REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

JOB NUMBER
N1-558-10-5

DATE RECEIVED
9/9/10

TO   NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

1   FROM (Agency or establishment) ,
Defense Contract Management Agency

2   MAJOR SUBDIVISION
Informaton Technology Customer Service Organization (ITSCO)

3   MINOR SUBDIVISION
Records Management Program

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE
Gilbert B Smeltzer	(703) 254-2141

DATE
11 DEC 12

ARCHIVIST OF THE UNITED STATES

6   AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached **12** 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
		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 GRS OR SUPERSEDED JOB CITATION	10.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 140 - Electronic Systems Development, Implementation and Sustainment. (See attached Big Bucket Schedule and Records Crosswalk)		

DCMA RECORDS RETENTION SCHEDULE

Table of Contents

OVERVIEW OF CUTOFF CATEGORIES

The following provides an explanation of the cutoff categories referred to in this document

The amount of time a record is kept is called its retention period A disposition rule is the definition of when a file begins its retention period, what that retention period is based on and the final disposition action for a record once its retention period is over   Disposition rules are made up of **cutoff** and disposition phases **Cutoff (an event or date trigger) determines when a record enters its retention period.** Final disposition is what is done with the records once its retention period is over such as destruction by shredding, digitizing or transferring to another location

When converting from a traditional retention schedule to a "Big Bucket" retention schedule the cutoff of a specific series of records do not always apply to all the records series types within the "Big Bucket" schedule In response, the following cutoff categories were fashioned Within the body of DCMA's records retention schedule several cutoff categories may be listed under a given record type, the records owner (or those with records management responsibilities) should determine which cutoff is appropriate based on their understanding of how information is organized within the project, activity or mission

Category A)   Cut off is when record is superseded or obsolete, applies to publications, issuances or like documents

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

Category C)   Cut off is when employee transfers, separates or retires from federal service or where applicable, an employee or dependent spouse's eligibility is terminated or denied   Applies to certain Human Resource records

Category D)   Cut off is after period covered by account, certificate of settlement is received, or when period for claims for which DCMA has right to collect is ended, or when DCMA determines collection is no longer required or terminated , whichever is later Applies to certain Accounting records in GRS 3, 6, 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

140.00   **Electronic Systems Development, Implementation and Sustainment**

Includes mission and non-mission related activities with regard to electronic systems development, implementation and sustainment

Includes data maintained in databases for convenience of reference to support mission and non-mission activities such as program analysis Refer to 400 06

140.01   **Electronic Systems Development and Implementation of New Systems – General**

Note 1: Refer to 400.02a for records disposition of high level planning and management decision

Note 2: Refer to 400.03a for records disposition of Agreements.

Note 3: For content of web records refer to the specific retention schedule covering the subject and/or function of the contents.

Records related to development and implementation of newly acquired electronic information and telecommunications systems to include but not limited to Website and Portal development

Includes

1   Planning and Management

   a   Records related to general planning, management and budgeting of electronic system development and implementation to include but not limited to program plans, studies and analysis, reports, including those produced from tracking/control mechanisms, and guidance letters

2   Development Records such as

   a   Mission Requirements and Specifications documents to include but not limited to economic analysis, sole source justifications, and statements of work list of requirements, studies reviewing or evaluating proposals
   b   Technical Reference Models, diagrams, graphics, model, sequencing plans, Web site design records
   c   Analysis of Alternatives, Acquisition Baseline Agreements
   d   IT Capital Investment records – reports on IT capital investments, capital asset plans, business cases for investments, systems, acquisitions or operational assets
   e   Web Management Operations and Management that provide structure related to the site to include Site Maps that show the directory structure into which content pages are organized

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      f   Commercial Off-the-shelf (COTS) configuration files used to operate the site and establish its look and feel, including server environment configuration specifications

3   Implementation records such as

    a   Status Reports, Guidance, Analysis Findings, Risk Assessments, Portal and Web Site Usability studies
    b   Training and Education guides
    c   System Monitoring and Performance Report
    d   Inter and Full Operational Capability Status Reports

① 140 01a

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

DISPOSITION   Temporary Destroy or delete 6 years from when system meets final operational capability or project cancelled, whichever is later

② 140 01b

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

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

140.02   Systems Sustainment - General

Note 1: Refer to 140.04 for Systems Security and IT Asset Management Files.

Note 2: Refer to 140.05 for documentation about databases containing permanent records.

Note 3: For content of web records refer to the specific retention schedule covering the subject and/or function of the contents.

