157 70, Physical Barriers, and 157 85, Protective Communications, such as speed detection radars, identification cameras and related equipment, tear gas and specialized transportation equipment (Destroy 3 years after acquisition of the equipment to which the documents relate or when no longer needed if equipment is not obtained)
6	170 01a	T	400 01	N/A-N/A	Destroy after 10 years	NN-168-94		Finance	Finance Documents relating to overall financial matters
7	170 01a	T	400 05	N/A-N/A	Destroy after 10 years	NN-168-94		Appropriations-Financial Management	Documents relating to overall financial management of appropriations Excluded are those documents relating to a single phase of financial management reflected elsewhere in the 400 00 series
8	170 01a	T	400 15	N/A-N/A	Destroy after 10 years	NN-168-94		Industrial Fund-Financial Management	Documents relating to overall financial management of industrial funds Excluded are those documents relating to a single phase of financial management reflected elsewhere in the 400 00 series

**Schedule 170
Records Series
Crosswalk**

	C	D	H	K	N	O	P	Q	R
L	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
9	170 01a	T	421 01	GRS 07- Item 3	Destroy 6 years and 3 months after the close of the fiscal year involved			Appropriations	Documents relating to the accounting for appropriations allotments and the commitment, obligation, and expenditure of allotted funds
10	170 01a	T	421 05	GRS 07- Item 3	Destroy after 6 years and 3 months after the close of the fiscal year involved			Allotments	Files relating to transactions making specific funds allocated to a fiscal operating agency available for obligation to field installations, either through allotment or sub-allotment, accumulated by fiscal administrative elements
11	170 01a	T	421 10	N/A-N/A	Destroy after 2 years	NN-168-94		Journals	Books of original entry maintained to record all financial transactions and to summarize accounting for monthly postings to the general ledger, consisting of the general journal, and special journals such as fund receipt, fund disbursements, and obligation journals
12	170 01a	T	421 15	GRS 07- Item 2	Cutoff ledger sheets that are filled or closed at the end of fiscal year Destroy after 6 years and 3 months [Destroy 6 years and 3 months after the close of			General Ledgers	General ledgers which contain the accounts necessary to reflect financial operations, such as asset accounts, operating accounts, liability accounts, budgetary accounts, and statistical accounts, maintained for the purpose of establishing in summary form the status of accounts, operations for the month, and to provide medium for verifying the accuracy of reports and subsidiary ledgers
13	170 01a	T	421 20	GRS 07- Item 4	Destroy after 3 years [a Original records Destroy when 3 years old] [b Copies Destroy when 2 years old]			Subsidiary Ledgers	Subsidiary ledgers maintained as a source for ascertaining the composition of general ledger accounts, to accumulate detail for analysis and reporting purposes, and verification of accuracy of general ledger accounts They consist of allotment ledgers, open allotment ledgers, appropriation revenue ledgers, transactions for other ledgers, and unapplied Disbursing Office (DO) deposit fund ledgers
14	170 01a	T	421 25	N/A-N/A	Destroy after 1 year	NN-168-94		Trial Balances	Trial balances prepared from general ledger accounts
15	170 01a	T	421 30	N/A-N/A	Destroy after 3 years	NN-168-94		Subsidiary Files	DO cash accounts subsidiaries, advances to employees, progress payments to contractors, and advances to contractors subsidiary records and cash blotters and check ledgers

