

DEFENSE LOGISTICS AGENCY RECORDS RETENTION SCHEDULE

DLA RECORDS SCHEDULE

August 2018

This manual supersedes DLA Records Schedule dated December 2016 and all previous editions. It is mandatory for use DLA worldwide and is the only authorized source for records retention/disposition of DLA records. Retentions, as cited by the disposition authorities, are approved by the National Archives and Records Administration.

Table of Contents

1-100 DLA Records System.....	1
1-100 Introduction.....	1
1-101 Purpose	1
1-102 System Concept	1
1-103 Organization of the Records Schedule.....	1
1-104 Addition of Rules or Record Series	2
1-105 Disposition and Cutoff Instructions.....	2
1-106 Disposition Authority	3
1-200 Recordkeeping Requirement and Adequate Documentation.....	3
1-201 Recordkeeping Requirements.....	3
1-202 Adequate Documentation	4
1-203 Record Categories.....	4
1-204 Selecting a Record Series	4
1-205 Office Records List.....	4
1-300 Record Maintenance and Retrieval	4
1-301 File Plan (Outline)	4
1-302 Records Storage Repositories	5
1-400 Record Schedule and Disposition	5
1-401 Records Schedule.....	5
1-402 Records Disposition.....	8
Record Schedules and Disposition Authority.....	8
1300 Human Resources Military Personnel.....	8
1400 Human Resources Civilian Personnel.....	14
1445 Equal Employment Opportunity (EEO).....	36
2000 International Programs	42
4100 Logistics Operations and Support	45
4140 Materiel Management and Control	54
4145 Storage – Strategic Material.....	66
4155 Quality Assurance	92
4160 Property Management	102

DLA Records Schedule

August 2018

4161 Law Enforcement Support Office	115
4165 Engineering, Construction and Real Property.....	118
4180 Energy	127
4200 Production	129
4205 Small Business	131
4215 Industrial Plant Equipment (IPE)	136
4245 Value Engineering	138
4500 Transportation, Movement and Control.....	140
4600 Communications and Electronics	150
4700 Environmental	154
5000 Procurement (Contracting).....	162
5010 Management Programs	185
5015 Records Management	199
5025 Forms and Publications Management	203
5040 Audio Visual	205
5100 Command Chaplain	207
5108 Inspector General	209
5122 Public Affairs	212
5240 Intelligence/Counterintelligence	218
5300 Office and Administrative Records.....	227
5307 General Counsel.....	241
5330 Printing and Copying	255
5335 Supplies and Equipment.....	257
5400 Privacy Act / Freedom of Information	266
5401 Legislative Affairs.....	271
6000 Safety and Health	272
6055 Security and Emergency Services	276
7000 Budget and Finance.....	290
7120 Logistics Standards	311
7303 Morale, Welfare and Recreation (MWR).....	315
7304 MWR Child Care	317

DLA Records Schedule

August 2018

7305 MWR Non-appropriated Funds (NAF).....	321
8000 Chief Information Officer (CIO).....	332
8100 Information Technology (IT) Administration and Control.....	335
8120 Electronic Information Systems (EIS)	345
8300 Information Infrastructure.....	394
8500 Information Security	396
Appendix Cross-Reference Forms to Records Series and Retention.....	406

DLA RECORDS and INFORMATION (RIM) PROGRAM

1-100 Introduction

1-101 Purpose. The DLA Records and Information Management (RIM) program provides guidance for the systematic control of records throughout their lifecycle from creation and receipt through active use, management and storage, to final disposition. Records, in all media and formats, are indexed by record series to facilitate locating and retrieving records when needed and to ensure they are identified when they have reached their retention and final.

1-102 System Concept

a. Under the DLA Records System, a record document is filed according to the function to which it relates and where feasible with the Federal Enterprise Architecture Lines-of-Business model. This change is to align with the National Archives and Records Administration (NARA) General Records Schedule (GRS) format. Under this model the GRS groups records by the business process that creates them.

b. The DLA Records Schedule, also referred to as a Records Disposition or Records Retention Schedule, is reformatted to align by the function or business process instead of the organization that performs the function. It is broken down into separate schedules using the DoD issuance numbering system as a guideline.

c. Changes made to the DLA's records schedule align with the NARA GRS and adapt to electronic records management. Record Series are being condensed to functional processes to form a "bucket" vice a granular approach to managing information and records.

1-103 Organization of the Records Schedule

a. Major Subject Group. DLA's records schedule follows the Department of Defense (DoD) issuance numbering system which groups like functions under major subject groups and subgroups. DLA's format breaks down functions into individual schedules under the numerical group and subject areas identified below.

<i>Numerical Group</i>	<i>Major Subject</i>
1000-series	Manpower and Personnel
2000-series	International
4000-series	Logistics, Natural Resources and Environment
5000-series	Acquisition, Administrative Management, Organizational Charters, Security, Public Affairs and Legislative Affairs
6000-series	Health
7000-series	Budget, Finance, Audits and Related Information Control
8000-series	Information Management and Information Technology

b. Individual Schedules. The individual schedules are based on the Department of Defense

(DoD) issuance numbering system subgroup.

<i>DLA Schedule Number</i>	<i>DoD Issuance</i>
1400	DoDI 1400.25 Civilian Personnel Management
5015	DoDI 5015.02 Records Management
7000	DoD Financial Management Regulation (FMR) 7000.14

c. Schedule Layout. The schedule is created by dividing each function into individual schedules that use a table format. The table identifies the Record Series (for ease of search), Record Series Title and Content Description, Disposition and Cutoff Instructions, and Disposition Authority.

d. Rules. Rules cover the different types of records and their retentions under the schedule. The rule classifies or groups similar documents and/or information created, received or used under the four-digit functional schedule number. A rule may have a subset which exists to cover differing retention periods for records that exist in association with the main rule. Rules are assigned by the DLA Records Manager. Below is a rules breakdown example:

7000	Schedule
1	Rule
1.01	Subset of Rule

e. Record Series Number. The four-digit Schedule number plus the Rule equals the Record Series Number. Record series are a filing classification system used as a method to index and file records, similar to the Dewey Decimal system used within libraries.

In the example below: 7000.1 is used by the office of record to file the official copy of a financial transaction (i.e., invoices, credit card statements, etc.). 7000.1.01 is used by other offices that maintain a copy of the official copy to document their stake in the transaction.

<u>DLA Schedule</u>	+	<u>DLA Schedule Rule/Records Title</u>	=	<u>Records Series</u>
7000		1 / Financial Transactions – Official copy		7000.1
7000		1.01 / Financial Transaction – Other copies		7000.1.01

1-104 Addition of Record Series. Additional numbers must ***not*** be added locally to the DLA Records Schedule. Recommendations for changes, additions or deletions to the Records Schedule will be coordinated with the Component Records Officer (CRO) and submitted to the DLA Records Officer (ARO) for coordination using DLA Form 1690. Only NARA approved retentions may be used and they are included in the DLA Records Schedule and will be published and released by the ARO.

1-105 Disposition and Cutoff Instructions. Cutoffs are part of the disposition instructions and clarify when a record is cutoff or when no new information can be added to a case file (i.e., contracts, personnel records, litigation files, etc.). Cutoffs are Fiscal Year (FY), Calendar Year

(CY) or Event Based (contracts – Event is Final Payment).

1-106 Disposition Authority. The Archivist of the United States, National Archive and Records Administration (NARA) is the only person authorized to approve disposition of Federal records. Requesting disposition of records to NARA is called scheduling, and once submitted and approved by the Archivist, a disposition authority is assigned and is mandatory for use in accordance with Federal law (44 USC 3301). NARA also releases disposition of common Federal records known as the General Records Schedule (GRS) and is for use by all Federal agencies. DLA uses a hybrid schedule and includes records retentions approved specifically for DLA and GRS retentions. The following breakdown explains the various disposition authorities cited.

<i>Disposition Authority</i>	<i>Dates Used</i>	<i>Key/Definition</i>
DAA-0361-2013-0003	2010 – Present	DAA = Records Schedule created in the NARA Electronic Records Archives (ERA) 0361 = 4-digit numerical Records group – 361 is DLA 2013 = 4-digit Fiscal Year 0003 = 4-digit place holder for sequential numbers assigned within a FY
N1-361-91-04	1985-2010	N1 = NARA office symbol and general appraisal SF-115 (N1) 361 = 3-digit numerical records group – 361 is DLA 91 = 2-digit FY when SF-115 was registered 04 = Sequential SF-115 number assigned within a FY
NN-168-94	1962-1974	NN = Office of the National Archives 1 = Agency external disposal request / DLA requested the disposition 68 = FY 94 = Sequential SF-115 number assigned within a FY
GRS 1, Item 3	1985 – Present	GRS = General Records Schedule (Approved by NARA for all Federal Agencies use) 1 = Sequential SF-115 Number assigned to NARA GRS 3 = Sequential item number listed within the GRS

1-200 Recordkeeping Requirement and Adequate Documentation.