Records related to activities concern the support of electronic systems (INCLUDING WEBSITES AND PORTALS) – it includes but is not limited to daily program operation activities, analysis, assessments, annual system review, development and implementation of system modifications, system testing, decisions, help desk and related support

Includes but is not limited to,

    a   Records related to general planning and management of electronic system sustainment to include but not limited to program plans, studies and analysis, reports, including those produced from tracking/control mechanisms, and guidance letters
    b   Agendas, briefing books, minutes, Status Reports, risk assessments
    c   Operational Capability Status Reports, Guidance to Staff, Analysis of Alternatives
    d   Reports/Data, Certifications considered critical to program funding decisions

e   Status Reports, Guidance, Analysis Findings, Risk Assessments

f   Training and Education guides

g   Metrics

h   Business Program Support

i   User Support

j   Infrastructure Support, including records of routine maintenance of IT networks

k   System Performance Reports

l   Inventory Control Tracking Report to account for equipment

m   Telecommunication records to include communications service authorizations, commercial communications work order

n   Database Documentation about databases or similar type system containing

i   electronic records that are scheduled for temporary retention in the GRS or in a NARA approved agency schedule   Refer to 140 05a for Database Documentation on Permanent Systems

③ 140 02a   Records maintained by office of primary responsibility   This includes any record keeping copies maintained on a DCMA website

DISPOSITION   Temporary Cut-off annually Destroy or delete 3 years from annual cut-off or destroy 3 years from when no longer required, whichever is later

④ 140 02b   Other offices' records This includes any records maintained on a DCMA website

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

Note 1: Personal Identifying Information, security and privacy confidential nature and shall not be accessed or shared without the appropriate approval and in accordance with DoD policy and/or Federal Law.

140.03a   Systems Sustainment –Back-up Media

Relates to records that are routinely created or maintained to back-up information or preserve/protect systems or information in the event of systems failure

Includes Incremental and full backups

Note 1: Refer to 140.03b for backups of e-mail records

140 03a1   Records maintained by office of primary responsibility   This includes any records maintained on a DCMA website

GRS 24/4a(1)

DISPOSTION   Temporary Erase, delete or destroy incremental back-up tapes when superseded by a full back-up tape or when no longer needed, whichever is later

140 03a2   Records maintained by office of primary responsibility   This includes any records maintained on a DCMA website

~~DISPOSITION~~ Temporary Erase, delete or destroy full back-up when second subsequent full back-up is verified as successful or when no longer needed for system restoration, whichever is later, or in the case of backups of permanent master files being transferred to the National Archives, delete full back-up when the records on the media have been transferred to the National Archives and successfully copied

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⑤ 140 03a3   Other offices' records This includes any records maintained on a DCMA website

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

140.03b   **e-mail back-up records**

⑥ 140 03b1   Records maintained by office of primary responsibility

DISPOSITION   Temporary Cut-off annually Destroy or delete 3 years from annual cut-off

⑦ 140 03b2   Other offices' records

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

140.04a   **Systems Security and IT Asset Management Files**

Note 1: Refer to 140.04b for User Identification, Profiles, Authorizations and Password Files

Includes

1   Security of Systems and Data

    a   Systems Security Plans and Disaster Recovery Plans
    b   Documents identifying IT Risks and analyzing their impact, risk measurement and assessment, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data

2   IT Asset and Configuration Management Files

    a   Records created and retained for asset management, performance and capacity management, system management, configuration and change management and planning, follow-up, and impact assessment of operational networks and systems Included are data, detailed reports, and other substantive documentation on such matters as application sizing and resource management, identification, analysis, and authorization of changes, and software distribution and version management

(8) 140 04a1 Records maintained by office of primary responsibility This includes any records maintained on a DCMA website

                DISPOSITION   Temporary Cut-off annually Destroy or delete 3 years from when system superseded or terminated

(9) 140 04a2 Other offices' records This includes any records maintained on a DCMA website

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

140.04b   **User Identification, Profiles, Authorizations and Password Files (excluding records relating to electronic signatures)**

                Note 1: Refer to 110.01a for matters relating to physical security and access to buildings.

                Note 2: Refer to 140.07 for matters relating to Public Key Infrastructure.

140 04b1 Systems requiring Special Accountability

Refers to systems requiring special accountability, e g , those containing information that may be needed for audit or investigative purposes and those that contain classified records

GRS 24/6a

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

                DISPOSITION   Temporary Destroy/delete inactive file 6 years after users accounts is terminated or password is altered or when no longer needed for investigative or security purposes, whichever is later

140 04b2 Routine Systems

GRS 24/6b   DISPOSITION   Temporary Destroy/delete when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes

140.05   **Database Documentation (Permanent Systems)**

                Note 1: Refer to 140.02a for Database Documentation for Temporary Systems

                Documentation about the database or similar type system containing electronic records that are scheduled for permanent retention in the GRS or in a NARA approved agency schedule

Includes: Data System Specifications, File specifications, codebooks, records layouts, user guides, output specifications, and final reports (regardless of medium

140.05a   Records maintained by office of primary responsibility This includes any records maintained on a DCMA website

GRS 20/11a(2) DISPOSITION   Permanent. Transfer to the National Archives with the permanent electronic records to which the documentation relates

(10) 140.06   **Derived and Copied Data**

Note 1: Refer to 140.02a for Database Documentation for Temporary Systems

Note 2: Refer to 140.08 for Source Input Records - Hard Copy (non-electronic)

Administrative or mission data maintained only for convenience of reference (such as for running queries and reports), for which the recordkeeping copy is maintained elsewhere and scheduled under other authorities   This data is derived and copied primarily from separately scheduled databases.   This data includes any records maintained on a DCMA website.

