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 N1-558-10-9
	DATE RECEIVED 9/9/10
1. FROM (Agency or establishment) Defense Contract Management Agency	NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION Informaton Technology Customer Service Organization (ITSCO)	
3. MINOR SUBDIVISION Records Management Program	
4. NAME OF PERSON WITH WHOM TO CONFER Gilbert B. Smeltzer / 5. TELEPHONE (703) 254-2141	DATE 16 July 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 13 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies,

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/7/2010		DCMA -ITA /Records Program Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Schedule 400 - DCMA Corporate Operations and Core Mission Program Management Planning and Oversight, excluding Contract Administration Services and other activities (See attached Big Bucket Schedule and Records Crosswalk)		

DCMA RECORDS RETENTION SCHEDULE

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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, 7and 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.

400.00 **DCMA Corporate Operations and Core Mission Program Management Planning and Oversight, excluding Contract Administration Services and other Activities (Pending NARA Final Review)**

Includes records related to management and executive direction of DCMA Organization and Core Mission programs for which DCMA has been assigned responsibility, excluding Contract Administration Services which is covered under Schedule 800.

Examples of Core Mission programs and activities covered by schedule 400 are:

a. Small Business/Economic Utilization Projects, Federal Prison Industries Programs, Sheltered Workshop affiliated with National Industries for the Blind, International Programs, and Commercial Activity Program
b. Streamline and standardize the contracting process from pre-award through contract closeout.
c. Evaluate and analyze how well prime contractors ensure small businesses receive a fair proportion of and a maximum practicable opportunity to participate in prime contractors' subcontracts.

Note 1: Refer to Schedule 800.00 for records related to planning, management and budgeting of Contract Administration Services.

400.01a **DCMA High Level Operations and Core Mission Programs; Management and Budget**

Note 1: Some records of this type may also be contained in a contract case file or contract sub-file at the discretion of the Administrative Contracting Officer or similar authority because of their evidentiary value; Refer to 800.02.

Note2: Refer to 400.02a for significant high level management records (permanent records).

Records related to planning, management and budget activities of DCMA high level operations (includes DCMA HQ, DCMA Contract Management Offices (CMOs) and other foreign or domestic field DCMA offices) to ensure corporate level and core mission programs, plans, or projects are planned, scheduled, budgeted and accomplished.

Includes activities related to:

a. Administration of resources, staff guidance, productivity improvement, performance analysis, training, contingency and strategic planning.
b. Agency Program Budget Development and Implementation. Refer to 400.07a for official budget policy retention guidance.
c. Internal assessments. Refer to 400.06a for DCMA Internal Assessment Case File results.
d. HQ DCMA Commercial Activity (CA) Program Office documents pertaining to overall policy, procedures and administration of the CA Program.

Records include but are not limited to the following:

a. Program budget decisions, justifications, call letters, budget formats, DCMA projected guidance, inflation rates and related correspondence used in development, preparation, formulation, justification and execution of Defense Business Operations Fund (DBOF)
b. Defense Business Operating Fund Inventory Transactions, journal vouchers, performance summaries, letters and other correspondence and other financial data used to conduct analysis
c. Certification/Obligation Files
d. Charts tracking planned/actual costs
e. Data calls, periodic reviews and exercise of staff supervision over the implementation of special programs
f. International Program Correspondence Files to include non-program specific correspondence, trip reports and other materials use to direct the foreign liaison, integration and coordination with US Govt International Community
g. International Program/project files to include but not limited to documents related to the formulation, management, administration, training or execution of individual International program/projects such as plans, studies and analyses, reports, letter guidance and direction, and related documents.
h. Management Control Plans to include risk analysis report and assessment records to include management reviews, manager's internal control reviews, quality reviews, project tracking, working group charters, lessons learned, and similar records created or received documenting the implementation of policy and programs in accordance with agency-wide plans or expectations. Refer to 400.06a for DCMA Internal Assessment Case File results.
i. Foreign and domestic Base Realignment and Closure Commission Files include briefings, agendas of executive groups, staff studies, and program evaluations
j. Reports and management summaries such as Monthly and Annual Master Account Records, Situation Report
k. Resource support material accumulated to conduct analysis or assess staffing, space or operational needs; includes Personnel staffing reports and other personnel information and reports from Human Resources or Automated Payroll, Cost and Personnel System such as military position requirements, reports pertaining to un-liquidated obligations.
l. Records of the Chief Information Officer to include Information Technology Program Planning Records, Enterprise Architecture Records, IT Capital Investment Records, Legal and Regulatory compliance records, CIO committee records, CIO Subject and Office Records
m. Administrative Contracting Officer Appointment Files

1 400.01a1 Records maintained by office of primary responsibility. 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 after final payment or final action, or after settlement of disputes/incidents; court order lifted or

litigation concluded, whichever is applicable. Applies to activities whose records are organized or grouped and maintained by a given task, job, assignment, agreement or situation and has clearly defined start and end dates.

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

(2) 400.01a2 Other offices' records. This includes any records maintained on a DCMA website.

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

400.02a **High Level - Significant Program Planning, Oversight and Decision Making**

Note 1: Refer to 400.02b for records related to Advisory Commissions, Committees, Councils, Boards and other groups established under the Federal Advisory Committee Act.

Relates to records issued or accumulated by the Directors or Commanders of DCMA Directorates and Commands, HQ Executives and Decision Boards to show evidence of significant decisions and activities regarding the DCMA mission and organization.

Records include:

1. Planning

    a. DCMA Strategic Plan, maintained by office of primary responsibility
    b. DCMA HQ War and emergency Support Planning Records; includes plans, policies, procedures and correspondence relating to preparedness measures taken for general war, limited war, contingencies, domestic emergencies and similar activities. For example, DCMA's Basic Emergency Plan (BEP).

2. Decisions

    a. DCMA HQ Activity Mission Change issuances; Includes standard organization documents, recommendations for change, and related guidance and correspondence used to furnish activity staff leadership and advice in coordinating the development of organizational plans for implementing changes in activity mission.
    b. General Orders - Record copies of general orders published by orders issuing authority, including background material filed at DCMA HQ and Primary Level Field Activities.
    c. Documents created or accumulated by offices of the Directors or Commanders of DCMA Directorates and Commands, regarding matters of critical interest such as organization change, agency performance or mission changes.

d. Agency's Director Reading Files. Director's chronological file of outgoing correspondence signed personally by the DCMA Director or Deputy Director (includes acting Director or Deputy Director) and copies of significant letters dispatched from lower levels for personal information of the DCMA Director.

3 400.02a1 Records issued or accumulated by DCMA HQ Executive Level and the Directors or Commanders of DCMA Directorates and Commands and above. This includes any records issued or maintained on a DCMA website.

DISPOSITION Permanent. Transfer non-electronic records to the National Archives 30 years after applicable 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.

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

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

400.02a2 Records maintained by other offices. This includes any records maintained on a DCMA website.

4

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

400.02b Committees

400.02b1 Substantive Records of FACA Committees

Records issued by committees (which also include commissions, councils, boards, and similar bodies) established under Federal Advisory Committee Act (FACA). This includes any records issued or maintained on a DCMA website.

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Files documenting the committees' establishment, membership, policy, organization, deliberations, findings, and recommendations, including such records as charters, organization charts, agendas, briefing books, minutes, a record set of reports and other publications, correspondence and subject files of key staff, substantive records relating to research studies including related questionnaires and raw data, records relating to compliance with Government in the Sunshine Act, and documentation of subcommittees and working groups.

~~DISPOSITION Permanent. Transfer to the National Archives on termination of the committee. Earlier periodic transfers are authorized for committees operating for 3 years or longer.~~

5 400.02b2 Other Committee Records.