**Schedule 170
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
16	170 01a	T	421 35 A	N/A-N/A	Destroy 1 year after all transactions relating to the allotment accounts have been closed	NN-168-94	Copies of reports forwarded to higher echelon, such as status of allotments, advance report of cumulative obligations, special open allotments, net	Financial Reports - Status of Allotments	Status of allotments reports and acquisition, rehabilitation, repair, and rental Wherry housing reports
17	170 01a	T	421 35 B	N/A-N/A	Destroy after 1 year	NN-168-94	Copies of reports forwarded to higher echelon, such as status of allotments, advance report of cumulative obligations, special open allotments, net	Financial Reports	Other report files
18	170 01a	T	427 05	N/A-N/A	Destroy after 3 years	NN-168-94	Central Accounts - Relates to the mission functions performed by the DCMA Accounting and Finance Division	Integrated Command Accounting and Reporting (ICAR)	Feeder reports and related documents submitted by the DCMA/Army disbursing offices in accordance with the provisions of AR 37-108 and DCMAM 7000 1, Accounting and Finance Manual, and of the consolidated financial statements, reports and listings prepared there from by the DCMA Accounting and Finance Division in accordance with the provisions of AR 37-151 and related Army directives
19	170 01a	T	427 10	N/A-N/A	Destroy after 1 year	NN-168-94	Central Accounts - Relates to the mission functions performed by the DCMA Accounting and Finance Division	Fund Utilization Reports and Listings	Copies of fund authorizations, status of allotment/sub-allotment, reports on reimbursable transactions, and monthly reports of obligations by object class furnished by the HQ DCMA Office of Comptroller for consolidation, and of related consolidated listings furnished to that office for use in preparation of HQ DCMA financial accounting reports and statements
20	170 01a	T	427 15	N/A-N/A	Destroy after 1 year	NN-168-94	Central Accounts - Relates to the mission functions performed by the DCMA Accounting and Finance Division	Miscellaneous Central Accounting	Feeder reports and documents accumulated in the performance of specific central accounting operations as assigned by HQ DCMA, including such documents as are applicable to the centralized billing of the Federal Republic of Germany for price review services and feeder reports and consolidated reports of DoD International Balance of Payments- Accounting Report #1, Federal Outlay by Geographic location, and payroll report of federal civilian employment
21	170 01a	T	427 20	N/A-N/A	Destroy each year after receipt of new fiscal year's listing and cards	NN-168-94	Central Accounts - Relates to the mission functions performed by the DCMA Accounting and Finance Division	Accounting Classification Audit	Decks or tabulating cards and master numerical lists reflecting valid accounting classifications received each fiscal year from all Finance and Accounts Offices, U S Army and furnished to DCMA/Army disbursing offices
22	170 01a	T	429 01	N/A-N/A	Destroy after 10 years	NN-168-94	Other Funds	Other Funds	Documents relating to funds accounting other than appropriated funds and revolving funds Includes documents relating to deposit funds, suspense accounts, trust funds, and similar type funds

**Schedule 170
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
23	170 01a	T	429 05	N/A-N/A	Destroy after 2 years	NN-168-94	Other Funds	IMPREST Funds	Documents accumulated by IMPREST fund cashiers which reflect the receipt and accounting for imprest funds. Included are copies of reimbursement vouchers and receipts for funds entrusted to agent officer which also reflect acknowledgment of return of funds.
24	170 01a	T	430 01	N/A-N/A	Destroy when superseded, obsolete, or after 10 years, whichever is sooner	NN-168-94	Relates to funds disbursements, reimbursements, collections, and adjustment functions usually performed by an accountable disbursing	Monetary Collections and Payments	Documents relating to the overall administration of funds disbursements, reimbursement, collections, and adjustments functions
25	170 01a	T	431 10	N/A-N/A	Effect disposition in accordance with the pertinent regulations of the Military Department from which the disbursing station number was obtained, except as otherwise	NN-168-94	Relates to those records constituting or directly relating to an accountable disbursing officer's accounts	Disbursing Accounts	Records maintained by disbursing officers including money accounts, vouchers, ledgers, and registers covering all phases of the disbursement and accounting for obligations paid and the collection and crediting of funds due
26	170 01a	T	431 11 D	GRS 03- Item 3d	Destroy or delete when 5 years old		Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt,	Routine Procurement Files - Data Submitted to the Federal Procurement Data System (FPD5)	Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4 601 for transfer to the FPDS
27	170 01a	T	431 12	N/A-N/A	Destroy upon completion of related contract, except that those relating to transferred contracts and contract number changes will be held 1 year and then destroyed	NN-168-94		Shipment Control Records	Documents maintained to ensure prompt receipt of Material Inspection and Receiving Reports and invoices
28	170 01a	T	431 13	GRS 07- Item 3	Cutoff at the end of each fiscal year, hold 2 years, then retire to the applicable records center Destroy 6 years and 3 months after the close of			Sub-vouchers	Retained copies of sub-vouchers accumulated at Defense Contract Management Districts (DCMDs) beginning with FY 68 under the procedures of Mechanization of Contract Administration Services (MOCA5), Phase IB
29	170 01a	T	431 15 A	N/A N/A	Destroy 1 year after termination of employment of individual, or when no longer needed, whichever is earlier	NN-168-94	Documents used to record individual travel payments transactions, such as DD Form 1588, Record of Travel Payments	Record of Travel Payments	Civilian Record of Travel Payments