1-201 Recordkeeping Requirements. Statements in laws, regulations, agency policy or other issuances that specify which records are to be created, received and maintained by agency personnel. Agencies are required to create adequate and proper documentation and to meet these obligations agencies must specify the program and administrative records that are created, received and maintained by their office. (Example: A DLA Issuance that instructs that specific forms and reports be submitted).

1-202 Adequate Documentation. Based on law and is created and maintained to support the

legal, financial and business needs of the agency. It contributes to efficient and economical agency operations, by guaranteeing information is documented in official files and electronic information systems. This includes audiovisual, cartographic and architectural materials.

1-203 Record Categories. Individual offices routinely create, receive and maintain the same types of records that are broken down into two categories: Administrative and Program (Mission).

a. Administrative. Administrative records are records used by all offices to support administrative requirements. Example: Time and attendance, Telework, Briefing charts, copies of Policy and Standard Operating Procedures, etc.

b. Program (mission) Records. Program records support the function for which the office exists. Example: Contracts, Publication Master Sets, Legal Correspondence, Reports, etc.

1-204 Selecting a Record Series. The process involved in finding the proper record series is a progression from identifying the record, its function and then locating the record series, regardless of the organization the user resides, that best fits the function of the record.

Example:

a. Contracts. Acquisition (J7) oversees the contracting function; however, it is performed within many DLA Components but all organizations performing that function should refer to Schedule 5000 and identify the appropriate rule that describes the records being created, received and maintained.

b. Financial Documents. Finance (J8) oversees financial transactions; however, these functions are performed within all DLA Components. Component offices that create, receive, and maintain financial documents should refer to Schedule 7000 and identify the appropriate rule that describes the records created, received and maintained.

1-205 Office Records List (ORL). A filing reference tool that identifies commonly used records within the business unit, branch and division that document the policy, decisions, persons, places, thing or matters dealt with by the office. Offices benefit from creating an ORL to assist office staff in determining what records are created and where they are filed. *This document does not list retentions or replace the file plan.*

1-300 Records Maintenance and Retrieval

1-301 File Plan. A file plan is a comprehensive outline that includes the records series, file organization, active file locations, file transfer instructions, file retention and disposition instructions, and other specific instructions that provide guidance for effective management of records and information, including vital records and privacy act information. It is an essential component of an effective recordkeeping system, serves as a roadmap to what records are created, received, and where they are maintained within each individual program and administrative offices (Individual business units, Division, Section or Branch).

a. File plans are created annually and specifically list where files are maintained and in

what format (hardcopy or electronic) as well as provides the disposition and disposition authority. GRS items will cite both the legal authority “DAA” number and for informational purposes the GRS number (GRS 2.2, Item 070, (DAA-GRS-2017-0007-0008)).

b. A file plan for each program (mission) and administrative office (Functional Line of Business (FLOB) office within each Component (D and J-codes, Major Subordinate Commands (MSC) and Field Activities will be submitted to the J6 Component Records Officer (CRO) annually or after major reorganizations. Files maintained by individuals within the office will be consolidated into the FLOB office file plan.

c. Files maintained electronically in the DLA records management application, Document Automated Content Services-Records Management (DACS-RM) or on shared network drives are considered centrally maintained and may have one file plan created and maintained on the FLOB office file plan. File plans are used to quickly and easily retrieve records.

1-302 Records Storage Repositories. Records are maintained in approved storage repositories. Storage areas that hold physical records (paper, microfiche, photographs, etc.) must be located in environmentally controlled areas. Electronic repositories must be indexed in accordance with the DLA Records Schedule. Repositories include:

a. File Cabinets. Maintain physical records, are lockable and access is controlled.

b. Electronic Records Management Applications. Holds unstructured electronic records and meets DoD 5015.02-STD requirements and are Joint Interoperability Test Command (JITC) approved. DLA approved repository for official records is DACS-RM.

c. Shared Drives/SharePoint. Unstructured electronic documents that do not meet the definition of an official record. Included are working documents and/or reference copies which are also referred to as non-records. Index and manage these documents in accordance with RIM policy.

d. Personal Drives. Records must not be maintained on personal drives unless a waiver is granted by the CRO or ARO. Waivers granted on a case-by-case basis based on sensitivity of records.

1-400 Records Schedule and Disposition

1-401 Records Schedule. Identifies records as either temporary or permanent and all records schedules must be approved by the National Archives and Records Administration (NARA). It provides mandatory instructions for the disposition of the records (including the transfer of permanent records and disposal of temporary records) when they are no longer needed by the agency.

a. Agency Records Schedule. Agencies are required by law to develop records schedules for all of their records not covered by the General Records Schedule (GRS). Agencies are to maintain an up-to-date inventory of their records and electronic information systems and submit schedules for NARA approval. The schedule contains descriptions of record series or systems and disposition instruction for each. The instruction specifies when the series is to be cutoff, when eligible records are to be moved to off-site storage, when eligible temporary records must be destroyed or deleted and when permanent records are to be transferred to the National Archives or Agency Historian. Schedules are not to be implemented until NARA has approved

them. Some schedules may need to be approved by the General Accounting Office before NARA approves them.

b. General Records Schedule (GRS). The GRS provides mandatory disposal authorization for temporary administrative records common to several or all agencies of the Federal Government. They are issued by the Archivist of the United States under the authority of 44 U.S.C. 3303a(d). The GRS includes records relating to civilian personnel, fiscal accounting, procurement, communications printing and other common functions.

c. DLA Records Schedule. The DLA Records Schedule is a hybrid schedule that contains both GRS disposal authorizations and DLA specific authorizations. It is mandatory for use DLA world-wide.

d. Benefits of a Records Schedule. Using a records schedule provides the following benefits.

i. Ensures records are organized and maintained consistently so they can be easily retrieved and identifiable as evidence of the program's activities. Allows the agency and offices to meet requirements of audit, Freedom of Information Act (FOIA) requests, or discovery in a lawsuit.

ii. Conserves office space and equipment by using filing cabinets to store only active paper records and conserves server space by using tapes, disks, and other off-line storage media for electronic records.

iii. Saves money by moving inactive files to off-site storage areas until they are ready for final disposition.

iv. Helps preserve records that are valuable for historical or other research purposes.

v. Controls the growth of records in offices through the systematic disposition of records that are no longer needed to support the financial, legal and business needs of the agency.

1-402 Records Disposition. Approved records dispositions are listed in the DLA Records Schedule and are mandatory for records in all media. Most temporary records are authorized for destruction when their retention periods expire. Methods of destruction include:

a. Classified Records and Information. Security-classified or otherwise restricted records require special procedures, including witnessed destruction. Executive Order 12356 governs the destruction of security-classified documents. Any questions regarding destruction of classified information should be addressed to DLA Intelligence for further guidance.

b. Controlled Unclassified Information (CUI). CUI is a categorical designation that refers to unclassified information that does not meet the standards for national security classification, but it can be pertinent to the national interests of the United States or to the important interests of entities outside the Federal Government and under law or policy that requires protection from unauthorized disclosure, special handling safeguards, or prescribed limits on exchange or dissemination. For Official Use Only (FOUO) is an example of CUI. DLA has authorized the following methods for the destruction of CUI:

i. Burning (Use of burn bags and an authorized burn facility)

ii. Cross-cut shredding (Shredders must be listed on the NSA Evaluated products list)

iii. Any method approved for the destruction of classified material.

c. Records without National Security or Other Restrictions. Records without national security or other restrictions may be burned, pulped, shredded, macerated or discarded with other waste materials.

DLA RECORDS SCHEDULE – 1300
Human Resources Military Personnel

This schedule relates to military personnel matters, including military personnel assignments and actions.