Includes:

a. The following records of FACA committees:
   - Records that relate to day-to-day activities and/or do not contain unique information of historical value
   - Extra copies of records such as agendas, minutes

b. Committee Management Records required to be available for public information and other related topics maintained by the Committee Management Officer; includes but is not limited to copies of charters, membership lists, agendas, request for approval of committed nominees; statistical and financial reports.

c. All records of committees or similar bodies that are not FACA committees.

   This includes any records maintained on a DCMA website.

DISPOSITION Temporary. Cutoff is annually. Destroy 6 years after cutoff.

400.03a **Agreements, Memorandum of Understanding or similar agreements and activities supporting these agreements**

Note 1: Refer to 170.02 for agreement and contracts involving acquisition/leasing of goods or services or property through transfer of funds.

Note2: Refer to 400.04a for Collective Bargaining Agreement – Official Copy

Note 3: Some records of this type may also be contained in a contract case file or contract sub-file at the discretion of the Administrative Contracting Officer or similar authority because of their evidentiary value; Refer to 800.02

Records related to international agreements, inter-service support agreements; interagency agreements; memoranda of understanding, occupant agreement , and similar formal documentation to include but not limited to covering transfer or use of real property and facilities; supply management relationships; and production agreements negotiated at Headquarters and field levels; cross service agreements between DCMA and the owning military service and protective services.

6 **400.03a1** Office of primary responsibility for retaining official record (record serves as the legal copy). This includes any records maintained on a DCMA website.

DISPOSTION. Temporary. Destroy or delete 6 years and 3 months after superseded or expiration of agreement, or final payment or settlement of disputes/incident, whichever is later.

7 400.03a2 Records maintained by other offices. This includes any records maintained on a DCMA website.

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

400.04a Collective Bargaining Agreement – Official Record

Formal agreement between management and employee unions or similar groups;

Includes but is not limited to the following type records considered by the office responsible for negotiating agreements to be of significant value in conducting subsequent agreements:

a. Collective Bargaining Agreements, labor/management correspondence, and any records related to collective bargaining negotiations, scheduling, attendance at meetings, and session notes
b. Labor arbitration case files or similar records such as administrative grievance and adverse action files
c. Union proposals
d. Union or labor grievance and arbitration records, to include forms, letters, memos, decisions and settlements, unofficial notes, and grievance tracking summary information.

8 400.04a1 Office of primary responsibility for retaining official record of Collective Bargaining Agreement. This includes any records maintained on a DCMA website.

DISPOSITION Temporary. Destroy/delete no less than 10 years, and no more than 30 years after expiration of the agreement or supersession.

9 400.04a2 Other offices' records. This includes any records maintained on a DCMA website.

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

400.05 Federal Inquiry and Independent Assessments

400.05a Federal Inquiry (Oversight Agencies) – Mission Activities

Records relating to submissions or responses on DCMA mission-related activities provided to agencies with oversight responsibilities such as the DoD Inspector General Office (OIG), Govt. Accountability Office (GAO), and Defense Contract Audit Agency (DCAA).

Includes documents pertaining to reviews/surveys of DCMA **mission-related operations** performed; document accumulated during the review as well as follow-up documents relating to recommendations and action taken to resolve matters. Also includes reports issued by the oversight agency such as GAO, OIG or DCAA.

10 400.05a1 Office of primary responsibility 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.

11 400.05a1a Records maintained by other offices. This includes any records maintained on a DCMA website.

DISPOSITION Temporary. Destroy 5 years after date information provided to designated authority, date case is closed, or there is no unresolved issues, whichever is later.

400.05a2 Terminated Audits

Pertains to reviews/survey of DCMA operations or mission by an agency with Federal Oversight authority which is terminated without conducting an audit.

12 400.05a2a 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 2 years after notification of termination.

400.05a2b Records maintained by other offices. This includes any records maintained on a DCMA website.
13

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

400.05b Federal Inquiry (Oversight Agency) on non-mission activities, and Independent Assessments by agencies without federal oversight responsibilities

Records related to submissions or responses on DCMA non-mission activities provided to agencies with oversight responsibilities and all submissions or responses provided to agencies without oversight responsibilities.

Includes:

a. Documents pertaining to reviews/surveys of DCMA operations performed

b. Documents accumulated during the review as well as follow-up documents relating to recommendations
c. Reports issued by the independent agency.

(14) 400.05b1 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 10 years after date information provided to designated authority, date case is closed, or there are no unresolved issues, whichever is longer.

(15) 400.05b2 Other offices' records. This includes any records maintained on a DCMA website.

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

400.06a Management Internal Review; DCMA Internal Assessment Case Files and Other Records Related to Internal Assessments

Records related to the results of DCMA's review and assessment of its mission driven operations which includes determining the effectiveness of internal program control, weaknesses and operations are consistent or comply with DCMA Policy/Instruction or Memorandum of Agreement .Includes internal reviews planning, analysis, liaison and support for external audit coordination, tracking performance commitments, conducting mission review and follow-up to assess if recommendations implemented.

(16) 400.06a1 Office of primary responsibility for retaining official record of Final Internal Assessment Report and supporting documentation. This includes any records maintained on a DCMA website.

DISPOSITION Temporary. Cut-off when no further corrective action is necessary. Destroy 10 years after cut-off.

(17) 400.06a2 Records maintained by other offices. This includes any records maintained on a DCMA website

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

400.07 DCMA Policy, Instruction, Guidance or Regulation; Organization, Mission and Functions Manual.

Note 1: DCMA processes are deployed as "instructions" or "guidance";

Instructions contain those activities that are mandatory for all elements of the DCMA and which may not be deviated from without approval by the DCMA Director. Refer to 400.07b for record set of instructions.

Guidance is completely discretionary in its use by any/all elements of the DCMA. Refer to 400.07c for record set of guidance.

400.07a Development and Implementation of DCMA Policy, Instruction, Guidance or Regulation; Organization, Mission and Functions Manual.

Includes but is not limited to the following:

a. Announcements/communication regarding changes to existing policy or issuances of new policy by the Director or similar approving authority.
b. Reports, correspondence, briefings documenting the implementation of policy. Example include briefing to Senior Leadership on DCMA Policy Change Notices, Contract Management Office analysis of new policy changes with briefings of impact to Senior Leadership, Mission Performance Result reports, Policy Change Feedback/Survey.
c. Training Material related to policy/instruction implementation.
d. Related background material used in the development of and preparation of policy, instruction, regulation or organization, mission and functions manual.

400.07a1 Records maintained by office of primary responsibility. This includes any records maintained on a DCMA website.

18

DISPOSITION Temporary. Destroy or delete 6 years from annual cut-off or destroy when no longer required, whichever is later.

400.07a2 Other offices' records. This includes any records maintained on a DCMA website.

19

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

400.07b Official Copy of Policy, Instruction, Regulation, Organization, Mission and Functions Manual

Official copy of mandatory DCMA policy, instruction and regulation issuances. Also included is DCMA's organization, mission, and functions manual.

Note 1: Instructions contain those activities that are mandatory for all elements of the DCMA and which should not be deviated from without approval by the DCMA Director

400.07b1 Office of primary responsibility for retaining official record (record serves as the legal copy). This includes any records maintained on a DCMA website.

20

DISPOSITION Permanent. Cut-off when superseded or obsolete.

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.

400.07b2 (21) Copies of official release kept in other DCMA offices. This includes any records maintained on a DCMA website.

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

400.07c Official Copy of DCMA Guidance Publications

Official copy of DCMA guidance publications which are completely discretionary in their use by any/all elements of the DCMA.

400.07c1 (22) Office of primary responsibility for retaining official record (record serves as the legal copy). This includes any records maintained on a DCMA website.

DISPOSTION: Temporary. Destroy 3 years after rescinded or superseded or deemed obsolete. Close after the calendar year involved.

400.07c2 (23) Copies of official release 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 reference.

400.08 (24) Corporate Operations and Core Mission Program Management Planning and Oversight - Routine Background Material

Refers to routine background materials relating to corporate operations and core mission program management planning and oversight 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.

