# **Request for Records Disposition Authority**

Records Schedule Number

DAA-0558-2013-0005

Schedule Status

Approved

Agency or Establishment

**Defense Contract Management Agency** 

Record Group / Scheduling Group

Records of the Defense Contract Management Agency

Records Schedule applies to

Agency-wide

Schedule Subject

**Finance** 

Internal agency concurrences will

be provided

No

Background Information

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

This schedule has been submitted to correct an oversight in schedule N1-558-10-8 Specifically, when schedule N1-558-10-8 was going through the NARA approval process, DCMA and NARA discussed adding a provision to the disposition for items 170 01a and 170 02a. This provision was that records due for destruction prior to Calendar Year 2012 under previously approved authorities should be destroyed in accordance with those previous authorities, while all other records should be destroyed in accordance with the disposition in N1-558-10-8. [Such a provision is consistent with 36 CFR 1226 14(d).] However, due to an oversight, DCMA and NARA failed to include this provision for items 170 01a and 170 02a when schedule N1-558-10-8 was sent for approval by NARA. This latest schedule (DAA-0558-2013-0005) corrects this oversight.

#### Item Count

Number of Total Disposition Items	1	1 "	Number of Withdrawn Disposition Items
2	0	2	0

#### **GAO** Approval

# Outline of Records Schedule Items for DAA-0558-2013-0005

Sequence Number	
1	Routine Corporate Finance Records
11	170 01a Office of primary responsibility for retaining official record (record serves as the legal copy)  Disposition Authority Number DAA-0558-2013-0005-0001
2	Acquisitions/Procurements Case Files
21	170 02a Office of primary responsibility for retaining official record (record serves as the legal copy) Disposition Authority Number DAA-0558-2013-0005-0002

# Records Schedule Items

Sequence Number

1

Routine Corporate Finance Records

Records related to the following type activities EXPENDITURE ACCOUNTING refers to showing how funds, appropriated and non-appropriated are spent after allotment by the Office of Management and Budget, and the sources and nature of any receipts COST ACCOUNTING refers to showing accumulated data on the costs of agency operation, the direct and indirect costs of production, administration, and performance of agency's program function ACCOUNTABLE OFFICER'S ACCOUNT refers to showing or accounting for the availability and status of public funds which includes the accounting officer, the disbursing officer and the certifying officer CONTRACT ACQUISITION MANAGEMENT refers to DCMA's own acquisition/leasing of goods and services and property. Includes but is not limited to procurement through contracts and credit card (Refer to 170 02 for Acquisition Case files ) INCLUDES A Records related to general planning and management of Finance includes but not limited to program plans, studies and analysis, reports, including those produced from tracking/control mechanisms, and guidance letters B Documents relating to the accounting for appropriations allotments and the commitment, obligation and expenditure of allotted funds C Files relating to transactions making specific funds allocated to a fiscal operating agency available for obligations to field installations 51 D. Journals. Books of original entry maintained to record all financial transactions and to summarize accounting for posting to the general ledger and special journals such as obligation journals E General Ledgers (and supporting Subsidiary Ledgers) which contain the accounts necessary to reflect financial operations such as asset accounts, liability accounts maintained for the purpose of establishing in summary form the status of the accounts F Trial Balances G Financial Reports to include status of allotments, advance reports of cumulative obligations, net expenditures, schedule of foreign payments and foreign receipts, status of advance payments to contractors, report of appropriate reimbursements H Integrated Command Accounting and Reporting documents received or required by directives or similar guidance I. Fund Utilization Reports and Listings furnished by or to the HQ DCMA Office of Comptroller for use in HQ DCMA financial accounting reports and statements J Account Classification Audit lists received each year from the Finance and Account Offices K Documents accumulated by the accountable disbursing officer or agents in administration of funds, disbursement, reimbursement, collections and adjustments. Includes but is not limited to, money accounts, vouchers, ledgers and registers covering all phases of the disbursement and accounting for obligations paid and the collection and crediting of funds due L Document related to the resolution of issues and dissemination of information involving financial transactions in DCMA accounting and finances system and including the Defense Finance and Accounting System Includes but is not limited to individual authorized allotment files, withholding

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tax exemptions certificates, copies of contracts, commitment documents, travel claims, Military purchase requests, and payroll transaction registers. M. Contract, requisition, purchase order, and lease records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than Real Property files or Acquisition Case files - Refer to 170 02c for Real Property acquisitions, Refer to 170 02 for Acquisition Case files.)

170 01a Office of primary responsibility for retaining official record (record serves as the legal copy)

Disposition Authority Number

DAA-0558-2013-0005-0001

Records maintained by office of primary responsibility for retaining official record (record serves as the legal copy). This includes any records maintained on a DCMA website. NOTE. For records that are due for destruction prior to January 1, 2012 according to the previous authorities as listed in the crosswalk attached to this schedule, follow the disposition in the previous authority. For all other records, follow the disposition for this item (170.01a).

Final Disposition

**Temporary** 

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

CDC as Consended Authorit

GRS or Superseded Authority

Citation

N1-558-10-8, item 170 01a

Disposition Instruction

**Cutoff Instruction** 

Choose one of the following cutoffs CUTOFF CATEGORY "B" Cut off is when project or event is ended, or final payment or final action, or after settlement of disputes/incidents, court order lifted or litigation concluded, whichever is later. Applies to activities whose records are organized or grouped and maintained by a given task, job, assignment, agreement or situation and has clearly defined start and end dates. CUTOFF CATEGORY "D". Cut off is after period covered by account, certificate of settlement is received, or when claims for which agency has right to collect is ended, or determines collection is no longer required or terminated, whichever is later. Applies to certain Accounting

records in GRS 3, 6, 7, and 8 CUTOFF 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

Retention Period Temporary Destroy/delete no less than 6 years and

3 months, and no more than 15 years after applicable

cut off

Additional Information

**GAO** Approval Not Required

Acquisitions/Procurements Case Files

Relates to acquisition/ procurement / lease case files of goods and services and property (excluding real property) by DCMA through transfer of funds to sustain DCMA operations to include solicited and unsolicited bids and proposal files Includes but is not limited to acquisitions by contract or credit card. Refer to 170 03

for cancelled pre-award solicitations

170 02a Office of primary responsibility for retaining official record (record serves as the legal copy)

Disposition Authority Number DAA-0558-2013-0005-0002

Records maintained by office of primary responsibility for retaining official record (record serves as the legal copy) This includes any records maintained on a DCMA website NOTE For records that are due for destruction prior to January 1, 2012 according to the previous authorities as listed in the crosswalk attached to this schedule, follow the disposition in the previous authority. For all other records, follow the disposition for this item (170 02a)

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

Do any of the records covered by this item exist as structured

electronic data?

GRS or Superseded Authority

Citation

Yes

Yes

N1-558-10-8, item 170 02a

Disposition Instruction

2

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Cutoff Instruction	Completion of the contract, or final payment or termination of the program effort, or settlement of disputes/incidents, whichever is later
Retention Period	Destroy/delete no less than 6 years and 3 months, and no more than 30 years after cutoff
Additional Information	
GAO Approval	Not Required

# **Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

# Signatory Information

Date	Action	Ву	Title	Organization
07/10/2013	Certify	Gilbert Smeltzer	Records Manager S upport	Defense Contract Management Agency - Defense Contract Management Agency
08/08/2013	Submit for Concur rence	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
08/13/2013	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
08/14/2013	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
08/20/2013	Approve	Paul Wester	Chief Records Office r for the U S Government	National Archives and Records Administration - Office of the Chief Records Officer