**Schedule 170
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
30	170 01a	T	431 15 B	N/A-N/A	When the service member terminates an assignment with DCMA, send to the appropriate office where the member's pay records are maintained	NN-168-94	Documents used to record individual travel payments transactions, such as DD Form 1588, Record of Travel Payments	Record of Travel Payments	Military Record of Travel Payments
31	170 01a	T	431 20	N/A N/A	Destroy after 4 years	NN-168-94		Reports and Returns	Reports reflecting the status of disbursing accounts
32	170 01a	T	431 80 A	GRS 06- Item 3a	Destroy 2 years after date of settlement, provided certificates indicate clearance		Certificates of settlement, statements and differences, and related or comparable documents relating to disbursing officers	Certificates of Settlement	Certificates covering closed account settlements, supplements, and final balance statements
33	170 01a	T	431 80 B	GRS 06- Item 3b	Destroy when subsequent certificates of settlement are received		Certificates of settlement, statements and differences, and related or comparable documents relating to disbursing officers	Certificates of Settlement	Certificates covering period settlements
34	170 01a	T	431 90	N/A-N/A	Destroy after 2 years	NN-168-94		Documents Receipts	Records compiled to indicate, by means of identifying symbols and date periods, the documents transferred by a disbursing officer to an accounts office
35	170 01a	T	431 95	N/A-N/A	Destroy after 6 months	NN-168-94		Advice of Correction Files	Documents utilized by the accounts office to notify field installations and/or disbursing offices of corrections made in accounting classifications
36	170 01a	T	432 01	GRS 06- Item 1a	Destroy 6 years and 3 months after period covered by account		Relates to the collection of monies maintained as a separate series from other financial and fiscal series When such documents form an integral part of the accounts of files	Collections	Documents relating to the collection of monies due maintained by disbursing, collection, or sales officers

**Schedule 170
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
37	170 01a	T	432 05	N/A-N/A	Destroy after 3 years	NN-168-94	Relates to the collection of monies maintained as a separate series from other financial and fiscal series. When such documents form an integral part of the accounts of files.	Collection Vouchers	Copies of documents that have been transmitted to disbursing officers which are accumulated by sale officers and other officials authorized to accept amounts due the United States from individuals, organizations, or Governmental agencies other than files.
38	170 01a	T	433 01	N/A-N/A	Destroy after 10 years	NN-168-94		Reimbursements	Documents relating to the transfer of funds or payment to other departments or agencies for material or services furnished DCMA activities.
39	170 01a	T	434 70	N/A-N/A	Destroy after 2 years or on discontinuance, whichever is first	NN-168-94		Audit Letters	GAO notification of completion of audit of pay and leave accounts with related documents.
40	170 01a	T	435 00	N/A-N/A	Destroy after 10 years, except that Report of Survey Files not involving pecuniary liability will be destroyed 3 years after completion of final action	NN-168-94	Relates to adjustments in accounts due to the loss, un-serviceability, or destruction of property, and determinations of, or release from, pecuniary liability or other.	Adjustments	
41	170 01a	T	436 10	N/A-N/A	Destroy after 10 years, except that Report of Survey Files not involving pecuniary liability will be destroyed 3 years after completion of final action	NN-168-94	Relates to adjustments in accounts due to the loss, un-serviceability, or destruction of property, and determinations of, or release from, pecuniary liability or other.	Reports of Survey	Documents concerning the loss, un-serviceability, or destruction of Government property, created to determine the question of pecuniary or other responsibility for the absence or condition of articles, including reports of survey, boards of officers proceedings, control registers, and other related papers. Approved copies of such documents serving as property or fiscal vouchers will be handled as such and thus will not be filed under this number.
42	170 01a	T	436 20	N/A-N/A	Destroy 2 years after final action	NN-168-94	Relates to adjustments in accounts due to the loss, un-serviceability, or destruction of property, and determinations of, or release from, pecuniary liability or other.	Charges Collection Records	Case files accumulated in connection with the collection of pecuniary charges against individuals as a result of approved reports of survey or other adjustments procedures.
43	170 01a	T	440 01	N/A-N/A	Destroy when superseded, obsolete, or after 10 years, as applicable	NN-168-94	Relates to the accounting systems devised to record, classify, and summarize costs of material, labor, and overhead incident to the maintenance and operation of installations.	Cost Accounting	Documents relating to the overall administration of the cost accounting functions.