SCHEDULE 1300 - Human Resources Military Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
1300.1	Personnel Requisitions. Documents relating to the requisitioning of military personnel and to requests to the Military Departments for the assignment of military personnel to DLA.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-17
1300.2	Assignments and Transfers. Documents relating to named military personnel assigned to or transferred from elements of DLA including reports of assignments for special projects showing staffing patterns, service assigned and similar papers.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-17
1300.3	Individual Personnel Records. Individual-type records relating to military personnel assigned to DLA. This item includes only those records that according to the requirements of the Military Services concerned are transferred with the individual during his military career; for example, personnel records jackets, qualification records, and health records. <u>While such records are grouped under this file number for overall identification purpose; neither, the jackets (folders) nor their contents will be annotated with this file number.</u>	<i>Maintenance and disposition will be as prescribed by the Military Service concerned.</i>	Referral information only. Does not cite disposition.
1300.4	Informational Personnel Records. Documents accumulated on individual military personnel and maintained at various command levels with DLA as a result of routing communications through command channels or maintained by offices not having custody of the individual personnel record. Excludes record copies of documents properly filed	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-17

SCHEDULE 1300 - Human Resources Military Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
	in 1300.3, Individual Personnel Records; however, it may include a copy of such documents.		
1300.5	Qualification Record Extracts. Extracts from personnel qualification records such as from Officer Qualification Record, Enlisted Qualification Record, or other sources. Excludes official qualification records covered under 1300.3, Individual Personnel Records.	Temporary. Cutoff at end of Event. <i>Destroy upon transfer or separation of the individual.</i>	N1-361-91-17
1300.6	Decorations and Awards Presentations. Case files accumulated as a result of recommendations for, and presentation of, decorations and awards. Includes recommendations; comments; approvals; copies of notices of decoration, notices of and requisitions for awards for decorations, documents properly filed in individual personnel files, acknowledgment of receipt of decorations, and related papers.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-17
1300.7	Awards and Decorations Special Orders. Special orders for awards and decorations awarded by DLA.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	N1-361-91-17
1300.8	Evaluation Reports. Documents relating to the initiation, preparation, and submission of regular and special evaluation reports on military personnel.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after separation or transfer from DLA.</i>	N1-361-91-17
1300.9	Non-judicial Punishment. Documents pertaining to specific instances of non-judicial punishment when administered by DLA and retained copies of information and allegations furnished the Military Services where non-judicial punishment is not administered by DLA, including requests for detachment of personnel on duty with DLA for the purpose of	Temporary. Cutoff at end of Event. <i>Destroy 1 year after transfer of the individual concerned.</i>	N1-361-91-17

SCHEDULE 1300 - Human Resources Military Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
	administering non-judicial punishment. Note: For judicial (courts martial) actions, see General Counsel Schedule 5307.36, Military Justice.		
1300.10	Military Position Descriptions. Position descriptions covering military positions authorized for DLA.	Temporary. <i>Destroy when superseded or canceled.</i>	N1-361-91-17
1300.11	Military Personnel Data. Individual records or listings serving as control or reference files rather than as official documentation. Such records provide current information relative to military personnel, such as date of assignment, rotation date, branch of service, rank, date of rank, military and civilian education.	Temporary. <i>Destroy upon reassignment of individual or upon supersession, as applicable.</i>	N1-361-91-17
1300.12	Personal Affairs. Relates to administrative preparation and/or processing of personal-type actions such as request for Government life insurance, mortgage insurance, or social security. Excludes documents appropriate for filing under 1300.3, Individual Personnel Records.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-17
1300.13	Promotions. Documents relating to the promotion of enlisted, warrant, and commissioned officer personnel.	Temporary. Cutoff at end of CY). <i>Destroy after 2 years.</i>	N1-361-91-17
1300.14	Retention on Active Duty. Documents relating to the retention on active duty of military personnel and the accomplishment of certificates of declination or acceptance of active duty obligation.	Temporary. <i>Destroy 1 year after separation from DLA assignment, or in accordance with requirements of military service, as applicable.</i>	N1-361-91-17
1300.15	Retirement, Resignation, Separation. Documents not included in military personnel jackets that relate to requests for retirement, resignation, and/or	Temporary. <i>Destroy 1 year after separation from DLA, or in</i>	N1-361-91-17

SCHEDULE 1300 - Human Resources Military Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
	separation of military personnel, retirement ceremonies, publication of orders, and retired personnel reports.	<i>accordance with requirements of military service, as applicable.</i>	
1300.16	Reserve Affairs. Documents relating to the administration of military reserve affairs including selection and assignment of mobilization designees, active duty training, preparation of tables of distribution, and similar papers.	Temporary. <i>Destroy 2 years after separation or release from mobilization designation, or after supersession or obsolescence, or after 5 years, as applicable.</i>	N1-361-91-17
1300.17	Troop Information and Education. Documents pertaining to objectives, requirements, preparation of reports, and dissemination of information to military personnel.	Temporary. <i>Destroy when superseded or obsolete, or after 3 years, as applicable.</i>	NN-168-94
1300.18	Clearance Certificates. Copies of retained clearance certificates indicating completion of clearance procedures by departing military personnel. They consist of installation clearance certificates or similar forms, with supporting documents evidencing payment of service bill; return of property held on receipt; return of identification documents; return of vehicle, weapon, and similar registration papers; medical clearances; and similar clearance matters.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after reassignment of individual.</i>	N1-361-91-17
1300.19	Rosters and Strength Returns – Army: Monthly Personnel Strength Zero Balance Report. Includes: Rosters, returns, reports, and related papers regarding military personnel assigned to DLA.	Temporary. Cutoff annually or when reporting unit is reduced to zero strength. <i>Transfer to inactive file and destroy after 1 year.</i>	N1-361-91-17

SCHEDULE 1300 - Human Resources Military Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
1300.19.01	Rosters and Strength Returns – Others. Includes: Rosters, returns, reports, and related papers regarding military personnel assigned to DLA.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-17
1300.20	Duty Rosters. Rosters maintained for recording duties performed by personnel in an organization in order to make an equitable determination of duty assignments.	Temporary. <i>Destroy 3 months after last duty assignment is made from the roster.</i>	N1-361-91-17
1300.21	Military Personnel Registers. Registers used to control absences from military installations containing signatures; time of departure or arrival; name, grade, or rank, and organization of individual; authority for absence, destination, and address while absent; length of absence; and similar information.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-17
1300.22	Military Personnel Locator Cards. Locator cards and comparable forms used to indicate the whereabouts of personnel.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after transfer, departure, or separation of the individual.</i>	N1-361-91-17
1300.23	Leave of Absence. Duplicate copies of DA Form 31, Request and Authority for Leave, NAVCOMPT Form 3065, Leave Request/Authorization, AF Form 988, Leave Request/Authorization, NAVMC Form 3, Leave Authorization (Officer and Enlisted) (1050), and comparable forms used in requesting and granting leave for military personnel.	Temporary. <i>Destroy when all postings to leave records have been completed and verified, except when required as evidence in any proceedings.</i>	N1-361-91-17
1300.24	Enlisted Personnel Passes. Duplicate copies of DD Form 345, Armed Forces Liberty Pass, DA Form 31, Request and Authority for Leave, and comparable forms and orders used in authorizing	Temporary. <i>Destroy upon reassignment or separation of the individual, except when required as</i>	N1-361-91-17

SCHEDULE 1300 - Human Resources Military Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
	enlisted personnel to be absent on other than leave.	<i>evidence in any proceedings.</i>	
1300.25	<p>Training. Non-mission Employee Training Program Records. Exclusion: This item does not cover ethics-related training. Records about planning, assessing, managing, and evaluating an agency's training program:</p> <ul style="list-style-type: none"> • Plans, reports and program evaluations • Organizational and occupational needs assessments • Employee skills assessments • Employee training statistics • Notices about training opportunities, schedules, or courses • Mandatory training tracking and reporting files • Logistics and coordination documents • Authorization, Agreement and Certification of Training (SF-182) and similar records • Registration forms, employee attendance records • Syllabi, presentations, instructor guides, handbooks, and lesson plans • Reference and working files on course content • Other course materials, such as presentations and videos • Student, class, or instructor evaluations <p>Note: Financial records related to purchase of training or travel for training are scheduled under 7000.1.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate.</i></p>	GRS 2.6, Item 010 (DAA-GRS-2016-0014-0001)

DLA RECORDS SCHEDULE – 1400
Human Resources Civilian Personnel

This schedule relates to the administration of civilian personnel programs for appropriated and non-appropriated fund employees. Included functional areas are: (1) Employee development training and incentives, (2) Position classification and pay administration, (3) Staffing, (4) Employee Relations and (5) Maintenance of Official Personnel Folder and related personnel actions.