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	<u>(5,3%).</u>	Record	Current DLA-			**************************************	i sin i dina	** <b>#</b>	
1	Bucket	Туре	DCMA	Company of the second	**************************************	5.4	Current DLA-DCMA		
	Section -	{Temp, Perm,	Records "	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	General Series	Current DLA-DCMA Record	Current DLA-DCMA Description/Information
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十	38 /	-	, v v <sub>x</sub> ,		Destroy after 1 year	» N1-361-91-2	**	Office Financial	Records used to manage the expenditure of funds within an office including
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1	170 01a	T	110 52	N/A-N/A					
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Ť					Destroy 3 years after	N1-361-91-2		Contracting Officer's	Records relating to contract oversight and receipt/acceptance of goods and
					completion of contract			Technical Representative	services by individual offices assigned responsibility. Includes documentation
				l			}	(COTR) Files	such as copies of contracts and modifications, correspondence, inspection and
	170 01a	Т	110 73	N/A-N/A					performance reports, and related documents
3							-		
					Destroy after 10 years	N1-361-91-11	Documents relating to	Small Business/Labor	Procurement activity - Documents relating to preferential consideration given
							preferential consideration	Surplus Area Preference	to small business and/or labor surplus area firms
	170 01a	т	130 30 A	N/A-N/A			given to small business and/or labor surplus area	Activity Files - Procurement activity	
	170 014		130 30 A	17/2-17/2			firms	detivity	
				[	[				
4									·
					Destroy 3 years after acquisition of the equipment	N1-361-91-7		Protective Services Special Equipment	Documents relating to requirements for procurement and use of equipment, other than those discussed in 157 70, Physical Barriers, and 157 85, Protective
				J	to which the documents			Equipment	Communications, such as speed detection radars, identification cameras and
	170 01a	Т	157 15	N/A-N/A	relate or when no longer				related equipment, tear gas and specialized transportation equipment
				ļ	needed if equipment is not				(Destroy 3 years after acquisition of the equipment to which the documents
١.					obtained				relate or when no longer needed if equipment is not obtained
广					Destroy after 10 years	NN-168-94	<u> </u>	Finance	Finance Documents relating to overall financial matters
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	170 01a	Т	400 01	N/A-N/A					
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Г					Destroy after 10 years	NN-168-94		1	Documents relating to overall financial management of appropriations
1	1		1					Management	[ ]
1	170 01a	т	400 05	N/A-N/A	1				Excluded are those documents relating to a single phase of financial management reflected elsewhere in the 400 00 series
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7							<del> </del>	<u> </u>	
1			1		Destroy after 10 years	NN-168-94		Industrial Fund-Financial Management	Documents relating to overall financial management of industrial funds
								International	Excluded are those documents relating to a single phase of financial
	170 01a	т	400 15	N/A-N/A	1				management reflected elsewhere in the 400 00 series
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1,		system)	Combined	****			, , , , , , , , , , , , , , , , , , , ,		
1	<u> </u>				Destroy 6 years and 3			Appropriations	Documents relating to the accounting for appropriations allotments and the
1					months after the close of	al and a second			commitment, obligation, and expenditure of allotted funds
1					the fiscal year involved				
1	170 01a	Т	421 01	GRS 07- Item 3					
1									}
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Г					Destroy after 6 years and 3		-	Allotments	Files relating to transactions making specific funds allocated to a fiscal
					months after the close of				operating agency available for obligation to field installations, either through
		_			the fiscal year involved				allotment or sub-allotment, accumulated by fiscal administrative elements
	170 01a	Т	421 05	GRS 07- Item 3					
1									
10									
					Destroy after 2 years	NN-168-94		Journals	Books of original entry maintained to record all financial transactions and to
									summarize accounting for monthly postings to the general ledger, consisting
1	170 01a	Т Т	421 10	N/A-N/A					of the general journal, and special journals such as fund receipt, fund disbursements, and obligation journals
	170 013	'	421 10	N/A-N/A					disoursements, and obligation journals
1		1			i				<u> </u>
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					Cutoff ledger sheets that are			General Ledgers	General ledgers which contain the accounts necessary to reflect financial
1					filled or closed at the end of fiscal year. Destroy after 6				operations, such as asset accounts, operating accounts, liability accounts,
ſ	170 01a		421 15	GRS 07- Item 2	years and 3 months				budgetary accounts, and statistical accounts, maintained for the purpose of establishing in summary form the status of accounts, operations for the
	170 018		721.25	disso, item 2	years and 5 months				month, and to provide medium for verifying the accuracy of reports and
1					[Destroy 6 years and 3				subsidiary ledgers
12					months after the close of				
					Destroy after 3 years		'	Subsidiary Ledgers	Subsidiary ledgers maintained as a source for ascertaining the composition of general ledger accounts, to accumulate detail for analysis and reporting
1					[a Original records Destroy				purposes, and verification of accuracy of general ledger accounts. They consist
	170 01a	т	421 20	GRS 07- Item 4	when 3 years old ]				of allotment ledgers, open allotment ledgers, appropriation revenue ledgers,
									transactions for other ledgers, and unapplied Disbursing Office (DO) deposit
					[b Copies Destroy when 2				fund ledgers
13		<del></del>			years old ] Destroy after 1 year	NN-168-94	<del></del>	Trial Balances	Trial balances prepared from general ledger accounts
					Descroy after 1 year	11414-100-24		Trial palatices	That balances prepared from general leuger accounts
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	170 01a	т	421 25	N/A-N/A				ĺ	
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14	<del></del>	<del>                                     </del>	<del>                                     </del>	<del>                                     </del>	Destroy after 3 years	NN-168-94		Subsidiary Files	DO cash accounts subsidiaries, advances to employees, progress payments to
				]	Session and Spears	1111 200 54		100000000000000000000000000000000000000	contractors, and advances to contractors subsidiary records and cash blotters
		1	1			·			and check ledgers
1	170 01a	Т	421 30	N/A-N/A	1				
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Accounting and Finance Division  Accounting and Finance Division  Accounting and Finance Division  Accounting and Finance Division  Accounting and Finance Division  T 427 10 N/A-N/A  Destroy after 1 year  NN-168-94  Central Accounts - Relates to the mission functions performed by the DCMA Accounting and Finance Division  T 427 15 N/A-N/A  Destroy after 1 year  NN-168-94  Central Accounts - Relates to the mission functions performed by the DCMA Accounting and Finance Division  Central Accounts - Relates to the mission functions performed by the DCMA Accounting and Finance Division  Accounting from the Accounting freports and documents as assigned by HQ DCMA, including such documents as are applicable to the central accounting deperations as assigned by HQ DCMA, including such documents as are applicable to the central accounting performed by the DCMA Accounting and Finance Division  T 427 15 N/A-N/A  Destroy each year after receipt of new fiscal year's listing and cards  NN-168-94  Central Accounts - Relates to the mission functions performed by the DCMA. Accounting and Finance Division  Central Accounts - Relates to the mission functions performed by the DCMA. Accounting and Finance Division  Central Accounts - Relates to the mission functions performed by the DCMA. Accounting and Finance Division  NN-168-94  Central Accounts - Relates to the mission functions performed by the DCMA. Accounting and Finance Division  Destroy each year after receipt of new fiscal year's listing and cards  NN-168-94  Central Accounts - Relates to the mission functions performed by the DCMA. Accounting and Finance Division  Destroy after 1 year  NN-168-94  Central Accounts - Relates to the mission functions performed by the DCMA. Accounting and Finance Division  Destroy after 10 years  NN-168-94  Central Accounts - Relates to the mission functions performed by the DCMA. Accounting and Finance Division  Destroy after 10 years  NN-168-94  Central Accounts - Relates to the mission functions performed by the DCMA. Accounting and Finance	1			ļ		•		to the mission functions	Accounting and Reporting	disbursing offices in accordance with the provisions of AR 37-108 and DCMAM
Destroy after 1 year  Destroy after 1 year  Destroy after 1 year  Destroy after 1 year  NN-168-94								performed by the DCMA	(ICAR)	7000 1, Accounting and Finance Manual, and of the consolidated financial
Destroy after 1 year NN-168-94 Central Accounts - Relates fund Utilization Reports and commendation of reinforcement of the mission functions performed by the DCMA Accounting and Finance Dussion  Destroy after 1 year NN-168-94 Central Accounts - Relates fund utilization Reports and commendation of related consolidated listings furnished to that office for use in preparation of HQ DCMA financial accounting reports and statements funding and finance Dussion of HQ DCMA financial accounting reports and statements of HQ DCMA financial accounting reports and statements of the mission functions accounting and Finance Dussion functions accounting and Finance Dussion functions and Finance Dussion functions of the DCMA financial accounting frequency for the central accounting septiment of the mission functions and finance Dussion functions for the mission functions functions for the mission functions for the properties of Dob International Balance of Payments - Accounting Republic of Germany for price review services and consolidated in the performance of specific to the mission functions and finance Dussion functions and finance Dussion functions for the financial properties of Dob International Balance of Payments - Accounting Republic of Germany for price review services and consolidated in the performance of specific to the mission functions for the finance of the finan		170 01a	Т	427 05	N/A-N/A			Accounting and Finance		statements, reports and listings prepared there from by the DCMA
Destroy after 1 year  NN-168-94  Destroy after 10 years  NN-168-94  Destroy after 1 year  NN-168-94  Destroy a	1	ı		:	İ			Division		· · ·
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to the mission functions performed by the DCMA Accounting and finance Division  17	18									
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Accounting and Finance Division    170 01a	1								ristings	
Division  Division  HQ DCMA financial accounting reports and statements  Destroy after 1 year  Destroy after 1 year  NN-168-94  Destroy after 1 year  NN-168-94  Destroy after 1 year  NN-168-94  Destroy after 1 year  NN-168-94  Destroy after 1 year  NN-168-94  Destroy after 1 year  NN-168-94  Destroy after 1 year  NN-168-94  Destroy after 1 year  NN-168-94  Destroy after 1 year  NN-168-94  Destroy after 1 year  NN-168-94  Destroy ach year after receipt of new fiscal year's listing and cards  NN-168-94  Destroy after 10 years  NN-168-94		170.01a	, T	427 10	N/A-N/A			I'		
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Accounting and Finance Division  T 427 15 N/A-N/A  Destroy each year after receipt of new fiscal year's listing and cards  Destroy after 10 years  NN-168-94  Destroy and finance proport #1, Federal Outlay by Geographic location, and payroll report #1, Federal Outlay by Geographic location, and payroll report #1, Federal Outlay by Geographic location, and payroll report #1, Federal Outlay by Geographic location, and payroll report #1	1				1	<b> </b>			Accounting	
Division  Division  Division  Division  Teports of DoD International Balance of Payments-Accounting Report #1, Federal Outlay by Geographic location, and payroll report of federal civilian employment  Destroy each year after receipt of new fiscal year's listing and cards  NN-168-94  Central Accounts - Relates to the mission functions performed by the DCMA Accounting and Finance Division  Destroy after 10 years  NN-168-94  Other Funds  Other Funds  Documents relating to funds accounting other than appropriated funds and revolving funds  Includes documents relating to deposit funds, suspense accounts, trust funds, and similar type funds			_							
Destroy each year after receipt of new fiscal year's listing and cards  N/A-N/A  Destroy after 10 years  NN-168-94  Destroy or tabulating cards and master numerical lists reflecting valid  accounting Classification  Accounting Classification  Addit  Decks or tabulating cards and master numerical lists reflecting valid  accounting Classification  Accounting Classification  Accounting Classification  Accounting Classification  Accounting Classification  Accounting Classification  Accounting Classification  Accounting Classification  Accounting Classification  Accounting Classification  Accounting Classific		170 01a	l T	427 15	N/A-N/A					
20 employment    Destroy each year after receipt of new fiscal year's listing and cards   Destroy each year after receipt of new fiscal year's listing and cards   Destroy each year after receipt of new fiscal year's listing and cards   Destroy each year after receipt of new fiscal year's listing and cards   Destroy each year after receipt of new fiscal year's listing and cards   Destroy each year after receipt of new fiscal year's listing and cards   Destroy each year after receipt of new fiscal year's listing and cards   Destroy each year after to the mission functions performed by the DCMA Accounting Classification   Audit   Accounting classification   Accounts Offices, U.S. Army and furnished to DCMA/Army disbursing offices      170 01a	1							DIAIRIOU		, , , , ,
Destroy each year after receipt of new fiscal year's listing and cards  NN-168-94  Destroy each year after receipt of new fiscal year's listing and cards  NN-168-94  Destroy after 10 years  nd functions accounting Classification Adult  Accounting Classification  Adult  Accounting Classification  Adult  Decks or tabulating cards and master numerical lists reflecting valid  accounting classifications received each fiscal year from all Finance and Accounting classifications received each fiscal year from all Finance and Accounting classifications received each fiscal year from all Finance and Accounting classifications received each fiscal year from all Finance and Accounting classifications received each fiscal year from all Finance and Accounting classifications received each fiscal year from all Finance and Accounting classifications received each fiscal year from all Finance and Accounting classifications received each fiscal year from all Financ	20				ļ					
receipt of new fiscal year's listing and cards  T 427 20 N/A-N/A  N/A-N/A  T 427 20 N/A-N/A  T 427 20 N/A-N/A  Destroy after 10 years  N/A-N/A  Destroy after 10 year	۳	<del>                                     </del>		<del>                                     </del>	<u> </u>	Destroy each year after	NN-168-94	Central Accounts - Relates	Accounting Classification	
170 01a   T   427 20   N/A-N/A   Isting and cards   performed by the DCMA   Accounting and Finance   Division   Accounts Offices, U S Army and furnished to DCMA/Army disbursing offices	1	1		]	1	1		1	_	_
Division  Documents relating to funds accounting other than appropriated funds and revolving funds  Includes documents relating to deposit funds, suspense accounts, trust funds, and similar type funds	1		1		l	1 '		performed by the DCMA		Accounts Offices, U.S. Army and furnished to DCMA/Army disbursing offices
Destroy after 10 years NN-168-94 Other Funds Other Funds Documents relating to funds accounting other than appropriated funds and revolving funds  T 429 01 N/A-N/A N/A Other Funds Documents relating to funds accounting other than appropriated funds and revolving funds  Includes documents relating to deposit funds, suspense accounts, trust funds, and similar type funds		170 01a	т	427 20	N/A-N/A			Accounting and Finance		
Destroy after 10 years NN-168-94 Other Funds Other Funds Documents relating to funds accounting other than appropriated funds and revolving funds  17 429 01 N/A-N/A Includes documents relating to deposit funds, suspense accounts, trust funds, and similar type funds	1				l			Division		
Destroy after 10 years NN-168-94 Other Funds Other Funds Documents relating to funds accounting other than appropriated funds and revolving funds  17 429 01 N/A-N/A Includes documents relating to deposit funds, suspense accounts, trust funds, and similar type funds										
revolving funds  170 01a T 429 01 N/A-N/A  Includes documents relating to deposit funds, suspense accounts, trust funds, and similar type funds	21	ļ	ļ		ļ		NV 450 04	Oil F. de	Other Francis	
170 01a T 429 01 N/A-N/A Includes documents relating to deposit funds, suspense accounts, trust funds, and similar type funds	1		1		1	Destroy after 10 years	NN-168-94	Other Funds	Other Funds	] · · · · · · · · · · · · · · · · · · ·
and similar type funds			1	1	1					Leachanik iniid?
and similar type funds		170.015	ļ .	429.01	N/A-N/A					Includes documents relating to deposit funds, suspense accounts, trust funds
		1/0018	'	42501	14/6-14/6					_ · · · · · · · · · · · · · · · · · · ·
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L <sup></sup> )	22						L			