**Schedule 170
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
44	170 01a	T	440 10	N/A-N/A	Destroy when superseded or obsolete	NN-168-94	Relates to the accounting systems devised to record, classify, and summarize costs of material, labor, and overhead incident to the maintenance and operation of installations	Cost Accounting Procedures	Documents prescribing the methods and procedures for operating the DCMA cost accounting systems
45	170 01a	T	441 10	N/A-N/A	Destroy after 10 years	NN-168-94	Relates to documents forming integral parts of the cost accounts	Cost Ledgers	Ledgers recording source data for each cost account, including cost control ledgers and cost detail ledgers
46	170 01a	T	441 20	N/A-N/A	Destroy after 5 years	NN-168-94	Relates to documents forming integral parts of the cost accounts	Cost Registers	Registers recording cost data by elements of cost and sub-elements of cost, including labor registers, supplies registers, contractual services registers, and other cost registers
47	170 01a	T	441 30	N/A-N/A	Destroy after 5 years	NN-168-94	Relates to documents forming integral parts of the cost accounts	Cost Vouchers	Documents serving as vouchers to the cost accounts and containing cost summary data, including cost distribution vouchers, cost summary vouchers, civilian labor cost summary vouchers, and similar documents
48	170 01a	T	441 40	N/A-N/A	Destroy after 2 months	NN-168-94	Relates to documents forming integral parts of the cost accounts	Labor and Workload	Documents containing initial entries of cost data serving as the basis for summary vouchers, including distribution of military payroll, individual time tickets, foreman's daily reports, record of working time, records of work units, initial summaries of
49	170 01a	T	442 00	N/A-N/A	Destroy after 5 years	NN-168-94		Cost Accounting Reports	Cost Accounting Reports Documents accumulated from reporting on actual and programmed accomplishments measured in terms of cost, including cost and performance reports and other documents in connection with the preparation or evaluation of the reports
50	170 01a	T	451 01	N/A-N/A	Destroy after 10 years	NN-168-94		Financial Inventory Accounts	Financial Inventory Accounts Documents serving as an integral part of the accounts such as category journals, category ledgers, general ledgers, financial inventory control records, financial statements, and related posting media

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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
51	170 01a	T	452 01	N/A-N/A	Destroy after 10 years	NN-168-94		FIA Reports	Reports reflecting the financial values of inventories together with related analyses
52	170 01a	T	455 01	N/A-N/A	Destroy after 10 years	NN-168-94		Materiel Pricing	Documents reflecting the pricing of items, included in the FIA system
53	170 01a	T	461 10	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference	N1-361-87-2		Inspector General Policies and Procedures	Documents pertaining to policies and procedures for handling contacts with Inspector General auditors and for processing reports of audits, reviews, and surveys
54	170 01a	T	463 00	N/A-N/A		N1-361-87-2		General Accounting Office (Accountability) GAO	
55	170 01a	T	490 01	N/A-N/A	Destroy after 3 years	NN-168-94	Relates to non-appropriated funds and activities financed thereby, established primarily for morale, welfare, and recreational facilities and activities,	Non-appropriated Funds (NAF)	Documents relating to the overall administration of NAF matters
56	170 01a	T	490 05	N/A-N/A	Destroy on supersession or with related fund account records on dissolution of the fund, as appropriate	NN-168-94	Relates to non-appropriated funds and activities financed thereby, established primarily for morale, welfare, and recreational facilities and activities,	NAF Establishment	Documents relating to the establishment of non-appropriated funds, establishment of disbursement limitations, appointment of custodians and council members, and establishment of constitutions and bylaws Included are orders, bylaws, constitutions, and cha
57	170 01a	T	490 11	N/A-N/A	Destroy with accounting fund records related to actions prescribed within the recorded minutes of meetings	NN-168-94	Relates to non-appropriated funds and activities financed thereby, established primarily for morale, welfare, and recreational facilities and activities,	NAF Minutes of Meetings	Minutes of meetings of councils and boards of governors appointed to administer non-appropriated funds as prescribed by directives, regulations, constitutions, bylaws, and similar regulatory media Included are minutes of meetings and directly related doc