Includes data in the following type databases or their successors;

CLONE Database – A view only database which looks like the MOCAS database to facilitate research of the contract data

Integrated Database –Queries other internal and external databases such as SDW (DCMA' Shared Data Warehouse) and SPS (Standard Procurement System) for data of interest to DCMA users; provides a single source of data for e-tool applications and for users executing queries and reports.

The Shared Data Warehouse – Populated from MOCAS the reformatted information in SDW serves as source input to the Integrated Database where data is available to the DOD and its vendors to improve the procurement of supplies, services, and contract payments.

DISPOSITION   Temporary Delete when agency determines that data is no longer needed for business

140.07   **Public Key Infrastructure (PKI) Records**

Note 1: Refer to 140.07b for PKI Transaction - Specific records

140.07a   **PKI Administrative Records**

Refers to PKI-unique administrative records and related activities that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Refer to GRS 24 Item 13 for more information about PKI

Includes records such as,

   a. policies and procedures planning records
   b   stand-up configuration and validation records
   c.   operation records
   d. audit and monitor records
   e   termination, consolidation, or reorganizing records
   f   policies and procedures planning records relate to defining and establishing PKI systems.
   g   Stand-up configuration and validation records related to installing and validating both the Certification Authority (CA) and Registration Authority (RA)
   h   Audit and monitor records related to conducting periodic internal and external reviews of auditable events specified in the Federal Bridge Certification Authority (FBCA) X 509 Certificate Policy and other Entity CA policies

Related activities include but are not limited to;

   a. determining that a PKI should be established
   b   creating project implementation plans
   c   creating the certificate policy (CP), certification practice statement (CPS and other key documents
   d   developing procedures in accordance with the CP and CPS
   e. conducting risk analyses
   f. creating and generating a Certification Authority (CA) signature key,
   g   testing security procedures for the Certification Authority (CA) and Registration Authority (RA)

140.07a1   Office of primary responsibility and respective systems for retaining official record (record serves as the legal copy). This includes any records maintained on a DCMA website.

GRS 24/13a

DISPOSITION   Temporary. Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the Certification Authority, or when no longer needed for business, whichever is later.

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(11) 140 07a2   Copies of records kept in other DCMA offices This includes any records maintained on a DCMA website.

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

140.07b   **PKI Transaction - Specific Records**

Records related to transaction-specific records that are generated for each transaction using PKI digital signature technology Refer to GRS 24 Item 13b for more information about PKI Transaction-specific records.

Includes records such as·

     a   Digital Signature
     b.   Public key certificate
     c   Certificate validation responses
     d   time stamp
     e   Acknowledgment of receipt

140.07b1   Office of primary responsibility and respective systems for retaining official record (record serves as the legal copy). This includes any records maintained on a DCMA website.

GRS 24/13b

         DISPOSITION   Temporary. Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the appropriate Certification Authority and after the information record the PKI is designed to protect and/or access is destroyed, or in the case of permanent records, when the record is transferred to NARA legal custody. Longer retention is authorized if the agency determines that "Transaction-specific PKI records are needed for longer period

         DISPOSITION NOTE 1: Extreme care must be taken when applying the retention to PKI transaction records. Destruction of transaction-specific and administrative records embedded in the transaction prior to the authorized retention of the information record they access/protect will render the PKI incapable of performing what it is designed to do i.e., protect ad provide access to the information records.

(12) 140 07b2   Copies of records kept in other DCMA offices. This includes any records maintained on a DCMA website

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

140.08   Input/Source Records – Hard Copy (non-electronic)

140.08a   Input/Source Records – Hard Copy Temporary Records

                Note 1: Excludes source input hard copy documents that contain information that is
                        not or cannot be captured in electronic version of the records (e.g., certain
                        handwritten annotations).   In these situations apply the previously approved
                        retention period for the hard copy records.

                Refers to source input hard copy (non-electronic) documents that have been specifically
                designated as Temporary by NARA.

                Source input records are used to create, update, or modify electronic records when the
                electronic records are retained to meet recordkeeping requirements and are covered by
                a NARA-approved schedule.

                Included are such records as hard copy forms used for data input as well as hard copy
                documents that are scanned into an electronic recordkeeping system (e g.,
                correspondence, reports, still pictures, maps, etc.).

                DISPOSITION   Temporary Destroy after the information has been converted to an
GRS 20/2a(4)   electronic medium and verified, or when no longer needed for legal or
                               audit purposes or to support the reconstruction of or serve as a backup
                               to the electronic records, whichever is later

140.08b   Input/Source Records – Hard Copy Permanent Records

                Refers to source input hard copy (non-electronic) documents that   that NARA has
                approved or specifically designated as permanent records that must be transferred to
                NARA in hard copy format, even if records have been copied/converted to an electronic
                format.

                Included are such records as hard copy forms used for data input as well as hard copy
                documents that are scanned into an electronic recordkeeping system

GRS 20/2a(1)   DISPOSITION   Transfer original Input Source Hard Copy Records to NARA in accordance
                             with previously approved schedule.