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
1400.1	Personnel Program/Project Files. Documents related to the formulation, management, administration and execution of individual Personnel programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. <i>Destroy 3 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-91-17
1400.2	Employee Management Administrative Records. Records on routine office program support, administration, and human resources operations. Includes: <ul style="list-style-type: none"> • Reports, including annual reports to the Department of State concerning the number of official passports issued and related matters • Reports from subordinate units regarding statistics and other reporting measures • General correspondence with internal agency offices and with OPM • General correspondence with travelers regarding official passport application procedures and documentation requirements • Statistics, including lists of official passport holders 	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	GRS 2.2, Item 010 (DAA-GRS-2017-0007-0001)
1400.2.01	Rescinded and aligned under 1400.2		

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
1400.3	<p>Notifications of Personnel Actions. Copies of Standard Form 50, documenting all individual personnel actions such as hiring, promotions, transfers, and separation. Includes chronological files, fact sheets, general correspondence, and forms about pending personnel actions maintained by agency Human Resources offices.</p> <p>Exclusion: SF-50s filed in the OPF. Items 040 and 041 of this schedule cover these records</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy when 2 years old.</i></p>	GRS 2.2, Item 050 (DAA-GRS-2017-0007-0006)
1400.3.01	Rescinded - use 1400.2		
1400.3.02	<p>Employment Eligibility Verification Records. Employment Eligibility Verification form I-9 and any supporting documentation.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 3 years after employee separates from service or transfers to another agency.</i></p>	GRS 2.2, Item 060 (DAA-GRS-2017-0007-0007)
1400.4	<p>Non-mission Employee Training Program Records. Exclusion: This item does not cover ethics-related training. Records about planning, assessing, managing, and evaluating an agency's training program:</p> <ul style="list-style-type: none"> • Plans, reports and program evaluations; • Organizational and occupational needs assessments; • Employee skills assessments; • Employee training statistics; • Notices about training opportunities, schedules, or courses; • Mandatory training tracking and reporting files; • Logistics and coordination documents; • Authorization, Agreement and Certification of Training (SF-182) and similar records; • Registration forms, employee attendance 	<p>Temporary. Cutoff at end of CY. <i>Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate.</i></p>	GRS 2.6, Item 010 (DAA-GRS-2016-0014-0001)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	records; <ul style="list-style-type: none"> • Syllabi, presentations, instructor guides, handbooks, and lesson plans; • Reference and working files on course content; • Other course materials, such as presentations and videos; • Student, class, or instructor evaluations. Note: Financial records related to purchase of training or travel for training are scheduled under 7000.1.		
1400.5	Individual Employee Training Records. Records documenting training required by all or most Federal agencies, such as information system security and anti-harassment training, and training to develop job skills. Records may include: <ul style="list-style-type: none"> • Completion certificates or verification documents for mandatory training required of all Federal employees or specific groups of employees (e.g., supervisors, contractors) • Individual Development Plans (IDPs) • Mentoring or coaching agreements Exclusion: Academic transcripts, professional licenses, civil service exams, or documentation of mission-related training are not covered by this item.	Temporary. Cutoff at end of CY. <i>Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first.</i>	GRS 2.6, Item 030 (DAA-GRS-2016-0014-0003)
1400.6	Rescinded and aligned under 1400.5		
1400.7	Rescinded and aligned under 1400.4		
1400.8 and 1400.8.01	Rescinded and aligned under 1400.4		
1400.9	Course Reference Materials. Reference copies of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by Government or non-Government organizations, not covered elsewhere.	Temporary. Cutoff at end of CY. <i>Destroy when no longer needed.</i>	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)
1400.10	Recinded - use 1400.20		
1400.11	Rescinded per GRS Transmittal 28		