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	**************************************	Record Type	Current DLA- DCMA				Current DLA-ĐCMA		
	Section -	{Temp, Perm,	, Records	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	General Series	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
1	Combined	Temp system)	Series	4	& v		Information		AND AND AND AND AND AND AND AND AND AND
Ħ	<del></del>			VALUE -40 5	Destroy after 2 years	NN-168-94		IMPREST Funds	Documents accumulated by IMPREST fund cashiers which reflect the receipt
3.5	170 01a	т	429 05	N/A-N/A					and accounting for imprest funds. Included are copies of reimbursement vouchers and receipts for funds entrusted to agent officer which also reflect acknowledgment of return of funds.
23					Destroy when superseded,	NN-168-94	Relates to funds	Monetary Collections and	Documents relating to the overall administration of funds disbursements,
	170 01a	т	430 01	N/A-N/A	obsolete, or after 10 years, whichever is sooner		reimbursements, collections, and adjustment functions usually performed by an	Payments	reimbursement, collections, and adjustments functions
24	<del>                                     </del>				Effect disposition in	NN-168-94	accountable disbursing Relates to those records	Disbursing Accounts	Records maintained by disbursing officers including money accounts,
37	170 01a	Т	431 10	N/A-N/A	accordance with the pertinent regulations of the Military Department from which the disbursing station number was obtained, except as otherwise		constituting or directly relating to an accountable disbursing officer's accounts		vouchers, ledgers, and registers covering all phases of the disbursement and accounting for obligations paid and the collection and crediting of funds due
25					Destroy or delete when 5		Contract, requisition,	Routine Procurement Files -	Electronic data file maintained by fiscal year, containing unclassified records of
26	170 01a	Т	431 11 D	GRS 03- Item 3d	years old		purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt,	Data Submitted to the Federal Procurement Data System (FPDS)	all procurements, other than small purchases, and consisting of information required under 48 CFR 4 601 for transfer to the FPDS
+	<del>                                     </del>	<del>                                     </del>			Destroy upon completion of	NN-168-94	administration, receipt,	Shipment Control Records	Documents maintained to ensure prompt receipt of Material Inspection and
2	170 01a	<u>Т</u>	431 12	N/A-N/A	related contract, except that those relating to transferred contracts and contract number changes will be held 1 year and then destroyed				Receiving Reports and invoices
	170 01a	τ.	431 13	GRS 07- Item 3	Cutoff at the end of each fiscal year, hold 2 years, then retire to the applicable records center			Sub-vouchers	Retained copies of sub-vouchers accumulated at Defense Contract Management Districts (DCMDs) beginning with FY 68 under the procedures of Mechanization of Contract Administration Services (MOCAS), Phase IB
2					Destroy 6 years and 3 months after the close of				
	170 01a	Т	431 15 A	N/A-N/A	Destroy 1 year after termination of employment of individual, or when no longer needed, whichever is earlier	NN-168-94	Documents used to record individual travel payments transactions, such as DD Form 1588, Record of Travel Payments	Record of Travel Payments	Civilian Record of Travel Payments
2	<u> L</u>	<u> </u>	<u> </u>						