⑬ 140.09   Electronic Systems Development, Implementation and Sustainment -Routine
                Background Material

                Refers to routine background materials relating to Electronic Systems Development,
                Implementation and Sustainment accumulated in the course of formulating or analyzing
                policy or similar activities that result in a clearly defined deliverable or issuances such as
                reports, publications, guidance documents, instructions, studies or white-papers
                Routine background material may consist of reference papers, extra copies of reports or

other documents, and correspondence of a transitory or informational nature only This includes any records maintained on a DCMA website.

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

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

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Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
140 01a	T	151 40	N/A-N/A	Destroy 2 years after supersession	N1-361-91-7		Accreditation Files	Documents summarizing Data Processing Installations (DPI) or Automated Information Systems (AIS) goals and objectives, detailed descriptions of proposed operations, plans for acquisition and implementation of additional security test and evaluation, statements of continuing problem areas, resource requirements and impacts, and milestone schedules, correspondence relating to certification requests and certifications
140 01a	T	281 10	N/A-N/A	Destroy 1 year after termination of related maintenance contracts or when no longer needed for reference, whichever is later	N1-361-91-1	Relates to the development of plans and specifications, and acquisition of ADP/T hardware	Mission Requirements and Specifications	Mission Analysis Requirement Documents (MARDs), economic analyses, developed specifications, sole source justifications, statements of work, schedules, lists of requirements, market surveys, and supporting documents developed in support of installation and activity ADP/T and support services for life cycle equipment maintenance and re-justification of software
140 01a	T	282 72	N/A-N/A	Destroy when superseded, or software use is cancelled	N1-361-91-1	Relates to the design, development, and maintenance of automated information systems	Software Operational Tests	Work requests and customer signed acceptance copies of output products for new or modified applications software used to ensure operability and record acceptance of software as requested by customers
140 01a	T	282 84	N/A-N/A	Destroy after 3 years or upon system modification or cancellation, whichever is sooner	N1-361-91-1	Relates to the design, development, and maintenance of automated information systems	Automated Systems Performance Standards	Data processing service requests used to develop, establish and monitor performance standards for locally developed automated information systems

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
140 01a	T	285 10	N/A-N/A	Destroy after 3 years	N1-361-91-1	Relates to end user support services	Office Automation (OA) Equipment	Documents relating to the selection of end user ADP (hardware and software) and communications equipment, including requirements documents, correspondence and studies reviewing or evaluating proposals, requests for approval and/or recommendation regarding proposed systems or equipment, and related papers Excludes copies of such documents received for reference or informational purposes that should be filed in the 110 00 series
140 01a	T		GRS 16 -Item 9	Destroy 5 years after completion or cancellation of study			Feasibility Studies	Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications Studies and system analyses for the initial establishment and major changes of these systems
140 01a	T		GRS 24-Item 11a	Destroy/delete 1 year of final decision is made			IT infrastructure designing and Implementation files- records for projects that are not implemented	Record of the individual projects designed to provide and support new agency IT infrastructure, systems and devices - Note_ infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications
140 01a	T		GRS 24-Item 11b	Destroy / delete 5 years after project terminated			IT infrastructure designing and Implementation files- records for projects that are implemented	Record of the individual projects designed to provide and support new agency IT infrastructure, systems and devices - Note_ infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications

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
140 01a	T		GRS 24-Item 11c	Destroy/delete 3 years after final decision on acceptance is made			IT infrastructure designing and Implementation files-	Installation and testing records
140 02a	T	280 01	N/A-N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner	N1-361-91-1	Relates to the Automated Data Processing/Telecommunicat ions (ADP/T) Program, plans, procedures, resources, automated information systems and office automation programs, operational execution of installed ADP/T systems and equipment, and the provision of ADP/T hardware/software technical support services	Telecommunications and Information Systems Program/Project Files	Documents related to the formulation, management, administration and execution of individual Telecommunications and Information Systems programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents
140 02a	T	280 02	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference	N1-361-91-1	Relates to the Automated Data Processing/Telecommunicat ions (ADP/T) Program, plans, procedures, resources, automated information systems and office automation programs, operational execution of installed ADP/T systems and equipment, and the provision of ADP/T hardware/software technical support services	Telecommunications and Information Systems Correspondence Files	Documents providing general direction, staff guidance and reporting in the management and administration of Telecommunications and Information Systems including interpretations and decisions on applicability, requests for waivers and exceptions, data call
140 02a	T	281 17	N/A-N/A	Delete/destroy upon termination of the life of utility program	N1-361-91-1	Relates to the development of plans and specifications, and acquisition of ADP/T hardware	Utility Program Development	Computer programs and supporting documents used to monitor system performance and perform common utility functions
140 02a	T	281 24	N/A-N/A	Destroy after terminating the use of the software	N1-361-91-1	Relates to the development of plans and specifications, and acquisition of ADP/T hardware	Product Documentation	Documents concerning individual software packages and technical systems problems or characteristics on commercial software