Note 1: For related background material used in the development of and preparation of policy, instruction, regulation or organization, mission and functions manual, refer to 400.07a.

DISPOSITION Temporary. Destroy when no longer needed for business.

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

N1-558-10-9

	C	D	H	K	L	M	N	O	P
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
2	400.01a1	T	130.01.	N/A-N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	N1-361-91-11	Relates to the direction and implementation of the DCMA Small Business Program including DoD Small Business and Small Disadvantaged Business Utilization	Small Business Program/Project Files	Documents related to the formulation, management, administration and execution of individual Small Business programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.
3	400.01a1	T	130.02.A	N/A-N/A	Cutoff at the end of the year. Destroy after 3 years.	N1-361-91-11	Documents providing general direction, staff guidance and reporting in the management and administration of Small Business including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere	Small Business Correspondence Files - DCMAHQ	Small Business Correspondence Files - DCMAHQ
4	400.01a1	T	130.10.	N/A-N/A	Destroy when superseded, obsolete, or when the concern is no longer considered as source of supply for any reason.	N1-361-91-11		Small Business Source Files	Documents maintained for the purpose of determining source capabilities, such as brochures, replies to questionnaires, financial data, prospectuses, requests for inclusion on bidders' mailing lists, extracts from industry publications, pre-award surveys,
5	400.01a1	T	130.15.	N/A-N/A	Destroy after 6 years.	N1-361-91-11		Procurement Technical Assistance	Correspondence, Federal Register announcements, Commerce Business Daily announcements, solicitations for cooperative agreement proposals, program evaluation criteria, applicant proposals, cooperative agreement award documents, recipient performance report and other similar information used to administer procurement technical assistance programs
6	400.01a1	T	130.20.	N/A-N/A	Destroy after 3 years.	N1-361-91-11		Special Small Business/Economic Utilization Projects and Reports	Documents relating to participation in special projects as directed by higher headquarters and documents relating to special reports required by congressional interest, other Government agencies, and higher headquarters.
7	400.01a1	T	130.25.	N/A-N/A	Cutoff at the end of the year. Destroy after 3 years.	N1-361-91-11		Outreach Development Files	Conference information, registration forms, correspondence, publication cover letters and inquiries related to various outreach programs used to develop outreach programs; coordinate, sponsor, and participate in Federal, State, and local government and industry sponsored conferences, trade fairs, and economic assistance events in support of outreach programs

	C	D	H	K	L	M	N	O	P
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
8	400.01a1	T	130.30.B	N/A-N/A	Destroy after 3 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 - Administrative activity	Administrative activity - Documents relating to preferential consideration given to small business and/or labor surplus area firms.
9	400.01a1	T	130.35.	N/A-N/A	Destroy after 3 years.	N1-361-91-11		Minority Contracting	Minority Contracting Program (8A), search and offering letters and related responses used to assist and counsel small and disadvantaged business firms in acquiring information and in resolving problems encountered in bidding or performing on DoD contracts
10	400.01a1	T	130.40.	N/A-N/A	Destroy after 3 years.	N1-361-91-11		Procurement Action Reviews	Copies of proposed contract actions, abstracts of bids and offers and similar documents, work papers and reference material used to review pending procurement actions for breakouts and set aside opportunities for increasing small business participation and competition for DoD requirements
11	400.01a1	T	130.45.	N/A-N/A	Destroy when superseded, obsolete, or after 3 years, whichever is sooner.	N1-361-91-11		Command Management Plan	Locally developed Command Management Plan and related correspondence created in the development and concurrence of plan; and reference copies of other Small Business office plans used in the development of an annual command management plan to identify and promote initiatives to be taken to accomplish objectives of the DCMA Small Business Program
12	400.01a1	T	130.50.	N/A-N/A	Destroy after 2 years.	N1-361-91-11		Sheltered Workshop Support	Inquiries, information requests, cover letters, and correspondence related to the development and implementation of programs for support of sheltered workshops affiliated with National Industries for the Blind (NIB) and National Industries for the Severely Handicapped(NISH)
13	400.01a1	T	130.55.	N/A-N/A	Destroy after 2 years.	N1-361-91-11		Federal Prison Industries	Inquiries, information requests, cover letters, and correspondence related to the development and implementation of programs for support of Federal Prison Industries.
14	400.01a1	T	130.60.	N/A-N/A	Destroy after 6 years.	N1-361-91-11		Program Goals	Proposed goals, statistical information, measurements of performance, letters and correspondence assigning approved goals used in the establishment of program goals and evaluation of activity performance in achieving goals for the award of prime contracts to firms

	C	D	H	K	L	M	N	O	P
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
15	400.01a1	T	130.65.	N/A-N/A	Destroy after 3 years.	N1-361-91-11		Subcontract Negotiations	Contractor's plans, copies of contracting documents and related records used to review contract proposals and participate in negotiations with DoD prime contractors regarding their proposed subcontracting plans for award of subcontracts to small and disadvantage business firms
16	400.01a1	T	130.70.	N/A-N/A	Cutoff at end of the year. Destroy after 3 years.	N1-361-91-11		Subcontractor Plans and Programs	Evaluations of contractor performance and requests for information and related responses used to evaluate DoD prime contractors, small, disadvantaged, and labor surplus area subcontracting plans and programs, establish or recommend goals for awards to firms, and to evaluate prime contractor performance in complying with goals and other subcontracting plan requirements.
17	400.01a1	T	210.01.	N/A-N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	N1-361-92-03	Documents providing general direction, staff guidance and reporting in the management and administration of planning and resource management matters such as interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.	Planning and Resource Management Program/Project Files	Documents related to the formulation, management, administration and execution of individual Planning and Resource Management programs/projects such as plans, studies and analyses, reports, letter guidance and direction, and related documents.
18	400.01a1	T	210.02.A	N/A-N/A	Destroy after 2 years.	N1-361-92-03	Documents providing general direction, staff guidance and reporting in the management and administration of planning and resource management matters such as interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.	Planning and Resource Management Correspondence Files - DCMAHQ	DCMA-HQ:

	C	D	H	K	L	M	N	O	P
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19	400.01a1	T	212.10.	GRS 05-Item 00	Destroy after 5 years.	N1-361-92-03		Defense Business Operations Fund (DBOF) Budget Development	Program budget decisions, justifications, call letters, narratives, budget formats, DCMA projected guidance, inflation rates and related correspondence and materials used in the development, preparation, formulation, justification and execution of the DBOF Budget
20	400.01a1	T	212.12.	N/A-N/A	Destroy after 5 years.	N1-361-92-03		Annual Operating Budget	Unit cost goals, obligations, analyses, letters requesting changes in goals, related correspondence and backup materials used to establish the annual DBOF budget.
21	400.01a1	T	212.14.	N/A-N/A	Destroy after 5 years.	N1-361-92-03		Standard Pricing	Standard price bulletins and related standard price information related to National Stock Numbers, spreadsheets, and related correspondence used to establish and review standard unit prices for DBOF items, and evaluate actual DBOF costs and trends.
22	400.01a1	T	212.16.	N/A-N/A	Destroy after 5 years.	N1-361-92-03		DBOF Operational Integrity	Charts tracking planned/actual costs, monthly cost letters, spreadsheets, analyses, reports of expenses, change requests, related correspondence and backup materials used to determine adequacy of pricing and surcharges, and evaluate DBOF operational variance and trends
23	400.01a1	T	212.18.	N/A-N/A	Destroy after 5 years.	N1-361-92-03		DBOF Inventory Transactions	Inventory reports, computer printouts, journal voucher summaries, and related correspondence used to analyze financial results of inventory transactions and initiate corrective actions.
24	400.01a1	T	212.20.	N/A-N/A	Destroy after 5 years.	N1-361-92-03		DBOF Operating Performance	Printouts, spreadsheets, journal vouchers, trial balances, performance summaries, letters, correspondence and other inventory and financial data materials used to conduct analyses of operating performance of DBOF operations.
25	400.01a1	T	212.30.	GRS 05-Item 1	Destroy 2 years after end of fiscal year. [Destroy when 2 years old.]			Activity Budget Administration	Copies of Annual Operating Budget (AOB) documents, fund authorizations, service orders, fund transfer vouchers, instructions, guidance, notices, messages, related correspondence and backup materials used to administer the activity budget.
26	400.01a1	T	212.32.	N/A-N/A	Destroy 1 year after close of the fiscal year.	N1-361-92-03		Budget Expenditures	Copies of reimbursement claims, special equipment requests, travel orders, correspondence and related materials used to track and control expenditures during budget year.
27	400.01a1	T	212.34.	N/A-N/A	Destroy after 3 years.	N1-361-92-03		Contracted Advisory Assistance Services (CAAS) Studies	CAAS studies, copies of purchase orders, requests, and related backup materials.