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1		Type	Current DLA-	2 3% 2 3 5 5	,	*** * *	Sala scar		
	Bucket Section - **	(Temp,	Records	GRS - combined	Current DLA=DCMA or GRS	NARA/ DCMA Authority	Current DLA-DCMA General Series	Current DLA-DCMA Record	Current DLA-DCMA Description/Information
1	Combined	Perm,	Senes -	\$ % A	Cutoff Retention Instruction	10. July 10.00	Information	, Title i i i i i i i i i i i i i i i i i i i	Santa de la composition della
	2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Témp* system) ,	Combined	*** ** .	, ,	*,	2 4 5 W. S.	2,58	
1	" Alle Care	Pa -	49k. ;	*** 4	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	NN 100 04		S	200 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
					When the service member terminates an assignment	NN-168-94	Documents used to record individual travel payments	Record of Travel Payments	Military Record of Travel Payments
1					with DCMA, send to the		transactions, such as DD		
	170 01a	Т	431 15 B	N/A-N/A	appropriate office where the		Form 1588, Record of		
ı					member's pay records are		Travel Payments		
30		1			maintained				
130					Destroy after 4 years	NN-168-94		Reports and Returns	Reports reflecting the status of disbursing accounts
1				i				-	•
		_							
	170 01a		431 20	N/A-N/A					
1									
31									
		[			Destroy 2 years after date of		Certificates of settlement,	Certificates of Settlement	Certificates covering closed account settlements, supplements, and final
		!			settlement, provided certificates indicate		statements and differences, and related or		balance statements
1	170 01a	т	431 80 A	GRS 06- Item 3a	1	1	comparable documents		
							relating to disbursing		
1		ŀ					officers		
32					Destroy when subsequent		Certificates of settlement,	Certificates of Settlement	Certificates covering period settlements
	· ·	]			certificates of settlement		statements and	Certificates of Settlement	Certificates covering period settlements
1				•	are received		differences, and related or		
	170 01a	Т	431 80 B	GRS 06- Item 3b			comparable documents		
1							relating to disbursing officers		
33		1					Cincurs		
Г	•		1		Destroy after 2 years	NN-168-94		Documents Receipts	Records compiled to indicate, by means of identifying symbols and date
									periods, the documents transferred by a disbursing officer to an accounts office
	170 01a	т	431 90	N/A-N/A					office
	170010	· ·	13230	1,7,1,7,1					
					1				
34		<del> </del>	<del>  -</del>	<del>                                     </del>	Destroy after 6 months	NN-168-94		Advice of Correction Files	Documents utilized by the accounts office to notify field installations and/or
			[		Destroy after 6 months	1111-100-24	ĺ	Parice of correction clies	disbursing offices of corrections made in accounting classifications
1				1					-
	170 01a	Т	431 95	N/A-N/A					
					İ				
35				1	1				
٣		<del>                                     </del>	<del> </del>	<del>                                     </del>	Destroy 6 years and 3		Relates to the collection of	Collections	Documents relating to the collection of monies due maintained by disbursing,
			-	1	months after period covered		monies maintained as a		collection, or sales officers
1	l	_			by account		separate series from other	1	
1	170 01a	Т	432 01	GRS 06- Item 1a			financial and fiscal series When such documents		
	i						form an integral part of		
36							the accounts of files		

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	-XX	Récord		*	4 ,	· 34 /	<b>)</b>	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	***	Type	Current DLA-	.i.v. \w.,	Madit of	5.8°		"-, x, x, v	
	Bucket	(Temp,	DCMA	a a a a a a a a a a a a a a a a a a a	Current DLA=DCMA or GRS	NADA / DOS VASTA CALL	Current DLA-DCMA	Current DLA-DCMA Record	
1	Section - Combined	Perm,	Records (	GRS - combined	Cutoff Retention instruction	NARA/.DCMA*Aûthority	General Series Information	Title	Current DLA-DCMA Description/Information
		∛Temp	.00	, Na. 388 E	***	, ¥	HIOTHALION (		
1		system} ´	W.,;			, 'Ag			
	-				Destroy after 3 years	NN-168-94	Relates to the collection of	Collection Vouchers	Copies of documents that have been transmitted to disbursing officers which
1							monies maintained as a		are accumulated by sale officers and other officials authorized to accept
							separate series from other		amounts due the United States from Individuals, organizations, or
	170 01a	Т	432 05	N/A-N/A			financial and fiscal series When such documents		Governmental agencies other than files
-							form an integral part of		
37							the accounts of files		
٣					Destroy after 10 years	NN-168-94		Reimbursements	Documents relating to the transfer of funds or payment to other departments
					,				or agencies for material or services furnished DCMA activities
	170 01a	Т	433 01	N/A-N/A					
1									
20									
38	-				Destroy after 2 years or on	NN-168-94		Audit Letters	GAO notification of completion of audit of pay and leave accounts with related
1					discontinuance, whichever is	100 54		radic sections	documents
					first				
1	170 01a	Т	434 70	N/A-N/A					
1									
1									
39	1888, 1889; 1 A.S.	0860K.Ssa	*> \28889*940	Str. Nillian (Str.	76 . A Salah (a)	. * . ךoš,	Relates to adjustments in	** \ ` ` ` ` ` ` %* \	
1				i i	****		accounts due to the loss,		
ı			Storon Albert				un-serviceability, or		
1	170.01a	1	436 00	N/A-N/A	wintormational .	NN-168-94	destruction of property,	Adjustments 💨 💢 🥢	
		15 x 33					and determinations of, or		
١.		Se Services	**	<b>1</b>	4 7 4 7		release from, pecuniary		
40	3,11300000	57 43343	×		Destruction 10 const	NN-168-94	magnicy of other and	Penerte of Supress	Documents concerning the loss, un-serviceability, or destruction of
					Destroy after 10 years, except that Report of Survey	1919-100-34	Relates to adjustments in accounts due to the loss,	Reports of Survey	Government property, created to determine the question of pecuniary or
1					Files not involving pecuniary		un-serviceability, or		other responsibility for the absence or condition of articles, including reports
1	170 01a	т	436 10	N/A-N/A	liability will be destroyed 3		destruction of property,		of survey, boards of officers proceedings, control registers, and other related
					years after completion of		and determinations of, or		papers Approved copies of such documents serving as property or fiscal
			1		final action		release from, pecuniary		vouchers will be handled as such and thus will not be filed under this number
41				<b> </b>	D	NN 450 04	liability or other	Characa Callacter Base 1	Constitution of the consti
1		ĺ	1	1	Destroy 2 years after final action	NN-168-94	Relates to adjustments in accounts due to the loss,	Charges Collection Records	Case files accumulated in connection with the collection of pecuniary charges against individuals as a result of approved reports of survey or other
-				1	action	1	un-serviceability, or		adjustments procedures
1	170 01a	Т	436 20	N/A-N/A			destruction of property,		
	1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1		""			and determinations of, or		
				[		-	release from, pecuniary		
42							liability or other		
				i	Destroy when superseded,	NN-168-94	Relates to the accounting	Cost Accounting	Documents relating to the overall administration of the cost accounting
	ľ		1	1	obsolete, or after 10 years,		systems devised to record,		functions
1	470	_	440.00		as applicable		classify, and summarize costs of material, labor,		
1	170 01a	j T	440 01	N/A-N/A			and overhead incident to		
				1			the maintenance and		
43				1			operation of installations		
					<del></del>	<u> </u>	1.		<del></del>