**Schedule 170
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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
58	170 01a	T	490 12	N/A-N/A	Destroy after 1 year, or on discontinuance, whichever is first	NN-168-94	Relates to non-appropriated funds and activities financed thereby, established primarily for morale, welfare, and recreational facilities and activities,	NAF Statements and Reports	Financial statements and reports including inspection reports and related documents pertaining to non-appropriated funds prepared by units administering the funds and forwarded to higher headquarters Excludes copies of statements and reports retained by
59	170 01a	T	491 05	N/A-N/A	Destroy after 3 years provided an audit has been performed Once the audit has been completed and 1 year has lapsed, the records will then be destroyed	NN-168-94	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	NAF Accounts	Documents relating to the receipt, disbursement, and administration of non-appropriated funds, such as Welfare, Unit, Inmate's, Commandant's Sundry, Vocational Training, Chaplain's, Book Department, Officer and Noncommissioned Officer Open Mess, Post Rest
60	170 01a	T	491 10	N/A-N/A	Destroy after 1 year provided files have been audited, except that bowling center score sheets will be destroyed 1 month after verification	NN-168-94	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	Subsidiary Records to NAF Accounts	Officers and noncommissioned officers open mess restaurant and mess checks, bowling center score sheets or summaries thereof, check registers, golf course and driving range fee registers, nursery fee registers, bed cards, daily bingo and nursery activity
61	170 01a	T	491 15	N/A-N/A	Destroy when superseded or when account is closed	NN-168-94	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	NAF Bank Deposit Insurance	Documents relating to arrangements with the Treasury Department for protection of non-appropriated fund bank deposits which exceed the coverage provided by the Federal Deposit Insurance Corporation
62	170 01a	T	491 17	N/A-N/A	Destroy 3 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption	NN-168-94	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	NAF Securities	Documents reflecting securities and bonds owned by non-appropriated funds Included are subsidiary ledgers (showing bond type, cost, interest, appreciation, and maturity date) and custody receipts issued by the U S Treasury or banking institution
63	170 01a	T	491 18	N/A-N/A	Destroy after 3 years, or on discontinuance, whichever is first	NN-168-94	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	Check Cashing Privileges	Documents relating to advancing, revoking or suspending, restoring, and general supervision of check cashing privileges Included are letters to individuals about bad checks, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices from banks that the bank was in error, notices to activities that check cashing privileges have been suspended or restored for certain individuals, and related papers
64	170 01a	T	491 20 A	N/A-N/A	Destroy after 6 years	NN-168-94	Individual transactions Documents relating to transactions within DCMA, with other Government agencies and employees, and with non-governmental	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	Individual Transactions - Documents relating to transactions for more than \$2,500

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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
65	170 01a	T	491 20 B	N/A-N/A	Destroy after 3 years	NN-168-94	Individual transactions Documents relating to transactions within DCMA, with other Government agencies and employees, and with non-governmental	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	Individual Transactions - Documents relating to transactions for \$2,500 or less
66	170 01a	T	491 25	N/A-N/A	Destroy after 3 years or on discontinuance, whichever is first	NN-168-94	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	NAF Report of Audit Files	Documents accumulating from audits performed Included are reports of audit with directly related papers, such as financial statements and correspondence relating to actions taken
67	170 01a	T	492 05	N/A-N/A	Destroy after 2 years	NN-168-94	Relates to property and supply matters of NAF activities	Physical Inventories	Documents maintained by other than finance and accounting offices reflecting the physical inventory of non-appropriated fund property, supplies, and saleable merchandise Included are non-appropriated fund property inventory sheets, inventories of food and re-salable merchandise, and periodic inventories by disinterested persons
68	170 01a	T	492 07	N/A-N/A	Destroy after 2 years	NN-168-94	Relates to property and supply matters of NAF activities	NAF Stock Records	Documents reflecting the receipt, issue, disposition, and quantity of expendable property including supplies and re-salable merchandise Included are stock record cards, copies of requisitions, receiving reports, issue and turn-in slips, inventory adjustment reports, and similar documents Stock record cards will be continued in effect until filed or final entry is made thereon
69	170 01a	T	492 10 A	N/A-N/A	Destroy after 2 years	NN-168-94	Relates to property and supply matters of NAF activities	NAF Property Records - Cards with zero balance when there will be no further activity on the item, and filled cards when accounting entries are carried forward to a new	Documents reflecting the description, value, sources, quantity, location, disposition, and other data on non-expendable property and fixed assets Included are non-appropriated fund stock, property, and fixed assets cards, similar card forms, supporting documents such as receiving reports, inventory adjustment reports, and other vouchers, and other documents supporting entries to the stock report card
70	170 01a	T	492 10 B	N/A-N/A	Destroy after 2 years	NN-168-94	Relates to property and supply matters of NAF activities	NAF Property Records - Other documents	Documents reflecting the description, value, sources, quantity, location, disposition, and other data on non-expendable property and fixed assets Included are non-appropriated fund stock, property, and fixed assets cards, similar card forms, supporting documents such as receiving reports, inventory adjustment reports, and other vouchers, and other documents supporting entries to the stock report card
71	170 01a	T	492 15	N/A-N/A	Destroy 3 years after termination of agreement	NN-168-94	Relates to property and supply matters of NAF activities	Concessionaire Operations	Copies of agreements with concessionaires, and documents reflecting the performance of concessionaires Included are current agreements and associated documents, documents concerning compliance or noncompliance with standards of service, sanitation, and s