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28	400.01a1	T	212.36.	N/A-N/A	Destroy 3 years after end of the fiscal year.	N1-361-92-03		Budget Histories	Year-end closeout reports, general ledger account and cost/obligation reports, Monthly Management Reviews (MMR), manpower summaries, and related budget history data used for reference purposes in trend development, special studies and reports, development , special studies and reports, development of statistical data, and similar uses.
29	400.01a1	T	212.38.	N/A-N/A	Destroy 2 years after the close of the fiscal year.	N1-361-92-03		Resource Allocation	Quarterly fund authorizations, Advice of Obligation Authority forms, status of operating budget and tracking documents, revised budgets, program papers, and related correspondence used to allocate financial resources to activity and subordinate field activity managers
30	400.01a1	T	212.40.	N/A-N/A	Destroy 2 years after end of fiscal year.	N1-361-92-03		Reimbursement Files	Billings, detail man-hour/labor data and related cost data pertaining to reimbursements.
31	400.01a1	T	212.60.A	N/A-N/A	Destroy after 2 years.	N1-361-92-03	Transcript sheets, facsimile records, correspondence, and copies of MAR printouts used to administer the activity Master Account Record.	Master Account Record (MAR) - Fiscal Yearend MAR Printout and Backup Materials	Master Account Record (MAR) - Fiscal Yearend MAR Printout and Backup Materials
32	400.01a1	T	212.60.B	N/A-N/A	Destroy when superseded.	N1-361-92-03	Transcript sheets, facsimile records, correspondence, and copies of MAR printouts used to administer the activity Master Account Record.	Master Account Record (MAR) - Monthly MAR Printouts and Backup Materials	Master Account Record (MAR) - Monthly MAR Printouts and Backup Materials
33	400.01a1	T	212.62.	N/A-N/A	Destroy when no longer needed for reference.	N1-361-92-03		Productivity Improvement Program (PIP)	Man-hour and cost data, studies, reports, correspondence and other statistical data and materials used to develop and identify performance measurement indicators relating to Total Quality Management (TQM) and unit cost theories for implementation of the PIP program
34	400.01a1	P	212.70.A	N/A-N/A	Permanent. Transfer to the National Archives when 30 years old.	N1-361-93-7	Briefing materials, agendas and minutes of executive group meetings, staff studies, program evaluations, data call responses, system documentation, analyses and comparisons, staff reports, internal and external audit results, copies of reports forwarded to higher headquarters, correspondence, background materials, and other directly related material pertaining to the agency's recommendations to	Base Realignment and Closure Commission (BRAC) Files - DCMAHQ	Briefing materials, agendas and minutes of executive group meetings, staff studies, program evaluations, data call responses, system documentation, analyses and comparisons, staff reports, internal and external audit results, copies of reports forwarded to higher headquarters, correspondence, background materials, and other directly related material pertaining to the agency's recommendations to the DoD Base Realignment and Closure Commission.

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35	400.01a1	T	212.74.	N/A-N/A	Destroy when no longer needed for reference.	N1-361-92-03		Special Studies	Special management studies, surveys, research and analyses, review actions, and related backup materials accumulated as a result of identifying and resolving problems.
36	400.01a1	T	212.76.	N/A-N/A	Destroy after 5 years.	NC1-361-76-8		Management Improvement Projects	Documents relating to specific proposals or projects to improve or simplify the manner or method of planning, directing, controlling, or doing work such as proposals for improvement, flow process charts, work counts, motion economy studies, layout studies, procedures, drafts, and action taken on proposals
37	400.01a1	T	212.78.	N/A-N/A	Destroy after 5 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.	NN-168-94		Performance Analysis System	Documents establishing work units and performance analysis system reportable items for each activity within an installation or command. Included are functional statements, work descriptions, work measurement unit definition, comparison statements, and supporting background data. Also included are retained copies of reports forwarded to higher headquarters that reflect the status and change of reportable items within the program.
38	400.01a1	T	214.10.	N/A-N/A	Destroy when superseded or canceled, or dispose of in accordance with instructions of the originator, as appropriate.	NC-361-75-3		Mobilization Plans (Other Agencies)	Mobilization plans of higher headquarters and other DoD activities.
39	400.01a1	T	214.17.A	N/A-N/A	Destroy 2 years after no further action is required or when no longer needed for reference, whichever is later.	N1-361-93-8	Copies of sitreps, messages, facsimile transmissions, fact sheets, records of actions, status sheets, maps, and other related documents used to monitor status of special situations or events.	Situation Report (Sitrep) Files - Sitreps that impact on-going actions or are recurring, includes classified and unclassified crisis action operations.	Situation Report (Sitrep) Files - Sitreps that impact on-going actions or are recurring, includes classified and unclassified crisis action operations.
40	400.01a1	T	214.17.B	N/A-N/A	Destroy when no longer needed for reference.	N1-361-93-8	Copies of sitreps, messages, facsimile transmissions, fact sheets, records of actions, status sheets, maps, and other related documents used to monitor status of special situations or events.	Situation Report (Sitrep) Files - that deal with routine field and HQ issues, includes daily or weekly updates.	Situation Report (Sitrep) Files - that deal with routine field and HQ issues, includes daily or weekly updates.
41	400.01a1	T	214.41.	GRS 16- Item 14d	Cut off closed files annually. Destroy after next reporting cycle.			Internal Control Reports	Annual reports and assurance statements created by organizational components below the agency level, and compiled by the agency into a single unified report for direct submission to the President and Congress.

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42	400.06a1	T	214.42.	GRS 16- Item 14c	Cut off closed files annually. Destroy after next review cycle.			Management Control Plans	Risk analyses. Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.
43	400.01a1	T	214.45.	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference.	NC1-361-77-1		Memorandums of Policy and Joint Staff Memorandums	Documents relating to both numbered and unnumbered Memorandums of Policy and Joint Staff Memorandums, including comments establishing DCMA positions.
44	400.01a1	T	214.50.	N/A-N/A	Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.	NC1-361-77-1		Joint Chief of Staff (JCS) Notes and Reports	Documents relating to both numbered and unnumbered notes and reports provided either by or to JCS staff elements. Includes comments and staffing notes establishing a DCMA position on the paper.
45	400.01a1	T	214.65.A	N/A-N/A	Informational	NC1-361-84-6	Documents accumulated in the initiation, analysis and implementation of the CA Program including performance work statements and cost comparison studies.	Commercial Activity (CA) Program Documentation - Documents pertaining to overall policy, procedures and administration of the CA Program	
46	400.01a1	T	214.65.A(1)	N/A-N/A	Cut off when action is completed, hold 3 years, and retire to records center. Destroy 6 to 10 years after cut off. (N1-GRS-05-2 Item 18a)	NC1-361-84-6	Documents accumulated in the initiation, analysis and implementation of the CA Program including performance work statements and cost comparison studies.	Commercial Activity (CA) Program Documentation - Documents pertaining to overall policy, procedures and administration of the CA Program - DCMAHQ Commercial Activity Program Office	DCMAHQ Commercial Activity Program Office- Documents pertaining to overall policy, procedures and administration of the CA Program -
47	400.01a1	T	214.65.A(2)	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference	NC1-361-84-6	Documents accumulated in the initiation, analysis and implementation of the CA Program including performance work statements and cost comparison studies.	Commercial Activity (CA) Program Documentation - Documents pertaining to overall policy, procedures and administration of the CA Program - Other offices	Other offices - Documents accumulated in the initiation, analysis and implementation of the CA Program including performance work statements and cost comparison studies.