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
140 02a	T	281 31	N/A-N/A	Destroy when no longer needed for system operation or analysis	N1-361-91-1	Relates to the development of plans and specifications, and acquisition of ADP/T hardware	Troubleshooting Documentation	Technical and diagnostic analyses, trend analyses, and related material used to minimize system downtime
140 02a	T	281 38	N/A-N/A	Destroy when superseded or obsolete	N1-361-91-1	Relates to the development of plans and specifications, and acquisition of ADP/T hardware	Standard DCMA Utility and Telecommunication Software Documentation	Software documentation provided by DCMA Systems Automation Center (DSAC) to DCMA activities for site processing
140 02a	T	281 4S	N/A-N/A	Destroy when superseded or upon termination of the use of related hardware/software	N1-361-91-1	Relates to the development of plans and specifications, and acquisition of ADP/T hardware	Office Automation Hardware/Software Documentation	Site documentation for locally acquired office automation hardware/software
140 02a	T	281 52	N/A-N/A	Destroy upon disposal or replacement of equipment item	N1-361-91-1	Relates to the development of plans and specifications, and acquisition of ADP/T hardware	Communications Interface Equipment	Vendor provided documentation, instruction manuals and literature pertaining to the installation and operation of communications interface equipment Included are vendor or locally developed maintenance schedules, trouble reports and trouble logs
140 02a	T	281 61	N/A-N/A	Destroy after 2 years	N1-361-91-1	Relates to the development of plans and specifications, and acquisition of ADP/T hardware	Capacity Planning and Management	Reports on trend or other analyses of various aspects of ADP/T operating systems used to determine future hardware/software requirements
140 02a	T	281 68	GRS 20- Item 1c	Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes		Relates to the development of plans and specifications, and acquisition of ADP/T hardware	DCMA Information Systems Performance Reports	Magnetic tapes containing machine generated, electronically transmitted/obtained data of input costs, time data, hardware/software utilization used to produce consolidated DCMA quarterly reports and profiles or printouts of customer resource utilization
140 02a	T	281 75	N/A-N/A	Destroy 3 years after implementation of recommendations	N1-361-91-1	Relates to the development of plans and specifications, and acquisition of ADP/T hardware	Workload Capacity Studies	Workload studies, analyses, projections, models, workload reports and related backup materials used for development of proposals, recommendations and justification of procedures and system changes

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
140 02a	T	281 82	N/A-N/A	Destroy after equipment is removed or replaced by an updated version	N1-361-91-1	Relates to the development of plans and specifications, and acquisition of ADP/T hardware	Teleprocessing Equipment Support	Work plans, user procedures and related documents produced for users of multiplexing devices, modems, remote job entry stations, terminals and similar teleprocessing equipment
140 02a	T	282 10	N/A-N/A	Destroy 90 days after system or program use terminates	N1-361-91-1	Relates to the design , development, and maintenance of automated information systems	ADP Support Services	Data processing service requests, system change requests, flow charts, layouts, functional studies and related backup material required to develop system specifications, create or modify systems or programs
140 02a	T	282 22	N/A-N/A	Delete/destroy when superseded or upon job cancellation	N1-361-91-1	Relates to the design , development, and maintenance of automated information systems	Data Set Definitions	Data set definition forms, and related backup material used as a basis for the development or change to system specifications, systems or programs
140 02a	T	282 24	N/A-N/A	Delete/ destroy when superseded, canceled, or obsolete	N1-361-91-1	Relates to the design , development, and maintenance of automated information systems	Automated Information Systems Development	Computer job scheduling forms, copies of data set definitions, database management system documentation and program documentation checklists, flow charts, record layouts, program and job control language listings, file layouts, input/ output samples, and data element dictionaries used in the design, development, programming and implementation of automated information systems
140 02a	T	282 36	N/A-N/A	Delete/destroy after 3 years	N1-361-91-1	Relates to the design , development, and maintenance of automated information systems	Program Development Plan	Paper copies of locally produced Program Development Plan and supporting system generated files, time reporting systems, statistical data and work schedules used for implementation of developed systems modifications and changes
140 02a	T	282 48	N/A-N/A	Destroy when superseded or when system use is canceled	N1-361-91-1	Relates to the design , development, and maintenance of automated information systems	User Support	Locally produced user guides, data element dictionaries and related documents for distribution to customers

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
140 02a	T	282 60	N/A-N/A	Destroy after 3 years	N1-361-91-1	Relates to the design , development, and maintenance of automated information systems	Systems Analysis	System design alternatives and related backup materials such as statistical data and reports of analysis used to formulate and present recommendations for various approaches in providing local ADP/T support
140 02A	T	283 10	N/A-N/A	Destroy when superseded, obsolete, or no longer needed	N1-361-91-1	Relates to general administration of ADP/T policies, programs, technical plans, procedures, and resource management	ADP/T Equipment Inventories	Contract forms received from vendors, hand receipts, and related documents used to control and account for purchased equipment
140 02a	T	283 50	N/A-N/A	Destroy 1 year after discontinuance of report	N1-361-91-1	Relates to general administration of ADP/T policies, programs, technical plans, procedures, and resource management	Reports Control	Documents, forms and related materials used for the management and control of agency information requirements
140 02a	T	284 10	N/A-N/A	Delete/destroy after 1 year	N1-361-91-1		ADP/T Operations	Records relating to the operation of the activity ADP/T, locally and at remote locations, such as shift work assignment logs
140 02a	T	284 13	N/A-N/A	Destroy after 3 years	N1-361-91-1		ADPE Site Plans	Records relating to the formulation, development, and coordination of site plans for the installation or relocation of ADP/T equipment Includes post-equipment installation reviews
140 02a	T	284 16	N/A-N/A	Destroy after 3 months	N1-361-91-1		ADPE Site Environment	Records relating to monitoring of environmental control systems such as daily temperature log
140 02a	T	284 19	N/A-N/A	Destroy after 1 year	N1-361-91-1		ADPE Utilization and Maintenance	Records relating to the use, including downtime, of computer systems such as operational logs and statistical records, includes listing of in-house maintenance requests