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
1400.12	<p>Position Classification Standards. Correspondence and other records relating to developing classification standards specific to a single agency or all agencies, including notice of Office of Personnel Management (OPM) approval or disapproval.</p> <p>Exclusion: OPM's case files on classification standards are not covered by this item.</p>	Temporary. <i>Destroy 2 years after standard is superseded, canceled, or disapproved by OPM (as appropriate).</i>	GRS 2.1, Item 010 (DAA-GRS-2014-0002-0001)
1400.12.01	Rescinded - aligned under 1400.12		
1400.13	<p>Position Descriptions (PDs) - Official Record Copy of Position Description. Records relating to developing, editing, classifying, and evaluating position descriptions, including information on title, series, grade, duties, and responsibilities.</p>	Temporary. Cutoff at end of Event. <i>Destroy 2 years after position is abolished or description is superseded.</i>	GRS 2.1, Item 020 (DAA-GRS-2014-0002-0002)
1400.13.01	<p>Position Descriptions (PDs) - All other related records. Includes:</p> <ul style="list-style-type: none"> • Case file at position's program office • Background material in Human Resources case file • Other copies 	Temporary. Cutoff at end of Event. <i>Destroy when position description is final or no longer needed.</i>	GRS 2.1, Item 022 (DAA-GRS-2014-0002-0003)
1400.14	Rescinded per GRS Transmittal 28		
1400.15	Rescinded per GRS Transmittal 28		
1400.16	<p>Position Reviews and Classification Appeals. Records an agency creates and receives when reviewing a position's classification in response to a classification appeal to the agency Human Resources function or directly to OPM, including records of desk audits.</p> <p>Exclusion: OPM's corresponding case file is not covered by this item.</p>	Temporary. Cutoff at end of Event. <i>Destroy 3 years after final decision.</i>	GRS 2.1, Item 030 (DAA-GRS-2014-0002-0004)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
1400.17	Certificates of Classification. Certificates a Federal agency receives from OPM, stating final decision on a position classification appeal. Exclusion: OPM's file is not covered by this item.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after position is abolished or description is superseded.</i>	GRS 2.1, Item 040 (DAA-GRS-2014-0002-0005)
1400.18	Position/Occupation Structures. Proposed reorganization materials, records of advice provided, newly developed standards, reports, and related correspondence used to plan and conduct position/occupational structure analyses.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	N1-361-91-17
1400.19	Wage Surveys and Pay Adjustment Determinations. Contractor salary comparability charts, copies of supervisory position descriptions, correspondence, and related backup materials used to conduct locality wage surveys, develop hazardous and environmental pay entitlements, and determine pay adjustments for classification act supervisors of Federal Wage System Employees.	Temporary. Review Annually. <i>Destroy when superseded or obsolete.</i>	N1-361-91-17
1400.20	Incentive Package Records. Records of recruitment, relocation, and retention incentives; federal student loan repayment; and supervisory differentials offered under the Federal Employees Pay Comparability Act.	Temporary. Cutoff at End of Event. <i>Destroy 3 years after date of approval, completion of service agreement, or termination of incentive or differential payment, whichever is later.</i>	GRS 2.4, Item 090 (DAA-GRS-2016-0015-0011)
1400.21	Rescinded - aligned under 1400.43		
1400.22	Job Vacancy Case Files. Records of one-time competitive and <u>Senior Executive Service</u> announcements/selections. Case files an agency creates when posting and filing competitive job vacancies. Also known as case examining, competitive	Temporary. Cutoff at end of CY or Event. <i>Destroy 2 years after selection certificate is closed or final settlement of</i>	GRS 2.1, Item 050 (DAA-GRS-2014-0002-0006)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>examination, or merit case files. Includes:</p> <ul style="list-style-type: none"> • Request for lists of eligible candidates • Job announcement • Examination announcement • Job analysis, assessment criteria, and crediting plan • Basis for certification • Applications, resumes, supplemental forms, other attachments • List of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification • Certificates, registers or lists of eligible candidates issued to selecting officials • Job-related test records • Annotate certificates of eligible candidates returned by selecting officials • Job offers • Records of job offer being accepted or declined • Correspondence/documentation of announcement recruiting operation <p>Legal Citation: 5 CFR 335.103</p>	<p><i>any associated litigation; whichever is later.</i></p>	
1400.22.01	<p>Job Vacancy Case Files. <i>Records of standing register competitive files for multiple positions filled over a period of time.</i> Case files an agency creates when posting and filing competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes:</p> <ul style="list-style-type: none"> • Request for lists of eligible candidates • Job announcement • Examination announcement • Job analysis, assessment criteria, and crediting plan • Basis for certification 	<p>Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of register.</i></p>	GRS 2.1, Item 051 (DAA-GRS-2014-0002-0007)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Applications, resumes, supplemental forms, other attachments • List of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification • Certificates, registers or lists of eligible candidates issued to selecting officials • Job-related test records • Annotate certificates of eligible candidates returned by selecting officials • Job offers • Records of job offer being accepted or declined • Correspondence/documentation of announcement recruiting operation <p>Legal Citation: 5 CFR 335.103</p>		
1400.23	<p>Records of Delegation of Authority for Examination and Certification. Agreements and related records created under the authority of 5 U.S.C. 1104 by which OPM delegates to an agency the authority to examine and certify applicants for employment.</p> <p>Exclusion: OPM's records are not covered by this item.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 3 years after agreement terminates.</i></p>	GRS 2.1, Item 150 (DAA-GRS-2014-0002-0021)
1400.23.01	Rescinded – realigned under 1400.22.01		
1400.23.02	Rescinded - realigned under 1400.22.01		
1400.24	Rescinded per GRS Transmittal 28		
1400.25	Rescinded - realigned under 1400.22 or 1400.22.01		
1400.26	Rescinded - realigned under 1400.22 or 1400.22.01		
1400.27	Rescinded - realigned under 1400.22 or 1400.22.01		
1400.28	Rescinded per GRS Transmittal 28		
1400.29	Rescinded - realigned under 1400.22 or 1400.22.01		
1400.30	<p>Case files on Lost or Exposed Job Test Materials. Files showing the circumstances of loss, nature of the recovery action, and corrective actions when Civil Service or job-specific test questions are</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy 5 years after date of final report.</i></p>	GRS 2.1, Item 70 (DAA-GRS-2014-0002-0012)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	erroneously made potentially available to candidates.		
1400.31.01	Rescinded - use 1400.22, 1400.22.01 or 8120.51		
1400.31.02	Rescinded - use 1400.22, 1400.22.01 or 8120.51		
1400.31.03	Rescinded - use 1400.22, 1400.22.01 or 8120.51		
1400.31.04	Rescinded - use 1400.22, 1400.22.01 or 8120.51		
1400.31.05	Rescinded - use 1400.22, 1400.22.01 or 8120.51		
1400.32	Requests for Non-Competitive Personnel Action. Agency copy of requests submitted to OPM for approval of non-competitive personnel action on such matters as promotion, transfer, reinstatement, or change in status.	Temporary. Cutoff at end of CY. <i>Cutoff annually. Destroy 1 year after approval is granted or denied.</i>	GRS 2.1, Item 080 (DAA-GRS-2014-0002-0013)
1400.33	Rescinded - realigned under 1400.22		
1400.33.01	Rescinded - realigned under 1400.22.01		
1400.34	Resinded per GRS Transmittal 28		
1400.34.01	Resinded per GRS Transmittal 28		
1400.35	Audits. Delegated Authority Audits. Reports of delegated examining operations audit delivered to the audited agency. Exclusion: OPM's records are not covered by this item.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after day of audit report.</i>	GRS 2.1, Item 160 (DAA-GRS-2014-0002-0022)
1400.36	Separation Program Management Records: Records NOT specific to an agency separation initiative. Records documenting the general work process to release career, temporary, and political-appointment employees from employment status. Includes: <ul style="list-style-type: none"> • Registers of separation or transfers such as SF-2807, SF-3103, or similar records • Retention registers and related records • Reports, correspondence, and control documents • Exit interview compilations identifying and tracking trends 	Temporary. Cutoff at end of CY. <i>Destroy when superseded or obsolete.</i>	GRS 2.5, Item 010 (DAA-GRS-2014-0004-0001)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
1400.36.01	Separation Program Management Records: Records Specific to an agency separation initiative. Includes reduction-in-force, voluntary early retirement, voluntary separation, and similar programs records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after date of program closure.</i>	GRS 2.5, Item 011 (DAA-GRS-2014-0004-0002)
1400.37	Rescinded - realigned under 1400.22 or 1400.22.01		
1400.38	Interview Records. Case files related to filling job vacancies, held by hiring official and interview panel members. Includes: <ul style="list-style-type: none"> • Copies of records in the job vacancy case file (1400.22 and 1400.22.01) • Notes of interviews with selected and non-selected candidates • Reference check documentation Legal citations: 5 CFR 335.103, 5 CFR 300.104. According to 5 CFR 300.104, the time-frame in which an appeal must be filed may be established by each agency at its own discretion.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after case is closed by hire or non-selection, expiration of right to appeal a non-selection, or final settlement of any associated litigation, whichever is later.</i>	GRS 2.1, Item 090 (DAA-GRS-2014-0002-0008)
1400.39 Overview	Rescinded		
1400.39.01	Rescinded - use 1400.22, 1400.22.01 or 8120.51		
1400.39.02	Rescinded - use 1400.22, 1400.22.01 or 8120.51		
1400.39.03	Rescinded - use 1400.22, 1400.22.01 or 8120.51		
1400.40	Adverse Action files. Case files and records related to effected adverse actions against employees. Includes: <ul style="list-style-type: none"> • Copy of the proposed adverse action • Supporting documents • Statements of witnesses • Employee's reply • Hearing notices • Reports 	Temporary. Destroy 7 years after case is closed. NOTE: The same retention must be applied to ALL cases. Individual cases MAY NOT be kept longer than others arbitrarily.	GRS 2.3, Item 061 (DAA-GRS-2015-0007-0018)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Decisions • Appeal records • Supporting documentation of letters of reprimand <p>Exclusion: Excludes letters of reprimand which are filed in the OPF.</p>		
1400.41	Counseling Files. Reports of interviews, analyses and related records.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after termination of counseling.</i>	GRS 1, Item 26a
1400.42	Administrative Grievance Files. Records relating to grievances raised by covered entities/individuals such as non-bargaining agency employees. Includes formal and informal administrative grievance processes. Includes: <ul style="list-style-type: none"> • Grievance documents (copy of original grievance submission and supporting documentation/evidence • Statements of witnesses • Reports of interviews and hearings • Examiner's findings and recommendations • Copy of the original decision • Related correspondence and exhibits <p>Exclusion: Item excludes EEO complaints and negotiated grievances by bargaining unit employees.</p>	Temporary. Destroy 7 years after case is closed. NOTE: The same retention must be applied to ALL cases. Individual cases MAY NOT be kept longer than others arbitrarily.	GRS 2.3, Item 060 (DAA-GRS-2015-0007-0017)
1400.42.01	Performance-based action files. Case files and records related to effected performance based actions against employees. Includes: <ul style="list-style-type: none"> • Performance appraisal • Performance improvement plan • Supporting documents • Copy of the proposed performance-based action 	Temporary. Destroy 7 years after case is closed. NOTE: The same retention must be applied to ALL cases. Individual cases MAY NOT be kept longer than others arbitrarily.	GRS 2.3, Item 062 (DAA-GRS-2015-0007-0023)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Employee's reply • Decision notices • Hearing notices • Appeal records 		
1400.43 Overview	<p>Employee Performance Files for Non-Senior Executive Service (SES) and for Senior Executive Service. This is an <u>overview</u> for record series 1400.43.01 through 1400.43.05. Do not use the overview for retention.</p>		
1400.43.01	<p>Unacceptable Performance Appraisals of <u>Non-Senior Executive Service Employees</u>. Appraisals of unacceptable performance for non-senior executive service employees (as defined in 5 U.S.C. 4301(2)), where a notice of proposed demotion or removal is issued but not effected, and all related documents.</p> <p>Legal citations: 5 U.S.C. section 4303(d) and 5 CFR Part 293.404</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice. This disposition instruction is mandatory; deviations are not allowed.</i></p>	GRS 2.2, Item 071 (DAA-GRS-2017-0007-0009)
1400.43.02	<p>Acceptable Performance Appraisals of <u>Non-Senior Executive Service Employees</u>. Performance records for employees as defined in 5 U.S.C. 4301(2)).</p> <p>Exclusion: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule.</p> <p>Legal citation: 5 CFR Part 293.404</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy no sooner than 4 years after date of appraisal.</i></p>	GRS 2.2, item 070 (DAA-GRS-2017-0007-0008)
1400.43.03	Rescinded - use 1400.43.02		