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	Bücket	Type	Current DLA-			~	CURRENT POLAR III		
	Section -	{Temp,	52000	GRS - combined	Current DLA=DCMA or GRS	NAŘÁ/ DCMA Authority ";	Current DLA-DCMA	Current DLA-DCMA Record	Current DLA-DCMA Description/Information
	Combined	Perm, ' , Temp	Series -		Cutoff Retention Instruction	*	Information	Title 🗸 🔩	Current Des Detroit Description and an arrangement of the second of the
	[85 · Y	system)	Combined	" 4 . A . A . A . A . A . A . A	100 W	.***	illomaton,		
1	<u> </u>		% ×		2			"	***
1					Destroy when superseded or lobsolete	NN-168-94	Relates to the accounting systems devised to record,	Cost Accounting Procedures	Documents prescribing the methods and procedures for operating the DCMA cost accounting systems
					OSSOCICE		classify, and summarize		Cost accounting systems
	170 01a	т	440 10	N/A-N/A			costs of material, labor,		
1	1						and overhead incident to		
1							the maintenance and		
44	<del>-</del>				Destroy after 10 years	NN-168-94	operation of installations Relates to documents	Cost Ledgers	Ladgare rapadus course data for each part procure including cost control
					Destroy after 10 years	NIN-100-94	forming integral parts of	Cost Leagers	Ledgers recording source data for each cost account, including cost control ledgers and cost detail ledgers
	1			!			the cost accounts		leagers and cost detail leagers
	170 01a	т	441 10	N/A-N/A					
								1	
45	-				Destroy after 5 years	NN-168-94	Relates to documents	Cost Registers	Registers recording cost data by elements of cost and sub-elements of cost,
					John of their of years	100 54	forming integral parts of	Cost negisters	including labor registers, supplies registers, contractual services registers, and
							the cost accounts		other cost registers
	170 01a	Т	441 20	N/A-N/A					
1	}						1	ļ	
46									
1	<u> </u>				Destroy after 5 years	NN-168-94	Relates to documents	Cost Vouchers	Documents serving as vouchers to the cost accounts and containing cost
1							forming integral parts of		summary data, including cost distribution vouchers, cost summary vouchers,
1	1 :						the cost accounts		civilian labor cost summary vouchers, and similar documents
	170 01a	Т	441 30	N/A-N/A					
ı	i						1		
47	,							İ	
٣					Destroy after 2 months	NN-168-94	Relates to documents	Labor and Workload	Documents containing initial entries of cost data serving as the basis for
							forming integral parts of		summary vouchers, including distribution of military payroll, individual time
	476	_					the cost accounts		tickets, foreman's daily reports, record of working time, records of work units,
1	170 01a	Т	441 40	N/A-N/A				1	Initial summaries of
					}		1		
48	3			L					
Г					Destroy after 5 years	NN-168-94		Cost Accounting Reports	Cost Accounting Reports Documents accumulated from reporting on actual
					1				and programmed accomplishments measured in terms of cost, including cost
1	170 01a	т	442 00	N/A-N/A	1		1	}	and performance reports and other documents in connection with the preparation or evaluation of the reports
	1,0019	'	442 00	IN/A-N/A					Pricharation or evaluation or the Lebortz
1									
49									
Г					Destroy after 10 years	NN-168-94		Financial Inventory Accounts	Financial Inventory Accounts Documents serving as an integral part of the
		ļ							accounts such as category journals, category ledgers, general ledgers, financial
1	170 01a	т .	451 01	N/A-N/A					inventory control records, financial statements, and related posting media
	170018	<b>'</b>	45101	190-190					
1		1				}	1	1	
50	<u> </u>					<u> </u>	L	<u></u>	

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	. ,	Record <sup>(2)</sup>		A ST		2.27	X	75°3°49	
]1		Type 🍇	Current DLA-				Q.,		
	Bucket	(Temp,	DCMA		Current DLA=DCMA or GRS	30000054877	Current DLA-DCMA	Current DLA-DCMA Record	
	Section - Combined	Perm,	Records	GRS - combined	Cutoff Retention Instruction	NARA/ DCMA Authority	General Series	Title	Current DLA-DCMA Description/Information
	Combined	Temp	Series - 🍇 "Combined	***	SKT-W	wasi and the same	Information	La series de la companya della companya della companya de la companya de la companya della compa	
1 1	čγ,	system)	*Complied	.4	TARRES .		, 24		
H			-		Destroy after 10 years	NN-168-94		FIA Reports	Reports reflecting the financial values of inventories together with related
								,	analyses
1 1	170 01a	Т	452 01	N/A-N/A					
łł					ł				
51									
					Destroy after 10 years	NN-168-94	<del></del>	Materiel Pricing	Documents reflecting the pricing of items, included in the FIA system
						1		This territory manage	bocaments reneeting the prioring of feering, metaded in the Fire System
1 1					1				
l l	170 01a	Т	455 01	N/A-N/A					
52					Destruction	N1 261 07 2		l	
					Destroy when superseded, obsolete, or no longer	N1-361-87-2		Inspector General Policies and Procedures	Documents pertaining to policies and procedures for handling contacts with Inspector General auditors and for processing reports of audits, reviews, and
1 1					needed for reference			and Procedures	surveys
	170 01a	т	461 10	N/A-N/A					
1 1									
					[				
53									
ll						N1-361-87-2		General Accounting Office	
ll								(Accountability) GAO	
11	170 01a	т	463 00	N/A-N/A					
1	170 014	'	403 00	19/4-19/4			i		
l I									
54									
П					Destroy after 3 years	NN-168-94		Non-appropriated Funds	Documents relating to the overall administration of NAF matters
							appropriated funds and	(NAF)	
1 1	170.51	_	400.00				activities financed		
	170 01a	Т	490 01	N/A-N/A			thereby, established primarily for morale,		
1 1			1	1	1		welfare, and recreational		
55							facilities and activities,		
H		l —			Destroy on supersession or	NN-168-94	Relates to non-	NAF Establishment	Documents relating to the establishment of non-appropriated funds,
					with related fund account	1	appropriated funds and		establishment of disbursement limitations, appointment of custodians and
		)	1	]	records on dissolution of the	,	activities financed		council members, and establishment of constitutions and bylaws Included are
	170 01a	т	490 05	N/A-N/A	fund, as appropriate		thereby, established		orders, bylaws, constitutions, and cha
				1			primarily for morale,		]
				l			welfare, and recreational		
56		<del> </del>	<del> </del>	<del> </del>	Doctrousseth accounting	NN-168-94	facilities and activities, Relates to non-	NAF Minutes of Meetings	Minutes of meetings of councils and boards of governors appointed to
					Destroy with accounting fund records related to	1414-100-24	appropriated funds and	MAN MINUTES OF MISSTILLER	administer non-appropriated funds as prescribed by directives, regulations,
				1	actions prescribed within	<b>!</b>	activities financed		constitutions, bylaws, and similar regulatory media. Included are minutes of
1 1	170 01a	т	490 11	N/A-N/A	the recorded minutes of		thereby, established	l	meetings and directly related doc
	·				meetings		primarily for morale,		·
1 1		1	1	1		1	welfare, and recreational	}	
1 1		1	1	l	1	1	facilities and activities,	1	l

	C	D	Н	K	N	0	P	Q	R
	Bucket Section - Combined	Record Type (Temp, Perm, *	Current DLA- DCMA Records Series -	GRS *Combined	Current DLA=DCMA or GRS Cutoff Retention instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series information	Current DLA-DČMA Record	Current DLA-DCMA Description/Information
1	¥1	system)		· •,		^^% <b>%_</b>			
58	170 01a	Т	490 12	N/A-N/A	Destroy after 1 year, or on discontinuance, whichever is first	NN-168-94	Relates to non- appropriated funds and activities financed thereby, established primarily for morale, welfare, and recreational facilities and activities,	NAF Statements and Reports	Financial statements and reports including inspection reports and related documents pertaining to non-appropriated funds prepared by units administering the funds and forwarded to higher headquarters. Excludes copies of statements and reports retained by
59	170 01a	Т	491 05	N/A-N/A	Destroy after 3 years provided an audit has been performed. Once the audit has been completed and 1 year has lapsed, the records will then be destroyed.	NN-168-94	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	NAF Accounts	Documents relating to the receipt, disbursement, and administration of non- appropriated funds, such as Welfare, Unit, Inmate's, Commandant's Sundry, Vocational Training, Chaplain's, Book Department, Officer and Noncommissioned Officer Open Mess, Post Rest
60	170 01a	Т	491 10	N/A-N/A	Destroy after 1 year provided files have been audited, except that bowling center score sheets will be destroyed 1 month after verification	NN-168-94	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	Subsidiary Records to NAF Accounts	Officers and noncommissioned officers open mess restaurant and mess checks, bowling center score sheets or summaries thereof, check registers, golf course and driving range fee registers, nursery fee registers, bed cards, daily bingo and nursery activity
61	170 01a	т	491 15	N/A-N/A	Destroy when superseded or when account is closed	NN-168-94	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	NAF Bank Deposit Insurance	Documents relating to arrangements with the Treasury Department for protection of non-appropriated fund bank deposits which exceed the coverage provided by the Federal Deposit Insurance Corporation
62	170 01a	T	491 17	N/A-N/A	Destroy 3 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption	NN-168-94	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	NAF Securities	Documents reflecting securities and bonds owned by non-appropriated funds included are subsidiary ledgers (showing bond type, cost, interest, appreciation, and maturity date) and custody receipts issued by the U S Treasury or banking institution
63	170 01a	Т	491 18	N/A-N/A	Destroy after 3 years, or on discontinuance, whichever is first	NN-168-94	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	Check Cashing Privileges	Documents relating to advancing, revoking or suspending, restoring, and general supervision of check cashing privileges. Included are letters to individuals about bad checks, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices from banks that the bank was in error, notices to activities that check cashing privileges have been suspended or restored for certain individuals, and related papers
64	170 01a	Т	491 20 A	N/A-N/A	Destroy after 6 years	NN-168-94	Individual transactions Documents relating to transactions within DCMA, with other Government agencies and employees, and with non- governmental	Relates to the accounting for non-appropriated funds (NAF) including the pay records of employees of NAF activities	Individual Transactions - Documents relating to transactions for more than \$2,500