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140 02a	T	284 22	N/A-N/A	Destroy after 3 years	N1-361-91-1		ADPE Maintenance	Records relating to the scheduling and control of contractor ADP/T equipment preventive and remedial maintenance Includes items such as summaries of remedial maintenance listed by vendor, vendor tickets for work performed, minutes from vendor meetings
140 02a	T	284 25	GRS 20- Item 1c	Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes			Magnetic Media	Records relating to the operation, maintenance, and control of magnetic media (tapes, disks, and diskettes)
140 02A	T	284 28	N/A-N/A	Destroy when superseded or obsolete	N1-361-91-1		Source Documentation	Logs and files documentation of completed end-user products
140 02a	T	284 31	N/A-N/A	Destroy after 1 year	N1-361-91-1		Off-line Printing	Records relating to the off-line printing (Xerox and micrographic) of computer-generated output products
140 02a	T	284 34	N/A-N/A	Delete/destroy when superseded, obsolete, or no longer needed for reference	N1-361-91-1		Automated Information Systems (AIS) Testing	Records relating to the testing of newly designed and/or modified AIS
140 02A	T	284 37	N/A-N/A	Destroy when no longer needed for reference	N1-361-91-1		System Scheduling Standards	Records relating to the development and implementation of standards for use between applications systems and ADP/T work stations
140 02A	T	284 46	N/A-N/A	Destroy when superseded or obsolete	N1-361-91-1		Communications Equipment	Records relating to operation of DCMA Teleprocessing Network (DCMANET) nodal point (NODE) equipment such as schematics
140 02A	T	284 55	N/A-N/A	Destroy when equipment requirement ceases	N1-361-91-1		TEMPEST Program	Records relating to the certification and execution of program requirements

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140 02a	T	284 61	N/A-N/A	Destroy after 1 year	N1-361-91-1		Traffic Reports	Reports that reflect the volume of messages handled
140 02A	T	284 64	N/A-N/A	Destroy when superseded or obsolete	N1-361-91-1		Message Releasing/Receipting Officials	Documents that reflect the names and signatures of authorized message releasing officials and/or of individuals authorized to receive classified messages
140 02a	T	284 67	N/A-N/A	Destroy after 1 year unless canceled sooner	N1-361-91-1		Courier Designation	Registers and related documents that reflect the classification, name, SSN, and signature of individuals appointed to pickup and deliver messages
140 02a	T	284 70	N/A-N/A	Destroy as described in certificate of accounting records clearance	N1-361-91-1		Communications Security (COMSEC) Material Accounting Records	Inventories, transfer reports, destruction reports, package/voucher registers, hand receipts, and related documents
140 02A	T	284 73	N/A-N/A	Destroy on receipt of a succeeding report, or on inactivation of the facility, whichever is sooner	N1-361-91-1		COMSEC Command Inspections	Command inspection reports and related COMSEC account records
140 02a	T	284 76	N/A-N/A	Destroy 1 year after assumption by a new custodian	N1-361-91-1		Record of Custodian	Letter designating COMSEC Custodian
140 02A	T	284 79	N/A-N/A	Destroy after Command annual inspection is performed	N1-361-91-1		COMSEC Custodian's Inspections	Inspections conducted by COMSEC Custodian on a semiannual basis
140 02A	T	284 82	N/A-N/A	Destroy closed incident file after 2 years	N1-361-91-1		Incident (Compromise) Files	Reports of compromises, involving personnel, cryptologics and physical insecurities of COMSEC material

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140 02a	T	284 85	N/A-N/A	Destroy after 1 year	N1-361-91-1		Telephone Cost Data	Requisitions for telephone services, copies of telephone equipment and service invoices used to determine costs of services to be provided, verification of work order accuracy and tracking of telephone expenses
140 02a	T	284 88	N/A-N/A	Destroy 1 year after audit or when 3 years old, whichever is sooner	N1-361-91-1		Telephone Maintenance	Itemized lists of telephone equipment and services being provided by telephone companies used to verify monthly billings
140 02A	T	285 40	N/A-N/A	Destroy when superseded or no longer needed, whichever is sooner	N1-361-91-1	Relates to end user support services	OA Support	Records relating to educational support of end users such as in-house hardware and software training and user group programs Training records include course documentation developed in-house, with related course outlines and record copy of course material User group records include documentation relating to the establishment, operation, procedures, and programs of the groups
140 02A	T	285 55	N/A-N/A	Destroy when obsolete or no longer needed	N1-361-91-1	Relates to end user support services	Electronic Bulletin Board	Documents relating to the establishment, operation, and maintenance of an electronic Bulletin Board Service Includes electronic program files
140 02a	T	285 70	N/A-N/A	Destroy after 3 years	N1-361-91-1	Relates to end user support services	OA Implementation	Records relating to end user computing (EUC) implementation and usage Includes such documentation as feasibility studies of OA capabilities and evaluations and recommendations of site assistance visits
140 02A	T	285 85	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference	N1-361-91-1	Relates to end user support services	ADP Reference Materials	Technical materials relating to microcomputer hardware, software, applications, and vendors Includes software maintained for interim loan to approved users