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
1400.43.04	<p>Employee Performance Files: Superseded Performance related records. Performance records superseded through an administrative, judicial, or quasi-judicial procedure. Superseded performance records of both <u>non-senior executive service employees</u> and <u>senior executive service employees</u>.</p> <p>Legal citation: 5 CFR Part 293.404</p>	<p>Temporary. Cutoff after event. <i>Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed.</i></p>	GRS 2.2, Item 073 (DAA-GRS-2017-0007-0011)
1400.43.05	<p>Records of Senior Executive Service Employees. Performance records for employees as defined in 5 U.S.C. 3132a(2). Includes records of performance ratings boards.</p> <p>Legal citation: 5 CFR Part 293.404</p>	<p>Temporary. <i>Destroy no sooner than 5 years after date of appraisal.</i></p>	GRS 2.2, Item 072 (DAA-GRS-2017-0007-0010)
1400.43.06	Rescinded - use 1400.43.02		
1400.44	Rescinded - use 1400.43		
1400.44.01	Rescinded - use 1400.43.04		
1400.44.02	Rescinded - use 1400.43.05		
1400.44.03	Rescinded - use 1400.43.05		
1400.44.04	Rescinded - use 1400.43.05		
1400.44.05	Rescinded - use 1400.43.05		
1400.45	<p>Labor management relations agreement negotiation records: Office(s) Responsible for negotiations. Records relating to negotiations with labor unions. Includes:</p> <ul style="list-style-type: none"> • Negotiation agreements • Requests to bargain • Bargaining session records/notes • Correspondence • Memoranda • Reports • Forms • Other records relating to the negotiated agreements and general relationship between management, employee unions and other groups 	<p>Temporary. Cutoff at end of Event. <i>Destroy 5 years after expiration of agreement.</i></p>	GRS 2.3, Item 050 (DAA-GRS-2015-0007-0014)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
1400.45.01	Labor Management Relations General and Case Files: Other Offices.	Temporary. <i>Destroy when superseded or obsolete.</i>	GRS 2.3, Item 051 (DAA-GRS-2015-0007-0015)
1400.46	Labor Arbitration General and Case Files. Correspondence, forms, and background papers relating to labor arbitration cases.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after final resolution of case.</i>	GRS 2.3, Item 052 (DAA-GRS-2015-0007-0016)
1400.47	Occupational Injury and Illness Files. Reports and logs (including OSHA Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses.	Temporary. Cutoff at end of CY. <i>Destroy when 5 years old.</i>	GRS 1, Item 34
1400.48 Overview	Denied Health Benefits Requests Under Spouse Equity. Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers. This is an <u>overview</u> for record series 1400.48.01 through 1400.48.03. Do not use the overview for retention.		
1400.48.01	Denied Health Benefits Requests Under Spouse Equity. Health benefits denied, not appealed.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after original denial, denial of appeal, or final court order, whichever is appropriate.</i>	GRS 2.4, Item 111 (DAA-GRS-2016-0015-0014)
1400.48.02	Rescinded by GRS Transmittal 28		
1400.48.03	Rescinded - use 1400.48.01		
1400.49	Workers' Compensation Claimant's Files. Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made excluding copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.	Temporary. Cutoff at end of Event. <i>Event is after closed by Dept of Labor. Destroy/Delete 10 years after event.</i>	DAA-0361-2017-0009-0001

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
1400.49.01	Workers' Compensation (personnel injury compensation) records. <i>Records of agencies that <u>do not</u> forward case file material to DOL for retention in DOL's master OWCP records.</i>	Temporary. Cutoff at end of Event. <i>Destroy 15 years after compensation ceases or when deadline for filing a claim has passed.</i>	GRS 2.4, Item 101 (DAA-GRS-2016-0015-0013)
1400.50	Donated Leave Program Individual Case Files. Records documenting leave donation and receipt, including recipient applications; agency approvals or denials; medical or physician certifications; and records of leave donations, supervisor approvals, leave transfers, payroll notifications, and terminations from the program.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after the employee receiving leave is no longer participating in the program.</i>	GRS 2.4, Item 071 (DAA-GRS-2016-0015-0009)
1400.50.01	Donated Leave Program Administrative Records. Records related to managing the program, including: <ul style="list-style-type: none"> • Records of leave bank management • Records of leave bank governing board award decisions • Publicity and program announcements • Statistical and narrative reports • Similar records not linked to individual employee participation 	Temporary. <i>Destroy when 3 years old.</i>	GRS 2.4, Item 070 (DAA-GRS-2016-0015-0008)
1400.51	Handicapped Individuals Appointment Case Files. Case files that document appointing individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities as defined in 5 CFR 213.3102(u).	Temporary. Cutoff at end of Event. <i>Destroy 5 years after candidate enters on duty, is no longer under consideration, or declines offer.</i>	GRS 2.1, Item 110 (DAA-GRS-2014-0002-0018)
1400.52	Rescinded per GRS Transmittal 28		
1400.53	Employee Incentive Award Records. Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and noncash awards (such as lump-sum cash awards,	Temporary. Cutoff at end of CY. <i>Destroy when 2 years old or 2 years after award is approved or disapproved,</i>	GRS 2.2, Item 030 (DAA-GRS-2017-0007-0003)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees.</p> <p>Exclusion: Records of Department-level awards require agency-specific schedules.</p>	<i>whichever is later.</i>	
1400.53.01	Rescinded - aligned under series 1400.53		
1400.54	Rescinded - aligned under series 1400.53		
1400.55	Rescinded - aligned under series 1400.53		
1400.56	Rescinded - aligned under series 1400.53		
1400.57	<p>Alcohol and Drug Abuse Program. Records created in planning, coordinating and directing an alcohol and drug abuse program.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i></p>	GRS 1, Item 26b
1400.58	<p>Federal Workplace Drug Testing Program Files: Drug test plans and procedures. Excludes documents that are filed in record sets of formal issuances (directives, procedures handbooks, operating manuals and the like). Includes Agency copies of plans and procedures with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.</p> <p>Relates to drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), excluding consolidated statistical and narrative reports concerning the operation of the Agency program, including annual reports to Congress, as required by Public Law 100-71, 503(f).</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy when 3 years old or when superseded, obsolete.</i> <i>See Note</i></p>	GRS 1, Item 36a
1400.58.01	<p>Federal Workplace Drug Testing Program Files: Employee Acknowledgment of Notice Forms.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy when</i></p>	GRS 1, Item 36b

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.	<i>employee separates from testing designated position. See Note</i>	
1400.58.02	Federal Workplace Drug Testing Program Files: Selection/scheduling records. Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules.	Temporary. Cutoff at end of Event. <i>Destroy when employee separates from testing designated position. See Note</i>	GRS 1, Item 36b
1400.58.03	Federal Workplace Drug Testing Program Files: Collection and handling record books. Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after date of last entry. See Note</i>	GRS 1, Item 36d(1)
1400.58.04	Federal Workplace Drug Testing Program Files: Collection and handling chain of custody records. Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old. See Note</i>	GRS 1, Item 36d(2)
1400.58 NOTE	Any records identified in this series that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).		
1400.59 Overview	Test results. Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing. This is an overview for record series 1400.59.01 through 1400.59.03. Do not use the overview for retention.		
1400.59.01	Test Results: Positive Results. Employees.	Temporary. Cutoff at end of CY or Event. <i>Destroy when employee leaves the agency or when 3 years old, whichever</i>	GRS 1, Item 36e(1)(a)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>is later.</i>	
1400.59.02	Test Results: Positive Results. Applicants not accepted for employment	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old. See NOTE</i>	GRS 1, Item 36e(1)(b)
1400.59.03	Test Results: Negative results.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 1, Item 36e(2)
1400.59 NOTE	(1) Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are filed under 1400.40. (2) Any records covered by Schedule 1400.59 that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).		
1400.60	Official Personnel Folders (OPF)/electronic OPF (eOPF): Long-term records. The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual's employment history. Records of separated employees saved to the "permanent" folder in the eOPF or filed on the right side of the hardcopy OPF. Exclusion: OPFs for employees separated prior to December 31, 1973. It is the responsibility of OPM to schedule these records. Note 1: For transferred employees, see Chapter 7 of <i>The Guide to Personnel Recordkeeping</i> for instructions. Note 2: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by GRS 5.2, Transitory and Intermediary Records, item 020.	Temporary. <i>Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner.</i>	GRS 2.2, Item 040 (DAA-GRS-2017-0007-0004)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
1400.60.01	Official Personnel Folders: Short-term Records. Records of separated employees saved to the “temporary” folder in the eOPF or filed on the left side of the hardcopy OPF.	Temporary. <i>Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier.</i>	GRS 2.2, Item 041 (DAA-GRS-2017-0007-0005)
1400.60.02	Rescinded - realigned under 1400.60.01		
1400.60.03	Individual Employee Separation Case Files. Records not included in separating employee’s OPF, documenting individual employees’ transfer to another Federal agency or office or voluntary, involuntary, disability, early retirement, retirement, or death separation from career, temporary, and political appointment service; and legal and financial obligations of government to employee and employee to government. Includes: <ul style="list-style-type: none"> • Records of counseling activities and outplacement services • Exit interview records and exit clearances • Checklists of returned property • Certifications of removal/non-removal of government records • Records documenting notification of appropriate third parties (e.g., benefits providers, payroll, facility services, security, information technology) of impending separation • Records documenting terms and entitlements of separation (e.g., leave balance pay out or transfer of account, severance, pension, temporary continuation of coverage, annuity estimates, assistance) • Records documenting employee financial obligations to government (e.g., salary offset notices in effect at time of separation; student loan 	Temporary. Cutoff at end of Event. <i>Destroy 1 year after date of separation or transfer.</i>	GRS 2.5, Item 020 (DAA-GRS-2014-0004-0003)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	repayment; recruitment, retention, and relocation incentives; determinations of settlement) <ul style="list-style-type: none"> • Copy of leave record (retained for agency use) Exclusion: Records required to be filed in employee's OPF are excluded from this item.		
1400.60.04	Individual Employee Separation Records Required to be placed in Separating Employee's OPF. As identified in the Office of Personnel Management (OPM) Guide to Personnel Recordkeeping, includes but is not limited to: <ul style="list-style-type: none"> • Resignation letter • Reason for separation (such as reduction in force) • Documentation of retirement-option elections and coverage • Documentation of indebtedness • Documentation of payment or repayment to, or refund from FERS or CSRS • Record of employee leave prepared upon transfer or separation • Records of most recent performance ratings • Designation of beneficiary 	File on left side (short-term) or right side (long-term) of the Official Personnel Folder (OPF), as appropriate.	Filing instructions per GRS 2.5, Item 040
1400.61	Rescinded - aligned under 1400.3		
1400.61.01	Rescinded - aligned under 1400.3		
1400.62	Rescinded per GRS Transmittal 28		
1400.63	Workforce and Succession Planning Records. Records about workforce planning and analysis, including succession planning, developed in support of executive-level and other agency planning initiatives. Includes: <ul style="list-style-type: none"> • Planning and analysis models • Planning data 	Temporary. Cutoff at end of event. <i>Destroy 3 years after issuing each new plan or when no longer needed, whichever is longer.</i>	GRS 2.2, Item 020 (DAA-GRS-2017-0007-0002)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Briefing materials • Studies and surveys • Lists of functions and staff at key locations • Documents pertaining to alignments and reorganizations and related backup materials <p>Exclusion: Records maintained by executives responsible for policy formulation or other high-level actions. Schedule these on agency-specific schedules.</p>		
1400.64	<p>Special Hiring authority Program Records. Records an agency creates and receives that document its administration of special hiring authority programs such as summer, student, intern, and other temporary hiring authority authorized by OPM.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 2 years after hiring authority closes.</i></p>	GRS 2.1, Item 120 (DAA-GRS-2014-0002-0016)
1400.65	<p>Individual Employees Hired Under Special Temporary Authority. Includes participant agreement, records of mentoring, documentation that employee fulfilled educational and other requirements, and conversion to a permanent position.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 2 years after employee is converted to a permanent position or leaves a program.</i></p>	GRS 2.1, Item 130 (DAA-GRS-2014-0002-0017)
1400.66	<p>Pre-appointment Files: Background Investigation or Vetting of Prospective Employee. Records created when vetting a prospective employee between the time a job offer is accepted and the time employee enters on duty. Records to determine eligibility for security clearance and sensitive positions. Includes:</p> <ul style="list-style-type: none"> • Forms in the SF-85 family • Fingerprint charts • Related correspondence 	Forward to appropriate security office after prospective employee enters on duty, declines appointment, or is no longer a candidate.	Filing instructions