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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
72	170 01a	T	492 18	N/A-N/A	Destroy 2 years after individual or activity is no longer considered for operation	NN-168-94	Relates to property and supply matters of NAF activities	Concessionaire Open Applications	Applications submitted by persons desiring to operate an activity on the installation
73	170 01a	T	492 21	N/A-N/A	Destroy after 2 years	NN-168-94	Relates to property and supply matters of NAF activities	Alcoholic Beverage Decalcomania Control	Documents used to control the issue of alcoholic beverage decalcomania Included are records of issue from stock and related documents
74	170 01a	T	492 23	N/A-N/A	Destroy upon new registration, or on final disposition of vehicle, as applicable Note Registration forms will be forwarded in accordance	NN-168-94	Relates to property and supply matters of NAF activities	NAF Vehicle Registration	Documents relating to the registration of NAF vehicles Included are applications for NAF vehicle registration, bills of sale or other proof of ownership documents, vehicle registration forms, and related documents
75	170 01a	T	492 40	N/A-N/A	Destroy 2 years after termination of the agreement	NN-168-94	Relates to property and supply matters of NAF activities	NAF Utility Service Agreements	Documents pertaining to utilities services furnished NAF activities Included are agreements, modifications, and related documents
76	170 01a	T		GRS 03- Item 4a	Destroy when 1 years old			Supply Management Files	Copies in other reporting units and related working documents
77	170 01a	T		GRS 03- Item 4a	Destroy when 2 years old			Supply Management Files	Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of DoD report reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 USC 481)
78	170 01a	T		GRS 03- Item 6a through 6b	Destroy 3 years after completion or cancellation of requisition			Public Printer files	Records relating to requisitions on the printer, and all supporting documents

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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
79	170 01a	T		GRS 03- Item 7	Destroy when 1 year old			Non-personal Requisition Files	Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule GRS 6)
80	170 01a	T		GRS 03- Item 8	Destroy 2 years after completion of cancellation of requisition			Inventory Requisition file	Requisitions for supplies and equipment for current inventory
81	170 01a	T		GRS 03- Item 9a through 9c	Destroy 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control			Inventory Files	Inventory lists, Inventory Cards, report of survey files
82	170 01a	T		GRS 03-Item 10	Destroy 3 years after period covered by related account			Telephone Records	Telephone statements and toll slips
83	170 01a	T		GRS 03-Item 11	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action of such date			Contractors Payroll files	Contractor's payrolls (construction contracts) submitted in accordance with Dept of Labor Regulations, with related certifications, anti-kickback affidavits and other related papers
84	170 01a	T		GRS 03-Item 12	Destroy 3 years after period covered by related account			Tax Exemption Files	Tax Exemption certificates and related papers
85	170 01a	T		GRS 03-Item 13	Destroy 3 years after rejection or withdrawal			Unsuccessful Grant application files	Applications, correspondence and other records relating to unsuccessful (rejected or withdrawn) applications

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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
86	170 01a	T		GRS 03-Item 14	Destroy when 2 years old			Grant Administrative Files	Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program
87	170 01a	T		GRS 03-Item 16	Destroy when superseded or obsolete			Contractor's statement of contingent or other fees	SF 119, Statement of Contingent or Other fees, or statement in lieu of the form filed separately from the contract case file and maintained for enforcement of report purposes
88	170 01a	T		GRS 03-Item 17	Destroy when 3 years old			Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by Pub L 95-507	Small and Disadvantaged Business Utilization files
89	170 01a	T		GRS 03-Item 18	Cut off when action is completed, Hold for 3 years and retire to records center Destroy 6 - 10 years after cutoff			Federal Activities Inventory Reform Act (FAIR) Act Records (created under OMB Circular A-76, Performance of Commercial Activities)	Records documenting implementation of OMB Circular No A-76, Performance of Commercial Activities These records are created and maintained in paper and electronic formats and include but are not limited to inventories, reviews, consultations, summary report, commercial activity codes, challenges, appeals, decisions, planning documents, public announcement, Federal Register Notices, standard and streamlines competition documents, accountability statements, cost calculations and performance measures
90	170 01a	T		GRS 03-Item 2	Destroy when 2 years old			General Correspondence files	Correspondence files of operating procurement entities concerning internal operations and administration matters not covered elsewhere in the schedule
91	170 01a	T		GRS 03-Item 5a	Destroy with related contract case files		Solicited and Unsolicited Bids and Proposal bids	Successful Bids and proposals	
92	170 01a	T		GRS 03-Item 5b (1)	Destroy 1 year after date of award or final payment, whichever is later		Solicited and Unsolicited Bids and Proposal bids	Relating to small purchases as defined in the FAR, 48 CFR Part 13	