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48	400.01a1	T	214.65.B	N/A-N/A	Destroy 5 years after completion of study or on completion of a following study whichever is later.	NC1-361-84-6	Documents accumulated in the initiation, analysis and implementation of the CA Program including performance work statements and cost comparison studies.	Commercial Activity (CA) Program Documentation - Case files containing performance work statements, cost comparison studies, and other related documents for specific studies	Case files containing performance work statements, cost comparison studies, and other related documents for specific studies
49	400.01a1	T	220.01.	N/A-N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	N1-361-94-3		International Program/Project Files	Documents related to the formulation, management, administration and execution of individual International program/projects such as plans, studies and analyses, reports, letter guidance and direction, and related documents.
50	400.01a1	T	220.02.A	N/A-N/A	Destroy after 2 years.	N1-361-94-3	International Programs Correspondence Files: Documents providing general directions, staff guidance and reporting in the management and administration of International Programs matters such as interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.	International Programs Correspondence Files-DCMAHQ	International Programs Correspondence Files- DCMAHQ
51	400.01a1	T	220.20.	N/A-N/A	Destroy after 3 years.	N1-361-94-3		International Community Liaison	Non-program specific correspondence, trip reports, and other materials used to direct the liaison, integration, and coordination with the U.S. Government International Community and to collaborate foreign customer needs with the DCMA business areas.
52	400.01a1	T	220.40.A	N/A-N/A	Destroy after 3 years.	N1-361-94-3	Copies of curriculums, faxes, meeting notes, correspondence, letters of agreement, analyses and study results, requirements determination, and related materials used to review and modify the Security Assistance curriculum at the Defense Institute for Security Assistance Management and other DoD/Service Institutions. Includes records used to monitor security assistance training, coordinate foreign training, and conduct	International Programs Training - DCMAHQ	International Programs Training - DCMAHQ

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53	400.01a1	T	220.50.	N/A-N/A	Destroy 3 years after approval.	N1-361-94-3		Foreign Liaison	Copies of regulations, point papers, weekly reports, visit requests, correspondence, items unique to specific countries, and similar materials accumulated in connection with visits of foreign nationals to military installations and activities. Records are used to manage the DCMA Foreign Liaison program and to serve as, or provide, host for foreign visitors
54	400.01a1	T	220.60.	N/A-N/A	Destroy after 3 years or when superseded, obsolete or no longer needed, whichever is later.	N1-361-94-3		International Programs Information	Publications, pamphlets, regulations, correspondence and similar materials related to information systems of the Military Services.
55	400.01a1	T	220.70.	N/A-N/A	Destroy 3 years after base closes.	N1-361-94-3		Overseas Base Closure Files	Briefing materials, agendas and minutes of executive group meetings, staff studies, program evaluations, data call responses, system documentation, analyses and comparisons, staff reports, internal and external audit results, copies of reports forwarded to higher headquarters, correspondence, background materials, and other related materials used to monitor press releases and disseminate information on overseas base closures.
56	400.01a1	T	831.25.	N/A-N/A	Destroy 3 years after termination of appointment.	N1-361-91-13		Administrative Contracting Officer Appointment Files	Documents pertaining to the warranting of Contract Officers.
57	400.01a1	T	..	GRS 05- Item 2	Destroy 1 year after the close of the fiscal year covered by the budge			Budget Background Records	
58	400.01a1	T	..	GRS 27-Item 1, through Item 7	Destroy 7 years (or 5 years) old or when no longer needed.			Records of the Chief Information Officer	Schedule provides disposal authorization for certain records created and maintained by Federal Chief Information Officers (CIO and their program offices)
59	400.01a1	T	..	GRS 05- Item 3a through 3b	Annual report, destroy when 5 years olds; All other reports, destroy 3 years after the end of the fiscal year.			Budget Report Files	Budget Report Files
60	400.01a1	T	..	GRS 05- Item 4	Destroy 2 years after the close of the fiscal year.			Budget Apportionment Files	
61	400.01a1	T	..	GRS 16 -Item 14a	Destroy when Superseded			Management Control Records - Policy, procedure and guidance files	Copies of internal directives maintained by the agency's internal control staff (but not those copies maintained in the agency's official file internal directives); external directives such as OMB Circular A-123; and correspondence outlining policy and procedures for performing management reviews.
62	400.01a1	T	..	GRS 16 -Item 14b	Destroy when superseded			Management Control Plans	Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123

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63	400.01a1	T	..	GRS 16-Item 13a	Destroy when 1 year old			Documents published in the Federal Register	Files documenting the processing of notices announcing meetings, including meetings to the public under the govt in sunshine act (5USC 552b(e)(3); hearings and investigations; filing of petitions and applications; issuance or revocation of a license, grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the Code of Federal Regulations
64	400.01a2	T	110.16.	N/A-N/A	Destroy each document when superseded, obsolete, or no longer needed for reference.	N1-361-91-2		Policy and Precedent Files	Duplicate copies of correspondence establishing policy or precedent and retained for office reference.
65	400.01a2	T	130.02.B	N/A-N/A	Destroy after 1 year.	N1-361-91-11	Documents providing general direction, staff guidance and reporting in the management and administration of Small Business including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere	Small Business Correspondence Files - Other activities	Small Business Correspondence Files - Other activities
66	400.01a2	T	210.02.B	N/A-N/A	Destroy after 1 year.	N1-361-92-03	Documents providing general direction, staff guidance and reporting in the management and administration of planning and resource management matters such as interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.	Planning and Resource Management Correspondence Files - Other activities	Other Activities

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67	400.01A2	T	212.70.B	N/A-N/A	Destroy after 5 years or when no longer needed for reference, whichever is later.	N1-361-93-7	Briefing materials, agendas and minutes of executive group meetings, staff studies, program evaluations, data call responses, system documentation, analyses and comparisons, staff reports, internal and external audit results, copies of reports forwarded to higher headquarters, correspondence, background materials, and other directly related material pertaining to the agency's recommendations to	Base Realignment and Closure Commission (BRAC) Files -	Other activities
68	400.01a2	T	220.02.B	N/A-N/A	Destroy after 1 year.	N1-361-94-3	International Programs Correspondence Files: Documents providing general directions, staff guidance and reporting in the management and administration of International Programs matters such as interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.	International Programs Correspondence Files- Other activities	International Programs Correspondence Files- Other activities
69	400.01a2	T	220.40.B	N/A-N/A	Destroy after 2 years.	N1-361-94-3	Copies of curriculums, faxes, meeting notes, correspondence, letters of agreement, analyses and study results, requirements determination, and related materials used to review and modify the Security Assistance curriculum at the Defense Institute for Security Assistance Management and other DoD/Service Institutions. Includes records used to monitor security assistance training, coordinate foreign training, and conduct	International Programs Training - Other activities	International Programs Training - Other activities