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
1400.66.01	Pre-appointment Files: Records appropriate for inclusion in OPF. Prospective employees who enter on duty. Such as designation of beneficiary, life insurance election and health benefits registration.	Forward to appropriate human resources office to include in OPF after employee enters on duty.	Filing instructions
1400.66.02	Pre-appointment Files: Records appropriate for inclusion in OPF - Prospective employees who do NOT enter on duty.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after prospective employee is no longer a candidate.</i>	GRS 2.1, Item 142 (DAA-GRS-2014-0002-0009)
1400.67	Rescinded - use 1400.23		
1400.68	Rescinded - use 1400.35		
1400.69	Telework/alternative worksite program files. Records generated by the designated Telework Managing Officer (TMO), agency telework coordinators and other related staff. Includes: <ul style="list-style-type: none"> • Correspondence • Notes • Policy implementation documents • Form development files • Planning records • Program evaluation documentation/data • Reports provided to senior management and oversight agencies such as OPM • Other related records generated by the agency or by participating employees 	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 2.3, Item 080 (DAA-GRS-2015-0007-0021)
1400.70	Phased Retirement: Administrative Records. Records related to managing the program, including: <ul style="list-style-type: none"> • Procedural guidance on program administration • Informational/marketing/publicizing materials general correspondence • Reports to OPM 	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old or 3 years after revision or replacement.</i>	GRS 2.5, Item 050 (DAA-GRS-2016-0007-0001)

SCHEDULE 1400 - Human Resources Civilian Personnel			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Memoranda of Understanding (MOU) and significant documentation of bargaining unit negotiations • Documentation of program structure and details as uniquely instituted by agency <p>Exclusion: This item does not cover records held at the OPM office overseeing the phased retirement program for the entire Government.</p>		

DLA RECORDS SCHEDULE – 1445
EQUAL EMPLOYMENT OPPORTUNITY (EEO)

This schedule relates to the development, execution, and evaluation of the activity Equal Employment Opportunity (EEO) Program which includes providing advice and assistance to the Commander on EEO related actions

SCHEDULE 1445 - DLA Equal Employment Opportunity (EEO)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
1445.1	EEO Program Files. General program-related correspondence and copies of regulations with related records that pertain to the Civil Rights Act of 1964, the EEO Act of 1972, and any other pertinent legislation, and agency EEO Committee meeting records.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 2.3, Item 030 (DAA-GRS-2015-0007-0006)
1445.2	Rescinded - use 5300.33		
1445.2.01	Rescinded - use 5300.33.01		
1445.3	EEO Advisory Services. Documents relating to the overall relationships with the command staff, managers/supervisors, other program officials and employees for the execution of program rights, responsibilities, and training.	Temporary. Review Annually. <i>Destroy when superseded, obsolete or no longer needed</i>	N1-361-90-04
1445.4	EEO Reports and Employment Statistics Files. Includes the annual report to the EEOC, the annual report to Congress on the No FEAR Act, quarterly/monthly reports to senior leadership, and other related reports required by EEOC's MD 715 (such as the Analysis and Action Plans) or succeeding guidance as well as employment statistics files which support reporting requirements to Congress, the EEOC and other oversight entities.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	GRS 2.3, Item 035 (DAA-GRS-2015-0007-0011)
1445.5	Affirmative Action Program. Annually compiled reports, plans, statistics and related documents, correspondence and backup materials used in the monitoring, surveillance and	Temporary. Cutoff at end of CY. <i>Destroy after 5 years or when administrative</i>	N1-361-90-04

SCHEDULE 1445 - DLA Equal Employment Opportunity (EEO)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	implementation of multi-year affirmative action and personnel programs and plans.	<i>purposes have been served, whichever is sooner.</i>	
1445.6	Community Relations: HQ DLA. Documents, correspondence and similar materials pertaining to employee management and community related services and programs used to record actions taken in the Federal Woman's Program, Handicapped Individuals Program, Hispanic Employment Program and other programs of a like nature.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	N1-361-90-04
1445.6.01	Community Relations: Other Activities. Documents, correspondence and similar materials pertaining to employee management and community related services and programs used to record actions taken in the Federal Woman's Program, Handicapped Individuals Program, Hispanic Employment Program and other programs of a like nature.	Temporary. Review Annually. <i>Destroy when superseded, obsolete, or no longer needed.</i>	N1-361-90-04
1445.7	EEO Official Discrimination Complaint Case Files: Informal Process. Cases resolved within the agency that did not go to the formal process stage. Includes: <ul style="list-style-type: none"> • Intake sheet • Summary report • Notes • Supporting documentation • Correspondence Note: If a formal case is filed, all records in the prior informal case are covered by series 1445.8	Temporary. Cutoff at end of Event. <i>Destroy 3 years after resolution of case.</i>	GRS 2.3, Item 031 (DAA-GRS-2015-0007-0007)

SCHEDULE 1445 - DLA Equal Employment Opportunity (EEO)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
1445.7.01	<p>EEO Official Discrimination Complaint Case Files: Formal Process. Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other official complaint case file records. Includes cases resolved within the agency, by the Equal Employment Opportunity Commission, or by a U.S. Court.</p> <p>Note: This item includes all records gathered in the informal process which become the formal process case file once a formal complaint is filed.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 7 years after resolution of case.</i></p>	GRS 2.3, Item 032 (DAA-GRS-2015-0007-0008)
1445.8	<p>EEO Case Files that <u>Did Not</u> result in an EEO Complaint. Includes cases that did not result in an official formal or informal EEO complaint.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy 2 years after final resolution of case.</i></p>	GRS 2.3, Item 033 (DAA-GRS-2015-0007-0009)
1445.9	<p>EEO Compliance Review Files. Reviews, background documents, and correspondence relating to contractor employment practices.</p>	<p>Temporary. Destroy when 7 years old.</p>	GRS 2.3, Item 034 (DAA-GRS-2015-0007-0010)
1445.9 Overview	<p>Reasonable Accommodation Records. Includes: Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164.</p> <p>NOTE: These records are neither part of an employee's Official Personnel File (OPF) nor part of a supervisor's unofficial personnel file and MUST NOT be maintained in them.</p> <p>This is an overview of record series 1445.9.01 through 1445.9.02. Do not use the overview for retention.</p>		
1445.9.01	<p>Reasonable Accommodation Program Files. Administrative records not linked to a case file. Includes:</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 3 years after</i></p>	GRS 2.3, Item 020 (DAA-GRS-2015-0007-0004)