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	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
93	170 01a	T		GRS 03-Item 5b (2) (a)	Destroy when related contract is completed		Solicited and Unsolicited Bids and Proposal bids	Relating to transactions above small purchase limitations in 48 CFR Part 13	When filed separately from contract case files
94	170 01a	T		GRS 06- Item 11a through 11b	Destroy 6 years and 3 months after the close of the fiscal year in which the waiver was approved Denied Waivers refer to items GRS 6, Item 10b and 10c			Waiver of Claim Files	Record relating to the waiver of claims of the US against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, request for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records
95	170 01a	T		GRS 06 Item 4	Destroy when 3 years old			General Fund Files	Records relating to availability, collection, custody and deposit of funds including appropriate warrants and certificates of deposits,
96	170 01a	T		GRS 06- Item 5a through 5b	Files used for workload and personnel management purposes (destroy when 2 years old), all other files (destroy when 3 years old)			Accounting Administrative Files	Correspondence, reports, and data relating to voucher preparation, administrative audit and other accounting and disbursing operations
97	170 01a	T		GRS 06- Item 7	Destroy after GAO Audit or when 3 year old, whichever is sooner			Gasoline Sales Tax	Hard Copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline
98	170 01a	T		GRS 06- Item 8	Destroy after GAO Audit or when 3 year old, whichever is sooner			Telephone Toll Tickets	Originals and copies of toll tickets filed in support of telephone toll call payments
99	170 01a	T		GRS 06- Item 9	Destroy and GAO audit or when 3 years old, whichever is sooner			Telegrams	Originals and copies of telegrams filed in support of telegraph bills

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100	170 01a	T		GRS 06-Item 10a, 10b and 10c, excluding GRS Item 10b2a	Destroy when 6 years and 3 months old			Administrative Case Files	Claims against the United States Records relating to claims against the US for moneys that have been administratively (1)disallowed in full or (2) allowed in full or part, and final payment of the amount awarded, EXCLUDING claims covered by sub item c. below Claims by the United States subject to the Federal Claims Collection Standards and 28 USC 2415, or 31 USC 371(c)(1)
101	170 01a	T		GRS 07-Item 1	Destroy when 2 years old			Expenditures, Accounting General Correspondence and Subject Files	Correspondence or subject files maintained by operating units responsible for expenditures, accounting, pertaining to their internal operations and administration
102	170 01a	T		GRS 08-Item 1	Destroy when 3 years old			Plant, Cost and Stores general correspondence files	
103	170 01a	T		GRS 08-Item 2	Destroy when 3 years old			Stores, Invoice Files	
104	170 01a	T		GRS 08-Item 3	Destroy when 3 years old			Stores, Accounting Files	
105	170 01a	T		GRS 08-Item 4	Destroy when 2 years old			Stores Accounting Background Files	
106	170 01a	T		GRS 08-Item 5	Destroy when 3 years old			Plant Accounting Files	

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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									
107	170 01a	T		GRS 08-Item 6	Destroy when 3 years old			Cost Accounting Reports	
108	170 01a	T		GRS 08-Item 7a	Destroy when 3 years old			Cost Report Data Files/Automated records	
109	170 01a	T		GRS 08-Item 7b	Destroy when 6 months old			Cost Report Data Files/Automated Records	
110	170 01a	T		GRS 24-Item 9a	Destroy/delete 3 years after agreement is superseded or terminated			Financing of IT Resources and Services - Agreements formalizing performance criteria	Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements
111	170 01a	TS		N/A-N/A				Federal Procurement Data System	Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases and consisting information required under 48 CFR 4 601 for transfer to the FPDS (DCMA/DLA Series item 8310 5d
112	170 01a	TS		N/A-N/A				Standard Electronic Processing System	System developed and maintained by the Navy Fleet Material Support Office, Mechanicsburg PA used by DCMA for administration and processing of Electronic Data interchange progress payments The SEPS effort is designed to convert payment data collection and distribution procedures from paper to electronic communication methods as the principle means for providing support services to vendors, concerned financial managers, Depart of Defense Procurement Contracting Offices (DoDPCOs), Defense Logistics Agency (DLA)
113	170 01a	TS		N/A-N/A	WAWF does not capability to apply retention periods for closed contracts as of 8/2010			Wide Area Work Flow	The Department of Defense (DoD) Wide Area Workflow (WAWF) is a Paperless Contracting application to eliminate paper from the Receipt/Acceptance and Invoice/Payment process of the DoD contracting life cycle Wide Area Workflow (WAWF) is a secure Web-based system for electronic invoicing, receipt and acceptance WAWF creates a virtual folder to combine the three documents required to pay a Vendor - the Contract, the Invoice, and the Receiving Report. The WAWF application enables electronic