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70	400.02a1	P	110.13.A	N/A-N/A	Permanent. Transfer to the National Archives in 5-year blocks when 30 years old.	N1-361-91-2	Extra copies of outgoing communications, including joint message forms, arranged chronologically, and maintained for reference.	Reading Files - DCMAHQ Executive Office	Reading Files - DCMAHQ Executive Office. The Director's chronological file of outgoing correspondence signed personally by the DCMA Director or Deputy
71	400.02a1	P	115.01.A	N/A-N/A	Permanent. Cutoff annually; transfer to appropriate FRC after 2 years; transfer to National Archives when 20 years old.	N1-361-91-12	Command Issues. Copies of documents on matters of critical interest to organizational commanders such as organization and mission changes, resource management, mission performance, or similar matters retained for oversight on key areas of organizational performance or convenience of reference	Command Issues - Retained by PLFA Commands and above	Command Issues - Retained by PLFA Commands and above
72	400.02a1	P	212.68.A	N/A-N/A	Permanent. Transfer to National Archives in 5-year blocks when 20 years old.	N1-361-92-03	Standard organization documents, recommendations for change, and related guidance and correspondence used to furnish activity staff leadership and advice in coordinating the development of organizational plans for implementing changes in activity mission.	Activity Mission Changes	DCMA _HQ
73	400.02a1	P	212.72.A	N/A-N/A	Permanent. Transfer to the National Archives in 5-year blocks when 30 years old.	N1-361-92-03	Copies of General Orders and related correspondence, coordination forms, and related documents used to develop and issue all General Orders.	General Orders-	Record copies of general orders published by orders issuing authority, including background material filed at DCMAHQ and Primary Level Field Activities

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74	400.02a1	P	214.15.A	N/A-N/A	Permanent. Retain in current files area for 3 years, then transfer to Federal Records Center. Transfer to the National Archives after 10 years in FRC.	NC1-361-76-5	Plans, policies, procedures, and correspondence relating to preparedness measures taken for general war, limited war, contingencies, domestic emergencies, mobilization, and similar activities. Includes the DCMA Basic Emergency Plan (BEP) and the Field Activity Basic Emergency Plans (FAHEPs)	War and Emergency Support Planning - DCMAHQ	DCMA-HQ:
75	400.02a1	I	214.35.A	N/A-N/A	Informational		Relates to long-range planning information that is intended to provide direction for the Agency in providing logistics and other support and services.	Strategic Planning - DCMAHQ Strategic Plan	Strategic Planning - DCMAHQ Strategic Plan
76	400.02a1	P	214.35.A(1)	N/A-N/A	Permanent. Transfer to National Archives in 5 year blocks when 20 years old.	N1-361-92-03	Relates to long-range planning information that is intended to provide direction for the Agency in providing logistics and other support and services.	Strategic Planning - DCMAHQ Strategic Plan - DCMAHQ	Strategic Planning - DCMAHQ Strategic Plan - DCMAHQ
77	400.02a1	I	214.35.B	N/A-N/A	Informational	N1-361-87-1	Relates to long-range planning information that is intended to provide direction for the Agency in providing logistics and other support and services.	Strategic Planning - PLFA Strategic Plans	
78	400.02a1	P	214.35.B(1)	N/A-N/A	Permanent. Transfer to NARA in 5 year blocks when 20 years old.	N1-361-87-1	Relates to long-range planning information that is intended to provide direction for the Agency in providing logistics and other support and services.	Strategic Planning - PLFA Strategic Plans - PLFA Commanders	Strategic Planning - PLFA Strategic Plans - PLFA Commanders

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79	400.02a1	P	214.40.A	N/A-N/A	Permanent. Transfer to the National Archives in 5-year blocks when 30 years old.	NC1-361-76-5	Documents created in the process of review and analysis of progress in program accomplishment, including progress reports, cost and performance reports, statements of analysis, summaries, directed actions, and other documents which reflect actual performance, progress, accomplishments, deficiencies and problems in relation to program goals	Program Review and Analysis - DCMAHQ	Program Review and Analysis - DCMAHQ
80	400.02a2	T	115.01.B	N/A-N/A	Destroy when no longer needed for reference.	N1-361-91-12	Relates to management and executive direction of DCMA organizations. Documents retained by the offices of DCMA Commanders consist principally of copies of correspondence prepared by subordinate staff offices. Command Issues. Copies of documents on matters of critical interest to organizational commanders such as organization and mission changes, resource	Command Issues - Retained Below PLFA Commands	Command Issues - Retained Below PLFA Commands
81	400.02a2	T	212.68.B	N/A-N/A	Destroy after 10 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.	N1-361-92-03	Standard organization documents, recommendations for change, and related guidance and correspondence used to furnish activity staff leadership and advice in coordinating the development of organizational plans for implementing changes in activity mission.	Activity Mission Changes -	Other activities
82	400.02a2	T	212.72.B	N/A-N/A	Retain only those orders pertaining to their respective elements. Destroy when superseded or obsolete.	N1-361-92-03	Copies of General Orders and related correspondence, coordination forms, and related documents used to develop and issue all General Orders.	General Orders - Other offices	Other offices

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83	400.02a2	T	214.15.B	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for planning or emergency purposes.	NC1-361-76-5	Plans, policies, procedures, and correspondence relating to preparedness measures taken for general war, limited war, contingencies, domestic emergencies, mobilization, and similar activities. Includes the DCMA Basic Emergency Plan (BEP) and the Field Activity Basic Emergency Plans (FAHEPs)	War and Emergency Support Planning - Other offices	Other Offices
84	400.02a2	T	214.35.A(2)	N/A-N/A	Destroy when superseded or no longer needed for reference.	N1-361-87-1	Relates to long-range planning information that is intended to provide direction for the Agency in providing logistics and other support and services.	Strategic Planning - DCMAHQ Strategic Plan - Other offices	Strategic Planning - DCMAHQ Strategic Plan - Other offices
85	400.02a2	T	214.35.B(2)	N/A-N/A	Destroy when superseded or no longer needed for reference.	N1-361-87-1	Relates to long-range planning information that is intended to provide direction for the Agency in providing logistics and other support and services.	Strategic Planning - PLFA Strategic Plans - Other offices	Strategic Planning - PLFA Strategic Plans - Other offices
86	400.02a2	T	214.40.B	N/A-N/A	Destroy after 10 years.	NC1-361-76-5	Documents created in the process of review and analysis of progress in program accomplishment, including progress reports, cost and performance reports, statements of analysis, summaries, directed actions, and other documents which reflect actual performance, progress, accomplishments, deficiencies and problems in relation to program goals	Program Review and Analysis - Other offices	Program Review and Analysis - Other offices

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87	400.02b1	P	..	GRS 26 -Item 2a	Permanent - Transfer to NARA on termination of the Commission. Earlier periodic transfers are authorized for commission operating for 3 years or longer.			Records created by Advisory Commissions, Committees, Councils, Boards and Other Groups established under the Federal Advisory Committee Act (FACA); files documenting the Commissions' establishment, membership, policy, organization, deliberations, findings, and recommendations	Files documenting the Commissions establishment, memberships, policy, organization, deliberation, findings, and recommendations
88	400.02b2	T	510.48.		Destroy/delete when 3 years old			Committee Management Program Administration	Copies of committee charters, letters of appointment, records relating to the establishment, organization, membership, and policies of internal committees.
89	400.02b2	T	..	GRS 26 -Item 1a	Destroy / delete when no longer needed for administrative purposes			Internal Agency Committees - Unrelated to an agency mission	Committees established by an agency for facilitative or operational purposes unrelated to the agency 's mission, composed wholly of full-time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with organizing events, selecting of interior furnishings, overseeing volunteer activities or employee recreational activities
90	400.02b2	T	..	GRS 26 -Item 1b	(unscheduled)			Internal Agency Committees - related to an agency mission	Committees established by agency authority (not established by Public Law or Executive Order) for facilitative or operational purposes, relating to the agency's mission, composed wholly of full -time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act.
91	400.02b2	T	..	GRS 26 -Item 2b	Destroy/delete when 3 years old			Files that related day-to-day commission activities and//or do not contain unique information of historical value	Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value.
92	400.02b2	T	..	GRS 26 -Item 2c1	Destroy/delete on termination of commission or when no longer needed,			Web Site Records - Electronic Version of web sites	Electronic versions of web sites, design, management and technical operation records, electronic version of content records duplicated in textual series of commission records.
93	400.02b2	T	..	GRS 26 -Item 3	Destroy when 3 years old. (N1-GRS-04-1 item 3)			Committee Records not maintained by the Sponsor or secretariat	Copies of committee records such as agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of official boards and commissions, excluding those kept by the sponsor of Secretariat.

