## NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-361-88-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 03/03/2022

## **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These items, unless subsequently superseded, may be used by the agency to disposition records.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 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## SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 120.06 was superseded by N1-361-91-002 item 10 Items 270.01a1 and a2 were superseded by N1-361-90-003 item 1 Items 270.01b1 and b2 were superseded by N1-361-90-003 item 2

<u> </u>			-			
REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)			JOB NO N1-361-88-2			
	. SERVICES ADMINISTRATION L ARCHIVES AND RECORDS SERVICE, WASHIF	NGTON, DC 20408	DATE RECEIVE	ED (	6-1-88	
I. FROM (Agenc)	or establishment)		NO	OTIFICA	TION TO AGEN	CY
Defense L	ogistics Agency				provisions of 4	
	Administration		except for ite	ms that	cluding amendme may be marked vn'' in column 1	"disposition not
MINOR SUBDI	IVISION		are proposed for	or dispos	al, the signature o	f the Archivist is
Administr	ative Management Division		not required	<b>-</b>		
NAME OF PER	SON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHI	IST OF THE UN	IITED STATES
7		X46234	17/80	Į.		×.
Preston B	. Speed OF AGENCY REPRESENTATIVE	X40234				
agency or w Accounting ( attached A GAO cond	rds proposed for disposal in this Request of ill not be needed after the retention period of the provisions of Terrence    is attached, or  is unnecessed.	ds specified, and itle 8 of the GAC	that written	concu	rrence from	the General
1	C SIGNATURE OF AGENCY REPRESENTATIVE	O TITLE				
28 Apr 88	y such and year	Chief	, Administ	rative	e Managemer	nt Branch
7 ITEM NO	8 DESCRIPTION (With Inclusive Dates or R				9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	232.01 Automated Data Proposition and Program Document  a. Automated Data Program Files. Documents remanagement, administration automated data processing such as program plans, studetter guidance and direct maintained by:  (1) HQ DLA. Dessof program effor (2) Other Activitermination of program effor obsolete, as applicable.  b. Automated Data Proposition Policy Files. Documents prostaff guidance, and report administration of automate telecommunications including decisions of applicability exceptions, data calls and similar documents not covered.	cocessing and 'elated to the and execution and telecommunication, and relation, and relation, and relation, and relation, and relation or when the cocessing and 'electrony 3 years are consistent or when the cocessing and 'electrony or when the manufacture of the cocessing and 'electrony in the manufacture of the cocessing and 'electrony in the manufacture of the cocessing and 'electrony in the cocessing in the cocessing and 'electrony in the	Felecommuni formulation on of individuations p yses, reported document after termi y 2 years a superseded Felecommuni al direction agement an sing and tions and y waivers a porting, and	cation, dual- progra progra progra nts nation cation nd	ns me	

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		JOB NO.	•	IPAGE
REQUEST	FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	I	1-88-2	2 of 6
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS US ONLY)
	(1) HQ DLA. Destroy after 2 years.			
	(2) Other Activities. Destroy after 1 year	•		
	Proposed 232.01 supersedes current 232.01, 130.01, a 134.01.	and		
	200.01 Planning and Management Policy and Program Documents.			
	a. Planning and Management Program Files.  Documents related to the formulation, management, administration, and execution of individual planning management programs such as program plans, studies a analyses, reports, letter guidance and direction, an related documents maintained by:	nd		The state of the s
	(1) HQ DLA. Destroy 3 years after terminat of program effort.	ion		
	(2) Other Activities. Destroy 3 years afte termination of program effort, or when superseded or obsolete, as applicable.			
	b. Planning and Management Policy Files. Documeroviding general direction, staff guidance, and reporting in the management and administration of planning and management functions including interpretations and decisions of applicability, required to waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewher Destroy after 3 years.	ests		
	The proposed 200.01 supersedes the current 200.01, 214.01, 215.01, 234.01, and 235.01.	•		
	850.05 Quality Assurance Policy and Program Document	s.		
	a. Quality Assurance Policy Files. Documents providing general direction, staff guidance, and reporting in the management and administration of quassurance functions including interpretations and decisions of applicability, requests for waivers and exceptions, data calls and periodic reporting, and	_		

similar documents not covered elsewhere maintained by:

	JOB NO.		IPAGE
REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	N1-361	·	3 of 6
7 ITEM NO  8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USI ONLY)
(1) Executive Directorate, Quality Assura HQ DLA-Permanent.  (2) Other Activities. Destroy after 1 ye b. Quality Assurance Program Files. Document related to the formulation, management, administra and execution of individual quality assurance prog such as program plans, studies and analyses, repor letter guidance and directions, and related docume maintained by:  (1) Executive Directorate, Quality Assura HQ DLA-Permanent.  (2) Other Activities. Destroy 2 years af termination of program effort, or when superseded obsolete, as applicable.  The proposed 850.05 supersedes the current 850.01 850.05.  600.01 Transportation Policy and Program Document to the formulation, management, administration, an execution of individual transportation programs su program plans, studies and analyses, reports, lett guidance and direction, and related documents main by:  (1) HQ DLA. Destroy 5 years after termin of program effort.  (2) Other Activities. Destroy 2 years af termination of program effort, or when superseded obsolete, as applicable.  b. Transportation Policy Files. Documents p general direction, staff guidance, and reporting i management and administration of transportation fu including interpretations and decisions of applical requests for waivers and exceptions, data calls periodic reporting, and similar documents not covered elsewhere maintained by:	ar.  stion, rams tts, nts nce, ter or and s. related d has er tained ation ter or roviding n the nctions bility,		

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	related to the od execution of am plans, ance and d by: er termination  years after erseded or  providing orting in the functions applicability, calls and not covered  rs.  fter 1 year.  150.01 and  ram Documents ministration, vices programs s, reports, documents	related to the nd execution of am plans, ance and d by: er termination  years after erseded or  providing orting in the functions applicability, calls and not covered  rs.  fter 1 year.  150.01 and  ram Documents.  . Documents ministration, vices programs s, reports,

Request for	t for Records Disposition Authority – Continuation			PAGE OF 5 6	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	SAMPLE OF JOB NO		10 ACTION TAKEN	
	(1) HQ DLA. Destroy 3 years after to	erminat	Lon		
	(2) Other Activities. Destroy 2 yea termination of program effort, or when superse obsolete, as applicable.	rs afte ded or	r		
	b. Protective Services Policy Files. Doc providing general direction, staff guidance, a reporting in the management and administration protective services functions including interp and decisions of applicability, requests for w exceptions, data calls and periodic reporting, similar documents not covered elsewhere mainta	nd of retatio aivers and	and		
	(1) HQ DLA. Destroy after 3 years.				
	(2) Other Activities. Destroy after	l year			
	The proposed $160.01$ supersedes the current $160$ $161.01$ , and $162.01$ .	.01,			
	270.01 Public Affairs Policy and Program Docu Policy and Program Documents.	ments			
	a. Public Affairs Program Files. Documen to the formulation, management, administration execution of individual public affairs program program plans, studies and analyses, reports, guidance and direction, and related documents by:	, and ns such letter	as		
	(1) HQ DLA. Destroy 5 years after to of program effort.	erminat	ion		
	(2) Other Activities. Destroy 2 yes termination of program effort, or when superse obsolete, as applicable.		r		
	b. Public affairs Policy Files. Document general direction, staff guidance, and reports management and administration of public affair interpretations and decisions of applicability for waivers and exceptions, data calls and per reporting, and similar documents not covered of maintained by:	ing in the second of the secon	he ding sts		

Request fo	est for Records Disposition Authority – Continuation			PAGE OF 6 6	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	\$		ACTION TAKEN	
	(1) HQ DLA. Destroy after 10 years.  (2) Other Activities. Destroy after  The proposed 270.01 supersedes the current 270  120.06 Office Administrative Files. Document accumulated by individual offices relating to housekeeping functions of the office rather th mission functions including documents concerniorganization, staffing, supplies, communication equipment, and similar matters; announcements schedules for events sponsored by other offices agencies; responses to staff requests for infection of the proposed similar mattern and similar responsibility; and similar to the covered elegantic of the covered elegantic				
	not covered elsewhere. (Destroy after 1 year, or longer needed for reference, whichever is sooner.)	when no			
-203	Four copies, including original, to be submitted to the National Ar			FORM 115-A	