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& Bucket	Record Type Temp,	Current DLA-	CDS Lund			Current DLA-DCMA	Current DLA DCMA Record	Current DLA-DCMA Description/Information
Combined	Perm, Temp system)	Series - Combined	GRS - combined	Cutorr Retention Instruction	#	Information	Title	Current DLA-DCMA Description/Information
* 4m/* *	, 6x²	~~ ~ x			NN 169 04	Industrial transportunes	Deletes to the accounting for	Individual Transactions - Documents relating to transactions for \$2,500 or less
170 01a	т	491 20 B	N/A-N/A	pesticy arter 3 years	111.700.34	Documents relating to transactions within DCMA, with other Government agencies and employees, and with non-	non-appropriated funds (NAF) including the pay	-
170 01a	т	491 25	N/A-N/A	Destroy after 3 years or on discontinuance, whichever is first	NN-168-94		NAF Report of Audit Files	Documents accumulating from audits performed Included are reports of audit with directly related papers, such as financial statements and correspondence relating to actions taken
170 01a	т	492 05	N/A-N/A	Destroy after 2 years	NN-168-94	Relates to property and supply matters of NAF activities	Physical Inventories	Documents maintained by other than finance and accounting offices reflecting the physical inventory of non-appropriated fund property, supplies, and saleable merchandise. Included are non-appropriated fund property inventory sheets, inventories of food and re-salable merchandise, and periodic inventories by disinterested persons.
170 01a	Т	492 07	N/A-N/A	Destroy after 2 years	NN-168-94	Relates to property and supply matters of NAF activities	NAF Stock Records	Documents reflecting the receipt, issue, disposition, and quantity of expendable property including supplies and re-salable merchandise. Included are stock record cards, copies of requisitions, receiving reports, issue and turnin slips, inventory adjustment reports, and similar documents. Stock record cards will be continued in effect until filed or final entry is made thereon.
170 01a	т	492 10 A	N/A-N/A	Destroy after 2 years	NN-168-94		further activity on the item, and filled cards when	Documents reflecting the description, value, sources, quantity, location, disposition, and other data on non-expendable property and fixed assets included are non-appropriated fund stock, property, and fixed assets cards, similar card forms, supporting documents such as receiving reports, inventory adjustment reports, and other vouchers, and other documents supporting entries to the stock report card
170 01a	т	492 10 B	N/A-N/A	Destroy after 2 years	NN-168-94	Relates to property and supply matters of NAF activities	NAF Property Records - Other documents	Documents reflecting the description, value, sources, quantity, location, disposition, and other data on non-expendable property and fixed assets Included are non-appropriated fund stock, property, and fixed assets cards, similar card forms, supporting documents such as receiving reports, inventory adjustment reports, and other vouchers, and other documents supporting entries to the stock report card
170 01a	Т	492 15	N/A-N/A	Destroy 3 years after termination of agreement	NN-168-94	Relates to property and supply matters of NAF activities	Concessionaire Operations	Copies of agreements with concessionaires, and documents reflecting the performance of concessionaires. Included are current agreements and associated documents, documents concerning compliance or noncompliance with standards of service, sanitation, and s
	170 01a  170 01a  170 01a	Bucket Section-Combined Type (Temp, Perm, Temp system)  170 01a T  170 01a T  170 01a T  170 01a T	Record   Current DLA-   DCMA   Records   Series     Temp   Section   Perm, Temp   System     170 01a	Record TyPe	Bucket Section - Combined Temp, Perm, Temp System Series - Combined Series - Combine	Bucket Section - Combined Section - Combined Section - Combined Section - Combined Section - Combined Series - Combined	Bucket Section Combined Section Temp CAMP Records Section Temp System Combined Section Temp System Combined Section Temp System Combined Section Temp System Combined Section Temp System Combined Section Temp System Combined Section Temp System Combined Section Temp System Combined Section Temp System Combined Section Temp System Combined Section Temp System Combined Section Temp System Combined Section Temp System Combined Section Temp System Combined Section Temp Sect	Bucket Secret.  Bucket Series.  Common DOMA  Green DIA-DCMA or GRS  Combined Series.  Destroy after 3 years or on discontinuance, whichever is first.  Destroy after 3 years or on discontinuance, whichever is first.  Destroy after 2 years.  NN-168-94  Relates to property and supply matters of NAF activities.  The department of NAF activities.  Destroy after 2 years.  NN-168-94  Relates to property and supply matters of NAF activities.  NAF Property Records.  ANF Property Records.  ANF Property Records.  ANF Property Records.  ANF Property Records.  ANF Property Records.  ANF Property Records.  ANF Property Records.  ANF Property Records.  ANF Property and supply matters of NAF activities.  Destroy after 2 years.  NN-168-94  Relates to property and supply matters of NAF activities.  NAF Property Records.  ANF Pr

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	Stage	учесога Туре	Current DLA-		ertenia.				
	Búcket (	Temp,	DCMA	35	Current DLA=DCMA or GRS		Current DLA-DCMA	Current DLA-DCMA Record	
	Section - 3	Perm,	Records	GRS - combined	Cutoff Retention Instruction	NARA/ DCMA Authority	General Series	Title	Current DLA-DCMA Description/Information
	*Combined	Temp	Series -		9630) · garates		"Information	**************************************	
1.1		system}	Combined					The Kalley In	
十		1000		4986c000	Destroy 2 years after	NN-168-94	Relates to property and	Concessionaire Open	Applications submitted by persons desiring to operate an activity on the
					individual or activity is no	1411 100 34	supply matters of NAF	Applications	Installation
1					longer considered for		activities	''	
	170 01a	Т	492 18	N/A-N/A	operation				
		1		ļ			ļ	ļ	
1 1									
72									
					Destroy after 2 years	NN-168-94	Relates to property and	Alcoholic Beverage	Documents used to control the issue of alcoholic beverage decalcomania
		ļ	j				supply matters of NAF activities	Decalcomania Control	Included are records of issue from stock and related documents
1	170 01a	т	492 21	N/A-N/A			activities		
	170 019	'	432 21	IN/A-IN/A					
							1		
73				l	L				<u> </u>
		<u> </u>			Destroy upon new	NN-168-94	Relates to property and	NAF Vehicle Registration	Documents relating to the registration of NAF vehicles Included are
1					registration, or on final		supply matters of NAF		applications for NAF vehicle registration, bills of sale or other proof of
				İ	disposition of vehicle, as		activities		ownership documents, vehicle registration forms, and related documents
1	170 01a	Т	492 23	N/A-N/A	applicable				
1			l	ł	Note Registration forms will	}	}	ł	
74			1		be forwarded in accordance				
<del>    "</del>					Destroy 2 years after	NN-168-94	Relates to property and	NAF Utility Service	Documents pertaining to utilities services furnished NAF activities Included
				]	termination of the		supply matters of NAF	Agreements	are agreements, modifications, and related documents
1			}	]	agreement		activities		
1	170 01a	т	492 40	N/A-N/A					
				]					
75		<del> </del>	<del> </del>	<del> </del>	Destroy when 1 years old		<del> </del>	Supply Management Files	Copies in other reporting units and related working documents
1			İ	1	Destroy when I years old			Supply Management riles	Copies in other reporting units and related working documents
ŀ							1	1	
-	170 01a	т		GRS 03- Item 4a					
j				1					
1				1		[	1	1	1
76		<del></del>		<del> </del>		ļ. <u> </u>			
1					Destroy when 2 years old		1	Supply Management Files	Files of reports on supply requirements and procurement matters submitted
1		1		1			1		for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of DoD report reflecting
ĺ	170 01a	т		GRS 03- Item 4a	1		1		procurement under exemptions authorized under Section 201(a) of the
	110014	'		CIG 03- Herri 4a				1	Federal Property and Administrative Services Act of 1949 (40 USC 481)
1									
77		1		1				l	
		$\overline{}$			Destroy 3 years after			Public Printer files	Records relating to requisitions on the printer, and all supporting documents
		]			completion or cancellation		1		
1				GRS 03- Item 6a	of requisition				
-	170 01a	j T		through 6b					
	}	1		}	1	1			<u> </u>
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/8	L	<u> </u>	<u> </u>		<del></del>	<del></del>	<del></del>	L	<u></u>