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94	400.02b2	T	..	GRS 26 -Item 4	Destroy when 6 years old			Committee Management Records	Records maintained by agency Committees established under the Federal Advisory Committee Act (FACA) as amended ((5USC Appendix 2). Committee Management activities include the establishment, appointment of members, and operation and termination of chartered Federal advisory committees
95	400.03a1	T	157.10.	N/A-N/A	Destroy 3 years after supersession or obsolescence.	N1-361-91-7	Relates to the protection of resources against espionage, sabotage, terrorism, damage and theft; physical security and law enforcement prerequisites for the safeguarding of DCMA installations, personnel, medical, weapons, classified, and other critical wholesale supply stocks; and development of emergency security response requirements for peace and wartime	Protective Services Agreements and Authorizations	Documents reflecting memorandums of understanding agreements, and authorizations concerning physical security, law enforcement, and criminal investigative matters with Military Departments and Federal and State agencies.
96	400.03a1	I	214.70.A	N/A-N/A	Informational		Interagency and Inter/Intraservice Agreements: Policy and procedures relating to interservice support agreements; interagency agreements; memoranda of understanding; and similar formal documentation covering transfer or use of real property and facilities; supply management relationships; procurement and production agreements negotiated both at	Inter/Intraservice Agreements	

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97	400.03a1	T	214.70.A(1)	N/A-N/A	Destroy 10 years after supersession or expiration of agreement.	N1-361-92-03	Interagency and Inter/Intraservice Agreements: Policy and procedures relating to interservice support agreements; interagency agreements; memoranda of understanding; and similar formal documentation covering transfer or use of real property and facilities; supply management relationships; procurement and production agreements negotiated both at	Inter/Intraservice Agreements - DCMA activities executing agreements	DCMA activities executing agreements
98	400.03a1	T	214.70.B	N/A-N/A	Destroy when superseded obsolete, or no longer needed for reference.	N1-361-92-03	Interagency and Inter/Intraservice Agreements: Policy and procedures relating to interservice support agreements; interagency agreements; memoranda of understanding; and similar formal documentation covering transfer or use of real property and facilities; supply management relationships; procurement and production agreements negotiated both at	Interagency Agreements	Interagency Agreements
99	400.03a1	T	220.10.	N/A-N/A	Destroy 5 years after expiration of agreement.	N1-361-94-3		International Agreements	Correspondence, coordinations, staff summary sheets, analyses and related backup used to maintain a repository of all International Programs Memoranda of Agreements and Understanding and to provide official Agency response to customers in the U.S Government international community.
100	400.03a1	T	220.30.	N/A-N/A	Destroy 5 years after agreement is closed.	N1-361-94-3		NATO Mutual Support Act (NMSA) Files	Copies of agreements, program directives, messages, correspondence and similar materials used to coordinate the Agency's participation with NATO and specifically the NATO Mutual Support Act. Includes similar records related to acquiring and providing logistics support and supplies for governments and reciprocal arrangements
101	400.03a2	T	110.70.	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference.	N1-361-91-2		Support Agreements	Copies of inter/intraservice support agreements and similar instruments that document categories and terms of support between receiving and supplying activities and related correspondence. Does not include records of activity responsible for executing agreement

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102	400.03a2	T	214.70.A(2)	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference.	NC1-361-76-8	Interagency and Inter/Intraservice Agreements: Policy and procedures relating to interservice support agreements; interagency agreements; memoranda of understanding; and similar formal documentation covering transfer or use of real property and facilities; supply management relationships; procurement and production agreements negotiated both at	Inter/Intraservice Agreements - Other offices	Other offices
103	400.04a1	T	375.30.A	GRS 01- Item 28a(1)	5 years after expiration of agreement.		Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups.	Labor Management Relations General and Case Files - Office negotiating agreement	Labor Management Relations General and Case Files - Office negotiating agreement
104	400.04a1	T	375.33.	GRS 01- Item 28b	Destroy 5 years after final resolution of case.)			Labor Arbitration General and Case Files	Correspondence, forms, and background papers relating to labor arbitration cases.
105	400.04a2	T	375.30.B	GRS 01- Item 28a(2)	Destroy when superseded or obsolete.		Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups.	Labor Management Relations General and Case Files - Other offices	Labor Management Relations General and Case Files - Other offices
106	400.05a1	I	212.66.A	N/A-N/A	Informational	N1-361-92-03	Management and Budget-Relates to the development and implementation of policies and objectives pertaining to the activity budget and the Program Objective Memorandum (POM), the DCMA MIS, the Defense Integrated Management Engineering System (DIMES), mission and organization management, productivity improvement and employee suggestions	Organization and Functions Evaluations - DCMAHQ	Correspondence; studies; analysis, progress, and other (DoD IG Inspection and Audit, and GAO) reports and related backup materials; developed policies, procedures, and techniques used to evaluate effectiveness and efficiency of activity mission assignment

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107	400.05a1	P	212.66.A(1)	N/A-N/A	Permanent. Transfer to National Archives when 5 years old.	N1-361-92-03	Correspondence; studies; analysis, progress, and other (DoD IG Inspection and Audit, and GAO) reports and related backup materials; developed policies, procedures, and techniques used to evaluate effectiveness and efficiency of activity mission assignments, organization, and functions including units costs	Organization and Functions Evaluations - DCMAHQ -	DoD IG Inspection and Audit, and GAO Reports
108	400.05a1	P	461.30.A	N/A-N/A	Destroy 2 years after all necessary actions pertaining to the report are completed.	N1-361-87-2	Reports pertaining to audits performed by the Inspector General, including documents accumulated during the review, survey, and audit as well as follow-up documents relating to recommendations.	Inspector General Reports - DCMAHQ Comptroller	Inspector General Reports - DCMAHQ Comptroller
109	400.05a1	P	463.10.	N/A-N/A	Destroy when superseded, obsolete, or when no longer needed for reference.	N1-361-87-2		GAO Policies and Procedures	Documents pertaining to GAO policies and procedures for processing GAO reports of audits, reviews, and surveys.
110	400.05a1	P	463.30.A	N/A-N/A	Destroy 2 years after all necessary actions pertaining to the report have been completed.	N1-361-87-2		GAO Reports - DCMAHQ Comptroller	Reports pertaining to GAO audits, including follow-up documents relating to recommendations contained in the reports.
111	400.05a1a	I	212.66.B	N/A-N/A	Informational	N1-361-92-03	Correspondence; studies; analysis, progress, and other (DoD IG Inspection and Audit, and GAO) reports and related backup materials; developed policies, procedures, and techniques used to evaluate effectiveness and efficiency of activity mission assignment	Organization and Functions Evaluations -	Other activities