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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
114	170 02a	T	431 11 A	N/A-N/A	NOTE Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the sub items to apply to a particular series		Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt,		
115	170 02a	T	431 11 A(1)	GRS 03- Item 3	NOTE Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the sub items to apply to a particular series		Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt,	Procurement or purchase organization copy, and related papers	Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold")
116	170 02a	T	431 11 A(1)(a)	GRS 03- Item 3a (1)(a)	Destroy 6 years and 3 months after final payment NOTE Given the complexities of the rules on procurement, agencies should involve procurement		Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt,	Procurement or purchase organization copy, and related papers	Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000
117	170 02a	T	431 11 A(1)(b)	GRS 03- Item 3a (1)(b)	Destroy 3 years after final payment NOTE Given the complexities of the rules on procurement, agencies should involve procurement		Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt,	Procurement or purchase organization copy, and related papers	Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000
118	170 02a	T	431 11 A(2)	GRS 03- Item 3a(2)(a)	NOTE Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the sub items to apply to a particular series		Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt,	Procurement or purchase organization copy, and related papers	Transactions dated earlier than July 3, 1995
119	170 02a	T	431 11 A(2)(a)	GRS 03- Item 3a(2)(a)	months after final payment NOTE Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding		purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment	Procurement or purchase organization copy, and related papers	Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000
120	170 02a	T	431 11 A(2)(b)	GRS 03- Item 3a(2)(a)	Destroy 3 years after final payment NOTE Given the complexities of the rules on procurement, agencies should involve procurement		Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt,	Procurement or purchase organization copy, and related papers	Transactions that utilize small purchase procedures and all construction contracts under \$2,000

**Schedule 170
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
121	170 02a	T	431 11 B	GRS 03- Item 3b	Destroy when funds are obligated		Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt,	Routine Procurement Files - Obligation copy	Obligation copy
122	170 02a	T		GRS 03-Item 15	Record created prior to October 1, 1979 destroy 6 years and 3 months after final action or decision , Records created after September 30, 1979 Destroy 1 year after final action or			Contract Appeals Case Files	Contract appeals case files arising under the Contract Dispute Act, consisting of notices of appeal and acknowledgements thereof, correspondence between parties, copies of contracts, plans, specifications, exhibits, change orders, and amendment, transcripts of hearings, documents received from parties concerned, final decisions, and all other related papers 1
123	170 02a	T		GRS 03-Item 5b (2) (b)	Destroy with related contract case files		Solicited and Unsolicited Bids and Proposal bids	Relating to transactions above small purchase limitations in 48 CFR Part 13	When filed with contract case files
124	170 02b	T	431 11 C	GRS 03- Item 3c	Destroy upon termination or completion		Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt,	Routine Procurement Files - Other copies	Other copies of records described above used by component elements of a procurement office for administrative purposes
125	170 03	T		GRS 03-Item 1a	Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens			Real Property Files	Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired prior to January 1, 1921, Transfer the Abstract or Certificate of Title to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens
126	170 04a1	T		GRS 03-Item 5c (1)	Destroy 5 years after date of cancellation		Solicited and Unsolicited Bids and Proposal bids	Cancelled Solicitation files	Formal solicitations of offers to provide products or services (e.g., invitations for bids, requests for proposals, request for quotations) which were cancelled prior to award of contract. The files include pre-solicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation
127	170 04b1	T		GRS 03-Item 5c (2)	Return to Bidder		Solicited and Unsolicited Bids and Proposal bids	Unopened Bids	

**Schedule 170
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									
128	170 04c1	T		GRS 03-Item 5d	Destroy when superseded or obsolete		Solicited and Unsolicited Bids and Proposal bids	List or card files of acceptable bidders	
129	170 05a	T		GRS 06-Item 6a(1)	Destroy 15 years after bond becomes inactive,			Federal Personnel Surety Bond Files -purchased before January 1, 1956	Official copies of bond and attached powers of attorney -Bonds purchased before January 1, 1956
130	170 05b	T	470 10	N/A-N/A	Destroy 3 years after termination of the bond	NN-168-94	Documents accumulated from the execution, approval, administration, and termination of bonds covering individuals who by virtue of their positions are required by law or	Surety Bonding - Terminated Indemnity Bonds	Original indemnity bonds and related documents furnished by educational institutions for care and safekeeping of Government property and terminated by the return of the property by the institution to DCMA
131	170 05b	T		GRS 06-Item 6a(2)	destroy 15 years after end of bond premium			Federal Personnel Surety Bond Files - purchased after December 31, 1955	Official copies of bond and attached powers of attorney -Bonds purchased after December 31, 1955
132	170 05c	T		GRS 05-Item 6b	Destroy when bond becomes inactive or after the end of the bond premium period			Federal Personnel Surety Bond Files, Other bond files including other copies of bonds and related documents	