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	**************************************	Record Type	Çûrrent DLA-	in in		**	<u>^</u>		
	Bucket Section -	{Temp,		GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series	Current DLA-DCMA Record Title	" Current DLA-DCMA Description/Information
	Combined	Temp system)	Series -				Information		
<u> </u>	444	7900	***		Destroy when 1 year old	×	57dn 2	Non-personal Requisition	Requisitions for nonpersonal services, such as duplicating, laundry, binding,
	170 01a	т		GRS 03- Item 7	, ,			Files	and other services (excluding records associated with accountable officers ' accounts (Schedule GRS 6)
79									
	170 01a	т		GRS 03- Item 8	Destroy 2 years after completion of cancellation of requisition			Inventory Requisition file	Requisitions for supplies and equipment for current inventory
80				<u> </u>	Destroy 2 years after stock			Inventory Files	Inventory lists, Inventory Cards, report of survey files
81	170 01a	т		GRS 03- Item 9a through 9c	balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control				
Г				i	Destroy 3 years after period			Telephone Records	Telephone statements and toll slips
	170 01a	Т		GRS 03-ltem 10	covered by related account				
82		-			Destroy 3 years after date of		<del></del>	Contractors Payroli files	Contractor's payrolls (construction contracts) submitted in accordance with
83	170 01a	т		GRS 03-Item 11	completion of contract unless contract performance is subject of enforcement action of such date				Dept of Labor Regulations, with related certifications, anti-kickback affidavits and other related papers
٦	-				Destroy 3 years after period			Tax Exemption Files	Tax Exemption certificates and related papers
84	170 01a	т		GRS 03-Item 12	covered by related account				
					Destroy 3 years after			Unsuccessful Grant	Applications, correspondence and other records relating to unsuccessful
85	170 01a	Т		GRS 03-Item 13	rejection or withdrawal			application files	(rejected or withdrawn) applications
					···				

	С	D	Н	К	N	0	Р	Q	R
	Bucket Section - Combined	Record : Type {Tèmp, Permo	Čurrent DLA- DCMA Records Series (1)	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DIA-DCMA General Series Information	Current Ďla-DCMA Record	Current DLA-DCMA Description/Information
1	Combined	Temp system)	Combined	, 11			mormation		
	170 01a	т		GRS 03-Item 14	Destroy when 2 years old			Grant Administrative Files	Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program
86									
87	170 01a	т		GRS 03-Item 16	Destroy when superseded or obsolete			Contractor's statement of contingent or other fees	SF 119, Statement of Contingent or Other fees, or statement in lieu of the form filed separately from the contract case file and maintained for enforcement of report purposes
88	170 01a	Т		GRS 03-item 17	Destroy when 3 years old			Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by Pub L 95-507	Small and Disadvantaged Business Utilization files
89	170 01a	Т		GRS 03-item 18	Cut off when action is completed, Hold for 3 years and retire to records center Destroy 6 - 10 years after cutoff			Federal Activities Inventory Reform Act (FAIR) Act Records (created under OMB Circular A-76, Performance of Commercial Activities)	Records documenting implementation of OMB Circular No A-76, Performance of Commercial Activities These records are created and maintained in paper and electronic formats and include but are not limited to inventories, reviews, consultations, summary report, commercial activity codes, challenges, appeals, decisions, planning documents, public announcement, Federal Register Notices, standard and streamlines competition documents, accountability statements, cost calculations and performance measures
90	170 01a	Т		GRS 03-Item 2	Destroy when 2 years old			General Correspondence files	Correspondence files of operating procurement unties concerning internal operations and administration matters not covered elsewhere in the schedule
91	170 01a	т		GRS 03-Item 5a	Destroy with related contract case files		Solicited and Unsolicited Bids and Proposal bids	Successful Bids and proposals	
92	170 01a	т		GRS 03-Item 5b (1)	Destroy 1 year after date of award or final payment, whichever is later		Solicited and Unsolicited Bids and Proposal bids	Relating to small purchases as defined in the FAR, 48 CFR Part 13	
192					<u> </u>	<u> </u>	<u> </u>		<u></u>

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		Record		A CAST CONTRACT	říděka.	* 7	**** <b>A</b>		
-	್ಯ್ನ್ನ್ನ Bucket	Type 💘	Current DLA-	19			Current DLA-DCMA		
1	Section -	{Temp, Perm,	*** ·	GRS - combined	Current DLA=DCMA or GRS , Cutoff Retention Instruction	* NARA DČMA Authority	General Series	Current DLA-DCMA Record	Current DLA-DCMA Description/Information
	* Combined `	Temp	Series -	X - 7	Cutoff Retention instruction		Information	Title	
١,		system)	Combined	<b></b>	~~~~ *\@\	A CONTRACTOR OF THE CONTRACTOR		Salation Section	
Ť	***				Destroy when related		Solicited and Unsolicited	Relating to transactions	When filed separately from contract case files
					contract is completed		Bids and Proposal bids	above small purchase	
	170 01a	т	· ·	GRS 03-Item 5b				limitations in 48 CFR Part 13	
1				(2) (a)					
									1
93					Destroy 6 years and 3			Waiver of Claim Files	Record relating to the waiver of claims of the US against a person arising out
ı					months after the close of				of an erroneous payment of pay allowances, travel expenses, or relocation
1	170.01	_			the fiscal year in which the			}	expenses to an employee of an agency or a member or former member of the
	170 01a	т		11a through 11b	waiver was approved Denied Waivers refer to				uniformed services or the National Guard, including bills of collection, request for waiver of claim, investigative reports, decisions by agency and/or GAO
İ					items GRS 6, Item 10b and				approving or denying the waiver, and related records
94					10c Destroy when 3 years old			General Fund Files	Records relating to availability, collection, custody and deposit of funds
					Destroy when 5 years old			General Fund Files	including appropriate warrants and certificates of deposits,
1									
1	170 01a	Т		GRS 06- Item 4					
1									
95									
1			ľ		Files used for workload and personnel management			Accounting Administrative Files	Correspondence, reports, and data relating to voucher preparation, administrative audit and other accounting and disbursing operations
1				GRS 06- Item 5a	purposes (destroy when 2			l nes	Sommission of State Stat
	170 01a	Т		through 5b	years old), all other files				
Ì			İ		(destroy when 3 years old)				
96									
				1	Destroy after GAO Audit or when 3 year old, whichever			Gasoline Sales Tax	Hard Copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline
	1				is sooner				purchases of gasonite
	170 01a	Т		GRS 06- Item 7					
			ļ	ļ					j
97									
					Destroy after GAO Audit or			Telephone Toll Tickets	Originals and copies of toll tickets filed in support of telephone toll call
	J '		1		when 3 year old, whichever is sooner				payments
	170 01a	т		GRS 06- Item 8			1		Ì
98							1		
	1				Destroy and GAO audit or			Telegrams	Originals and copies of telegrams filed in support of telegraph bills
	1			1	when 3 years old, whichever is sooner		1		
	170 01a	<b>Т</b>		GRS 06- Item 9	1			1	
1	]		}	1					
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	Bucket **	{Temp,	DCMA		Current DLA=DCMA or GRS		Current DLA-DCMA	Current DLA-DCMA Record	
	ှို့Section - Combined	Perm, 🤋	Records Series -	GRS'- combined	Cutoff Retention Instruction	NARA/ ĎCMA Authority.	General Series	Title	Current DLA-DCMA Description/Information
1	Combined	Temp ?	Combined	viv.			mormation		
1		« system)	,		ALT KANALIZ ( 175			, , , , ,	
					Destroy when 6 years and 3			Administrative Case Files	Claims against the United States Records relating to claims against the US for
1				GRS 06-Item	months old				moneys that have been administratively (1) disallowed in full or (2) allowed in
1	:	_		10a, 10b and	}				full or part, and final payment of the amount awarded, EXCLUDING claims
	170 01a	Т		10c, excluding					covered by sub item c below Claims by the United States subject to the Federal Claims Collection Standards and 28 USC 2415, or 31 USC 371(c)(1)
1				GRS Item 10b2a					rederal claims collection standards and 26 03C 2413, or 31 03C 371(C)(1)
100	ļ								
					Destroy when 2 years old			Expenditures, Accounting	Correspondence or subject files maintained by operating units responsible for
1								General Correspondence	expenditures, accounting, pertaining to their internal operations and
1		_						and Subject Files	administration
	170 01a	Т		GRS 07-Item 1					
					]				
101									
Г					Destroy when 3 years old			Plant, Cost and Stores	
ı								general correspondence files	
1	170 01a	Т		GRS 08-Item 1					
i							}		
102									
					Destroy when 3 years old			Stores, Invoice Files	
l		1	İ						
1		_	l				1	ì	
1	170 01a	Т		GRS 08-Item 2					
	,	1	i						
103									
Г					Destroy when 3 years old			Stores, Accounting Files	
		1							
	170 01a	т		GRS 08-Item 3					
	1,0019	] '		GR3 08-Item 3					
1	1	Í	1			}			
104	<u></u>								
			1		Destroy when 2 years old			Stores Accounting	
	1							Background Files	
1	170 01a	Т Т	1	GRS 08-Item 4		}	1	1	
1	170018	<b>'</b>		GRS 00-Item 4					]
109									
					Destroy when 3 years old			Plant Accounting Files	
1		1							
	170 01a	Т Т		GDC 00 Ita 5	]			1	
1	1,001a	'		GRS 08-Item 5					
		1		1	1		1	1	}
106	i								
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Record Type Section - Combined (Temp. Perm. Temp. system)  1	Description/Information
Bucket Section Combined 1 Type (Temp, Perm, Temp) system) Combined 1 T GRS 08-Item 6 Destroy when 3 years old 170 01a T GRS 08-Item 7a Current DLA=DCMA or GRS Current DLA=DCMA or GRS Current DLA=DCMA or GRS Current DLA=DCMA or GRS Current DLA=DCMA or GRS Current DLA=DCMA or GRS Current DLA=DCMA or GRS Current DLA=DCMA Authority General Series Information Title Current DLA=DCMA Record Title Current DLA=DCMA Authority General Series Information Current DLA=DCMA Record Title Current DLA=DCMA Authority General Series Information Current DLA=DCMA Record Title Current DLA=DCMA Authority General Series Information Current DLA=DCMA Authority General Series Information Current DLA=DCMA Record Title Current DLA=DCMA Authority General Series Information Current DLA=DCMA Authority General Series Informati	Description/Information
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Section Combined Combined Temp system)  170 01a T GRS 08-Item 6  Destroy when 3 years old  Destroy when 3 years old  Title  Cost Accounting Reports  Cost Report Data Files/Automated records	Description/Information
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	<del>-</del>
Automated Records	
170 01a T GRS 08-Item 7b	
109	
Destroy/delete 3 years after Financing of IT Resources Agreements formalizing performance	e criteria for quantity and quality of
agreement is superseded or and Services - Agreements service, including definition of respon	nsibilities, response times and volumes,
terminated formalizing performance charging, integrity guarantees, and ne	on-disclosure agreements
170 01a T GRS 24-Item 9a criteria	
110	
	cal year, containing unclassified records of
System all procurements, other than small pu	
	sfer to the FPDS (DCMA/DLA Series item
170 01a TS N/A-N/A 8310 5d	
	,
	y the Navy Fleet Material Support Office,
Processing System Mechanicsburg PA used by DCMA for	
	payments The SEPS effort is designed to
	distribution procedures from paper to
electronic communication methods a	
	ed financial managers, Depart of Defense
112 Procurement Contracting Offices (Do	DPCOs), Defense Logistics Agency (DLA)
WAWF does not capability Wide Area Work Flow The Department of Defense (DoD) W	ide Area Workflow (WAWF) is a
to apply retention periods Paperless Contracting application to	eliminate paper from the
	ment process of the DoD contracting life
170 01a TS N/A-N/A 8/2010 cycle Wide Area Workflow (WAWF)	-
	ptance WAWF creates a virtual folder to
	red to pay a Vendor - the Contract, the
113 Invoice, and the Receiving Report Th	ne WAWF application enables electronic