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140 02a	T	281 91	N/A-N/A	Destroy after 2 years	N1-361-91-1	Relates to the development of plans and specifications, and acquisition of ADP/T hardware	Performance Management	Productivity counts, charts, statistical data, management goals, projections and related documentation used to determine functional performance of hardware/software
140 02a	T	285 25	N/A-N/A	Destroy after 1 year	N1-361-91-1	Relates to end user support services	OA Resources Management	Documents relating to the allocation and management of resources to accomplish Automated Data Processing (ADP) software and hardware problem resolution Includes any documentation devised to record resources and time spent providing problem resolution
140 02a	T		GRS 20 Item 11 a(1)				Database Documentation (Temporary Systems)	Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule
140 02a	T		GRS 24-Item 10a	Destroy / delete one year after record is superseded or obsolete			IT Customer Service Files - Providing help desk information to customers	Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers
140 02a	T		GRS 24-Item 10b	Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later			IT Customer Service Files - Help Desk Logs and reports	Help Desk logs and reports and other files related to customer query and problem response, query monitoring and clearance, and customer feedback records, and related trend analysis and reporting
140 02a	T		GRS 24-Item 1a	Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer			Oversight and Compliance Files	Performance measurements and benchmarks

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140 02a	T		GRS 24-Item 1b	Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer			Oversight and Compliance Files - all other oversight and compliance	all other oversight and compliance including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance
140 02a	T		GRS 24-Item 2	Destroy / delete when 3 years old			IT Facility, Site Management, and Equipment Support Services	Record maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence
140 02a	T		GRS 24-Item 3b (2)	Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner (N1-GRS-03-1 item 3b2)			IT Asset and Configuration Management Files- Routine IT Maintenance	Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records
140 02a	T		GRS 24-Item 8a	Destroy / delete when 1 year old			IT Operations Records - Workload Schedules	Workload schedules, run reports and schedules of maintenance and support
140 02a	T		GRS 24-Item 8b	Destroy / delete 1 year after problem is resolved			IT Operations Records - Problem Reports	Problem reports and related decision documents relating to the software infrastructure of the network or system

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140 02a	T		GRS 24-Item 8c	Destroy / delete when 3 years old			IT Operations Records - Reports on Operations	Reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring, and management reports
140 02a	T		GRS 24-Item 9b	Destroy/delete 3 years after control measures or procedures are superseded or terminated			Financing of IT Resources and Services - Files related to third-party services	Files related to third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance
140 02a	T		GRS 24-Item 9c	Destroy/delete records with no outstanding payment issues when 3 years old			Financing of IT Resources and Services - Records generated in IT management to track computer usage	Records generated in I management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services (Excluding records that are part of the agency' cost accounting system, which are covered in GRS 8, items 6 and 7
140 03a1	T	510 60 A	N/A-N/A	Delete information after it has been transferred to backup tape and verified	N1-361-90-01	Written communications developed on an automatic typing system received for typesetting, a diskette file register, floppy diskettes, backup tapes	Typesetting Services - Diskettes	Written communications developed on an automatic typing system received for typesetting, a diskette file register, floppy diskettes, backup tapes
140 03a1	T		GRS 24-Item 4a (1)	Delete/destroy incremental backup tapes when superseded by a full back-up, or when no longer needed for system restoration, whichever is later			System Backups and Tape Library Records	Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data

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140 03a2	T	510 60 B	GRS 20 Item 8a	Delete information when identical records have been transferred to National Archives and successfully copied, or when replaced by a subsequent backup tape	N1-361-90-01	Written communications developed on an automatic typing system received for typesetting, a diskette file register, floppy diskettes, backup tapes	Typesetting Services - Backup tape	Written communications developed on an automatic typing system received for typesetting, a diskette file register, floppy diskettes, backup tapes
140 03a2	T		GRS 20 Item 8a	Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied (N1-GRS-95-2 item 8a)	N1-361-90-01	Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased	Back-up Files - Permanent Systems	File identical to records scheduled for transfer to the National Archives
140 03a2	T		GRS 24-Item 4a (2)	Destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later			System Backups and Tape Library Records	Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data