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112	400.05a1a	T	212.66.B(1)	N/A-N/A	Destroy after 5 years.	N1-361-92-03	Correspondence; studies; analysis, progress, and other (DoD IG Inspection and Audit, and GAO) reports and related backup materials; developed policies, procedures, and techniques used to evaluate effectiveness and efficiency of activity mission assignment	Organization and Functions Evaluations - Other activities -	DoD IG Inspection and Audit, and GAO Reports
113	400.05a1a	T	461.30.B	N/A-N/A	Destroy 5 years after all necessary actions pertaining to the report are completed.	N1-361-87-2	Reports pertaining to audits performed by the Inspector General, including documents accumulated during the review, survey, and audit as well as follow-up documents relating to recommendations.	Inspector General Reports - Other offices	Inspector General Reports - Other offices
114	400.05a2a	T	461.20.	N/A-N/A	Destroy after 2 years.	N1-361-87-2	Relates to audits, reviews, and surveys of DCMA functions and operations performed by the DoD Inspector General for Auditing, DCMA Internal Review Staff, the General Accounting Office (GAO), and congressional staff representatives.	Inspector General/Reviews/ Surveys	Documents pertaining to reviews/surveys of DCMA operations performed by Inspector General auditors which are terminated without conducting an audit.
115	400.05a2a	T	463.20.	N/A-N/A	Destroy after 2 years.	N1-361-87-2		GAO Reviews/Surveys	Documents pertaining to reviews/surveys of DCMA operations performed by the GAO, which are terminated without conducting an audit.
116	400.05b1	T	212.66.A(2)	N/A-N/A	Temporary - Destroy after 5 years.	N1-361-92-03	Correspondence; studies; analysis, progress, and other (DoD IG Inspection and Audit, and GAO) reports and related backup materials; developed policies, procedures, and techniques used to evaluate effectiveness and efficiency of activity mission assignments, organization, and functions including units costs	Organization and Functions Evaluations - DCMAHQ - All others	All others

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117	400.05b2	T	212.66.B(2)	N/A-N/A	Destroy after 10 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.	N1-361-92-03	Correspondence; studies; analysis, progress, and other (DoD IG Inspection and Audit, and GAO) reports and related backup materials; developed policies, procedures, and techniques used to evaluate effectiveness and efficiency of activity mission assignments, organization, and functions including units costs	Organization and Functions Evaluations - Other activities - All others	Other activities - All others
118	400.05b1	T	..	GRS 16 -Item 11	Destroy when 7 years old			IRM Triennial Review Files	Reports required by GSA concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports and monitoring surveys and reports
119	400.05b1	T	..	GRS 16-Item 12	Destroy when 7 years old			Information Collection Budget Files	Reports required by the OMB under the paperwork reduction act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives and statistical compilation.
120	400.06a1	T	180.10.	N/A-N/A	Destroy when superseded, obsolete, or when no longer needed for reference.	N1-361-90-02	Relates to the conduct of independent appraisals of operations, determining the effectiveness of internal control procedures for various programs and operations, and resultant reports to the Commander.	Internal Review Policies and Procedures	Documents pertaining to policies and procedures for conducting internal reviews of functional areas.
121	400.06a1	T	180.20.	N/A-N/A	Destroy after recommendations have been implemented or follow-up reviews have been completed, whichever is later.	N1-361-90-02	Relates to the conduct of independent appraisals of operations, determining the effectiveness of internal control procedures for various programs and operations, and resultant reports to the Commander.	Internal Review Working Papers	Documents relating to audit programs, administrative time controls, interview notes, flowcharts, results of analysis, spreadsheets, and draft reports used for background information in preparation of final survey reports, and for development of follow-up reviews of recommendation implementation.

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122	400.06a1	T	180.30.y	N/A-N/A	Destroy after 10 years.	N1-361-90-02	Relates to the conduct of independent appraisals of operations, determining the effectiveness of internal control procedures for various programs and operations, and resultant reports to the Commander.	Internal Review Case Files	Case Files. Documents reflecting results of internal audits of program operations and procedures, audit survey reports, follow-up reviews of management actions, staff summary sheets, and related correspondence used to review internal control systems, determine systems adequacy, policy compliance, resource safeguards, and economic and efficient management.
123	400.06a1	T	214.43.	GRS 16- Item 14f(1)	Cut off when no further corrective action is necessary. Destroy 5 years after cutoff.			Internal Management Control Reviews	Correspondence, reports, action copies of audit findings, management control review findings, and other records that identify program internal control weaknesses, and corrective action taken to resolve such problems. Includes alternative internal control reviews identified in the management control plan
124	400.06a1	T	214.44.	GRS 16- Item 14c	Cut off closed files annually. Destroy after next review cycle.			Internal Control Risk/Vulnerability Assessments	Copies of reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.
125	400.06a1	T	460.00.	N/A-N/A	Informational	N1-361-87-2	Relates to audits, reviews, and surveys of DCMA functions and operations performed by the DoD Inspector General for Auditing,	Audits, Reviews, and Surveys	
126	400.06a1	T	460.01.	N/A-N/A	Destroy after 2 years.	N1-361-87-2	Relates to audits, reviews, and surveys of DCMA functions and operations performed by the DoD Inspector General for Auditing, DCMA Internal Review Staff, the General Accounting Office (GAO), and congressional staff representatives.	Audits, Reviews, and Surveys	Documents relating to the overall administration of audits, reviews, and surveys not filed elsewhere in the 460 series.
127	400.06a1	T	..	GRS 16-Item 14e	Destroy 1 year after report is completed			Management Control Records - Tracking Files	files used to ensure the completion of timeliness of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.

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128	400.07a1	T	110.44.A	N/A-N/A	Temporary - Destroy r 6 years from date createrd or when no longer necessary, whichever is later	N1-361-93-1	Background materials used in the development and preparation of publications (regulations, manuals, supplements, staff instructions, and similar published materials) and retained by issuing offices. Includes studies, interview notes, concurrences, non-concurrencies, and other pertinent comments related to the proposed publication	Publication Background Files - DCMAHQ	DCMAHQ
129	400.07a1	T	212.64.A	N/A-N/A	Permanent. Transfer to National Archives in 5-year blocks when 20 years old.	N1-361-92-03	Coordination forms, input recommendations, correspondence and related backup materials used in the development and preparation of the activity organization, mission and functions manual.	Organization, Mission and Functions Manual Development -	Organization, Mission and Functions Manual Development - DCMAHQ
130	400.07a2	T	110.44.B	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference.	N1-361-93-1	Background materials used in the development and preparation of publications (regulations, manuals, supplements, staff instructions, and similar published materials) and retained by issuing offices. Includes studies, interview notes, concurrences, non-concurrencies, and other pertinent comments related to the proposed publication	Publication Background Files - Other activities	Other activities
131	400.07a2	T	212.64.B	N/A-N/A	Destroy after 10 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.	N1-361-92-03	Coordination forms, input recommendations, correspondence and related backup materials used in the development and preparation of the activity organization, mission and functions manual.	Organization, Mission and Functions Manual Development - Other activities (assume locations, offices)	Other activities (assume locations, offices)

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132	400.07b1	P	212.64.a (1)	N/A-N/A	Permanent		Refer to instructions or similar type documents that contain those activities that are mandatory for all elements of the DCMA and which should not be deviated from without approval by the DCMA Director	Organization, Mission and Functions Manual Development - _ Official Copy	Official Copy of Policy, Instruction or Regulation, Organization, Mission and Functions Manual
133	400.07c1	T	212.65a		Destroy 2 years after termination of program effort, or when superseded or when not longer required whichever is later.	Unscheduled	Official Copy of DCMA Guidance Publications	Official Copy of DCMA Guidance Publications	Ageny's record set of guidance. Guidance is completely discretionary in its use by any/all elements of the DCMA
134	400.07c2	T	212.65b		Destroy when superseded, obsolete or no longer needed for reference.	Unscheduled	Other Offices copies of DCMA Guidance Publications	Copies of DCMA Guidance Publications	Copies of official release kept in other DCMA offices. This includes any records maintained on a DCMA website
135	400.08	T			Unscheduled	Unscheduled	Corporate Operations and Core Mission Program Management Planning and Oversight - Routine Background Material	Routine Background Material	Refers to routine background materials relating to corporate operations and core mission program management planning and oversight accumulated in the course of formulating or analyzing policy or similar activities that result in a clearly defined deliverable or issuances
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