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	Millery	Record	25	2 Open	~`,	14.50 Yello	.3.**	We Seek .	
1	1	Type	Current DLA-	·	,	- 2 May 1	1 , <equation-block></equation-block>	**	
1	્રે Bucket પ્ય	Temp,	DCMA DCMA	GRS - combined	Current DLA=DCMA or GRS	w.c.	Current DLA-DCMA, *	Current DLA-DCMA Record	
1	Section -	Perm,	Records	GRS - combined	Cutoff Retention instruction	NARA/ DCMA Authority	General Series	Title	Current DLA-DCMA Description/Information
1	Combined	Temp **	<sub>∦</sub> Series <sub>® *</sub>				Information		
١.	\$2 mg	system)	Combined	30					
- <del> </del>	70 °	<u> </u>			NOTE Given the	· · · · · · · · · · · · · · · · · · ·	Contract, requisition,		<u></u>
1	1			1	complexities of the rules on		purchase order, lease, and		
1	1	İ	·		procurement, agencies		bond and surety records,		
1	170 02a	Т Т	431 11 A	N/A-N/A	should involve procurement		including correspondence		
		ļ			officials when deciding		and related papers		
1	l .	l			which of the sub items to		pertaining to award,		
11	4				apply to a particular series		administration, receipt,		
					NOTE Given the		Contract, requisition,	Procurement or purchase	Transaction dated on or after July 3, 1995 (the effective date of the Federal
					complexities of the rules on		purchase order, lease, and	organization copy, and	Acquisition Regulations (FAR) rule defining "simplified acquisition threshold")
	1	1			procurement, agencies		bond and surety records,	related papers	
1	170 02a	Т	431 11 A(1)	GRS 03- Item 3	should involve procurement		including correspondence	}	
	1				officials when deciding		and related papers		
١.,	1				which of the sub items to		pertaining to award,		
11	<u> </u>	<del> </del>		<del></del>	apply to a particular series  Destroy 6 years and 3		administration, receipt,	Progurement	Transactions that are add the consulting and are about 111-111
1					months after final payment		Contract, requisition, purchase order, lease, and	Procurement or purchase	Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000
-		İ			months after final payment		bond and surety records,	related papers	Construction contracts exceeding \$2,000
1	170 02a	T	431 11 A(1)(a	GRS 03- Item	NOTE Given the		including correspondence	Treated papers	
ı	1,5 525	l '	)	3a (1)(a)	complexities of the rules on		and related papers	•	
1					procurement, agencies		pertaining to award,		
11	6	1			should involve procurement		administration, receipt,		
Г					Destroy 3 years after final		Contract, requisition,	Procurement or purchase	Transactions at or below the simplified acquisition threshold and all
1	ł	İ	1		payment		purchase order, lease, and	organization copy, and	construction contracts at or below \$2,000
1			431 11 A(1)(b	GRS 03- Item			bond and surety records,	related papers	
1	170 O2a	T	)	3a (1)(b)	NOTE Given the		including correspondence		
	1	ļ	<b>'</b>	(-,(-,	complexities of the rules on		and related papers		
11	,		ļ		procurement, agencies should involve procurement		pertaining to award, administration, receipt,		
1	4	<del> </del>			NOTE Given the		Contract, requisition,	Procurement or purchase	Transactions dated earlier than July 3, 1995
					complexities of the rules on		purchase order, lease, and		munisacions dated earlier than say 5, 1555
1	1				procurement, agencies		bond and surety records,	related papers	
1	170 02a	] т	431 11 A(2)	GRS 03- Item	should involve procurement		including correspondence		
			''	3a(2)(a)	officials when deciding		and related papers	ĺ	
	1				which of the sub items to		pertaining to award,	1	
11	8	——		<b> </b>	apply to a particular series		administration, receipt,		
			[		months after final payment	l	purchase order, lease, and		
	1						bond and surety records,		
1	170.00				NOTE Given the		including correspondence		١ ٠
	170 02a		ł	}	complexities of the rules on		and related papers	Procurement or acceptant	
	1		431 11 A(2)/a	GRS 03- Item	procurement, agencies		pertaining to award,	Procurement or purchase organization copy, and	Transactions that utilize other than small purchase procedures and all
1,		Ι_Τ	1 TI M(2)(a	3a(2)(a)	should involve procurement officials when deciding		administration, receipt, inspection and payment	related papers	construction contracts exceeding \$2,000
۴	1	<del>                                     </del>	<u>'</u>	-5(2)(5)	Destroy 3 years after final	<del>  </del>	Contract, requisition,	Procurement or purchase	Transactions that utilize small purchase procedures and all construction
1					payment		purchase order, lease, and	i '	contracts under \$2,000
1	1	1			1		bond and surety records,	related papers	
-	170 02a	<b>Т</b>	431 11 A(2)(b		NOTE Given the		including correspondence		
-			'	3a(2)(a)	complexities of the rules on		and related papers	1	
					procurement, agencies		pertaining to award,		
1:	0		<u> </u>	<u> </u>	should involve procurement	<u> </u>	administration, receipt,	L	<u> </u>

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1	Bucket Section - Combined	Type (Temp,	Scries -	GRS - combined	Current DLA=DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DIA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
121	170 02a	т	431 11 B	GRS 03- Item 3b	Destroy when funds are obligated		Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt,	Routine Procurement Files - Obligation copy	Obligation copy
122	170 02a	т			Record created prior to October 1, 1979 destroy 6 years and 3 months after final action or decision , Records created after September 30, 1979 Destroy 1 year after final action or			Contract Appeals Case Files	Contract appeals case files arising under the Contract Dispute Act, consisting of notices of appeal and acknowledgements thereof, correspondence between parties, copies of contracts, plans, specifications, exhibits, change orders, and amendment, transcripts of hearings, documents received from parties concerned, final decisions, and all other related papers.
123	170 02a	т		GRS 03-Item 5b (2) (b)	Destroy with related contract case files		Solicited and Unsolicited Bids and Proposal bids	Relating to transactions above small purchase limitations in 48 CFR Part 13	When filed with contract case files