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140 04a1	T	151 09 B		Delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes		Individual Computer Access Records relating to assignments of passwords, password receipts, user identification, and system(s) access used to uniquely identify personnel authorized access to applicable automated systems and prevent unauthorized entry to a system	System Access Database	GRS 20, Item 1c 15 301 ADP security risk analysis files, Documents pertaining to risk analysis including risk analysis questionnaires, risk analysis reports and related correspondence
140 04a1	T		GRS 24-Item 3b (1)	Destroy / delete 1 year after termination of system, whichever is sooner			IT Asset and Configuration Management Files- Data and Detailed Reports on Implementation of Systems, applications and modifications	Data and detailed reports on implementation of systems, applications and modifications, application sizing, resource and demand management, documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes, documentation of software distribution and release or version management
140 04a1	T		GRS 24-Item 5a	Destroy/delete 1 year after system is superseded		Files Related to Maintaining the Security of Systems and Data	System Security Plans and Disaster Recovery Plans	System security plans and disaster recovery plans and documents identifying IT risks and analyzing their impact, risk measurements and assessments, action to mitigate risks, implementation of risk action plan, test files and data
140 04a1	T		GRS 24-Item 5b	Destroy/delete 1 year after system is superseded		Files Related to Maintaining the Security of Systems and Data	Documents identifying IT Systems Security and Data risks and analyzing their impact	System security plans and disaster recovery plans and documents identifying IT risks and analyzing their impact, risk measurements and assessments, action to mitigate risks, implementation of risk action plan, test files and data
140 04a1	T		GRS 24-Item 7	Destroy or delete 3 years from when system superseded or terminated			Computer Security Incident Handling, Reporting and Follow-up Records	Computer Security Incident Handling, Reporting and Follow-up Records

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140 04b1	T		GRS 24-Item 6a	Destroy/delete inactive file 6 years after user accounts is terminated o password is altered, or when no longer needed for investigative or security purposes, whichever is later			User Identification , Profiles, Authorizations and Password Files (Excluding records relating to electronic signatures	Systems requiring special accountability, e g , those containing information that may be needed for audit or investigative purposes and those that contain classified records
140 04b2	T		GRS 24-Item 6b	Delete/Destroy when the agency determines they are no longer needed for administrative, legal, audit, or operational purposes			User Identification , Profiles, Authorizations and Password Files (Excluding records relating to electronic signatures (Routine Systems)	Routine Systems, i e not covered under GRS 24, Item 6a Includes items referenced under GRS 20 , Item 1c electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost back files to assess charge for system use
140 05a	P		GRS 20 Item 11 a(2)				Database Documentation (Permanent Systems)	Documentation about the database or similar type system containing electronic records that are scheduled for permanent retention in the GRS or in a NARA approved agency schedule Includes Data System Specifications, File specifications, codebooks, records layouts, user guides, output specifications, and final reports (regardless of medium

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140 06	T		GRS 20 Item 16	Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed)			Hard copy printouts created to meet ad hoc business needs	Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs Excluded are printouts created to satisfy established reporting requirements (e g , a statistical report produced quarterly in accordance with an agency directive)
140 06	T		N/A-N/A				CLONE Database	The CLONE database is a view only database which looks like the MOCAS database to facilitate viewing (research) of the contract data When research needs to be performed on a contract, a request is submitted to copy the contract information from the Closed Contract Database to CLONE
140 06	T		N/A-N/A			-	Integrated Database	The IDB stores unique eTools generated Information Also queries other databases for data of interest to DCMA users stored elsewhere This will provide a single source of data for e-tool web Applications and for users executing queries and reports Users that previously had to access multiple data sources (SPS, SDW, etc) can now go straight to the IDB for their data needs

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140 06	T		N/A-N/A				Shared Data Warehouse	The Shared Data Warehouse (SDW) provides a database environment where standardized, shared, cross-functional contracting data is available to the DOD and its vendors to improve the procurement of supplies, services, and contract payments SDW infrastructure supports a single view of MOCAS Contract Data In simplest terms, SDW consists of two database 1) Data Collection - (OLTP - on-line transaction processing) and 2) Data reporting - (OLAP) on-line analytical processing)
140 07a1	T		GRS 24 - Item 13a(1), 13a (2)	Destroy/delete when 7 years 6 months, 10 years 6 months, or 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later			PKI Administrative Records	Records related to PKI-unique administrative that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process Includes, Federal Bridge Certification Authority (FBCA) CA and other (non-FBCA CAs Refer to GRS 24 Item 13 for detail

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140 07b1	T		GRS 24 - Item 13b	Destroy/delete when 7 years 6 months to 20 years 6 months, based on the maximum level of operation of the appropriate Certification Authority and after the information record the PKI is designed to protect and/or access is destroyed, or in the case of permanent records, when the record is transferred to NARA legal custody Longer retention is authorized if the agency determines that transaction-specific PKI records are needed for longer period			PKI Transaction-specific records	
140 08a	T		GRS 20 - Item 2a(4)	Destroy after the information has been converted to an electronic medium and verified, or when no longer needed for legal or audit purposes or to support the reconstruction of or serve as a backup to the electronic records, whichever is later			Input/Source Records – Hard Copy Temporary Records	Refers to source input hard copy (non-electronic) documents that have been specifically designated as Temporary by NARA Source input records are used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule

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140 08b	P		GRS 20 - Item 2a(1)	Transfer original Input Source Hard Copy Records to NARA in accordance with previously approved schedule			Input/Source Records – Hard Copy Permanent Records	Refers to source input hard copy (non-electronic) documents that that NARA has approved or specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system