SCHEDULE 1445 - DLA Equal Employment Opportunity (EEO)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Instructions • Directives • Notices • Timetables and guidelines for requesting, processing and approving requests and for appealing decisions for reasonable accommodation • Reports provided annually to oversight agencies such as the Equal Employment Opportunity Commission (EEOC), related records, and data created, received, and maintained for purposes of tracking agency compliance with relevant Executive Order(s), as amended, and EEOC guidance • Notification records to internal and external stakeholders such as the EEOC, collective bargaining representative(s), and agency EEO offices 	<i>being superseded.</i>	
1445.9.02	<p>Reasonable Accommodation Employee Case Files. Individual employee files created, received, and maintained by EEO reasonable accommodation, diversity/disability programs, employee relations coordinators, supervisors, administrators, or HR specialists containing records of requests for reasonable accommodation and/or assistive technology devices and services that have been requested for or by an employee. Includes:</p> <ul style="list-style-type: none"> • Request approvals and denials • Notice of procedures for informal dispute resolution or appeal processes, including ADR processes • Forms 	<p>Temporary. Cutoff at end of Event. <i>Destroy 3 years after employee separation from the agency or all appeals are concluded, whichever is later.</i></p>	GRS 2.3, Item 021 (DAA-GRS-2015-0007-0005)

SCHEDULE 1445 - DLA Equal Employment Opportunity (EEO)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Correspondence • Emails • Policy guidance documents • Records of oral conversations • Medical records • Supporting notes and documentation 		
1445.9.03	Rescinded - use 1445.9.02		
1445.9.04	Rescinded - use 1445.9.01		
1445.10	EEO Committee. Minutes from EEO Committee meetings and related documents and correspondence.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years, when superseded or obsolete, whichever is applicable.</i>	N1-361-90-04
1445.11	<p>Anti-harassment Records. Records related to harassment outside of the EEO process based on race, color, religion, sex (including pregnancy and gender identity), genetic information, sexual orientation, national origin, age (40 or older), disability (mental or physical), marital status, political affiliation, status as a parent, retaliation, or any other reason.</p> <p>Note: Includes records focusing on reducing or eliminating sexual harassment in the workplace.</p> <p>This is an <u>overview</u> of record series 1445.11.01 through 1445.11.04. Do not use the overview for retention.</p>		
1445.11.01	<p>Anti-harassment Program Files. Includes:</p> <ul style="list-style-type: none"> • Program administration • Correspondence program implementation records • Reports and responses to oversight agencies and senior level management <p>Exclusion: This item does not apply to government-wide program oversight records created and received by OPM and EEOC.</p>	Temporary. Cutoff at end of CY. <i>Destroy after 3 years, when superseded or obsolete, whichever is applicable.</i>	GRS 2.3, Item 040 (DAA-GRS-2015-0007-0012)
1445.11.02	<p>Anti-harassment Complaint Case Files. Includes:</p> <ul style="list-style-type: none"> • Correspondence 	Temporary. Destroy when 7 years old.	GRS 2.3, Item 041 (DAA-GRS-2015-0007-0013)

SCHEDULE 1445 - DLA Equal Employment Opportunity (EEO)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Notes • Relevant forms • Supporting material • Background information documentation documents relating to the agency investigation • Statements of witnesses • Documents relating to management's determination as to whether harassment occurred • Documentation of preventive or corrective measures taken by the agency • Documents of interim or intermediate measures taken by the agency • Other related records <p>Exclusion: Anti-harassment records that relate to actions such as EEO complaints, alternative dispute resolution processes, various grievance processes (including union grievance procedures), and reporting to the Office of Inspector General, are excluded from this series and should be included instead with the related case file.</p>		

DLA RECORDS SCHEDULE – 2000
INTERNATIONAL PROGRAMS

This schedule relates to providing liaison and codification services to North Atlantic Treaty Organization (NATO) and other foreign countries.

SCHEDULE 2000 - International Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
2000.1	International Program/Project Files. Documents related to the formulation, management, administration and execution of individual International program/projects such as plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-94-3
2000.2	Rescinded - use 5300.33		
2000.2.01	Rescinded - use 5300.33.01		
2000.3	International Agreements. Correspondence, coordinations, staff summary sheets, analyses and related backup used to maintain a repository of all International Programs Memoranda of Agreements and Understanding and to provide official Agency response to customers in the U.S Government international community.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after expiration of agreement.</i>	N1-361-94-3
2000.4	International Community Liaison. Non-program specific correspondence, trip reports, and other materials used to direct the liaison, integration, and coordination with the U.S. Government International Community and to collaborate foreign customer needs with the DLA business areas.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-94-3

SCHEDULE 2000 - International Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
2000.5	NATO Mutual Support Act (NMSA) Files. Copies of agreements, program directives, messages, correspondence and similar materials used to coordinate the Agency's participation with NATO and specifically the NATO Mutual Support Act. Includes similar records related to acquiring and providing logistic support and supplies for governments of authorized countries for deployed Armed Forces to include cross-servicing agreements and reciprocal arrangements.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after agreement is closed.</i>	N1-361-94-3
2000.6	Rescinded - use 1400.4		
2000.6.01	Rescinded - use 1400.4		
2000.7	Foreign Liaison. Copies of regulations, point papers, weekly reports, visit requests, correspondence, items unique to specific countries, and similar materials accumulated in connection with visits of foreign nationals to military installations and activities. Records are used to manage the DLA Foreign Liaison Program and to serve as, or provide, host for foreign visitors.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after approval.</i>	N1-361-94-3
2000.8	International Programs Information. Publications, pamphlets, regulations, correspondence and similar materials related to information systems of the Military Services.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years or when superseded, obsolete or no longer needed, whichever is later.</i>	N1-361-94-3

SCHEDULE 2000 - International Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
2000.9	Overseas Base Closure Files. Briefing materials, agendas and minutes of executive group meetings, staff studies, program evaluations, data call responses, system documentation, analyses and comparisons, staff reports, internal and external audit results, copies of reports forwarded to higher headquarters, correspondence, background materials, and other related material used to monitor press releases and disseminate information on overseas base closures.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after base closes.</i>	N1-361-94-3
2000.10	AC/135 Panel A Meeting Minutes. Copies of meeting minutes, action items, messages, and similar records related to NATO codification of equipment.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-91-18
2000.11	Technical Data Files Realigned to Schedule 4100.52		
2000.12	Cataloging Action Files Realigned to Schedule 4100.53		
2000.13	Foreign Military Sales (FMS) Case Files. Copies of FMS sales agreements, amendments, correspondence, final statements, and related supporting documentation accumulated as a result of providing cataloging services to foreign governments.	<i>Pending NARA approval for disposition change – DO NOT DESTROY</i>	

DLA RECORDS SCHEDULE – 4100
LOGISTICS OPERATIONS and SUPPORT

This schedule relates to the missions and functions for the responsibility for management and administration of the operations of the Federal Catalog Program. Included are support functions such as contracting, packaging, supply, item entry control, provisioning, Technical Information Storage and Control System and the replenishment parts breakout program.

SCHEDULE 4100 - Logistics Operations and Support			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4100.1	Technical Operations Program /Project Files. Documents related to the formulation, management, administration and execution of individual Technical Operations programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner</i>	N1-361-91-16
4100.2	Rescinded - use 5300.33		
4100.2.01	Rescinded - use 5300.33.01		
4100.3	Item Technical History Records. Determinations on the adequacy of technical data for procurement purposes, drawings, item transfer forms, correspondence with industry and engineering support activities, referrals and supporting documents for determinations on alternate offers, and comparable documents.	Temporary. Cutoff at end of CY. <i>Destroy when obsolete or when item is transferred or removed.</i>	N1-361-91-16
4100.4	Pre-provisioning. Tables, screening worksheets, notes, Standard Alternate Item Referral/Request Notifications, total item records, revisions and related backup materials used to maintain the Provisioning Surveillance System.	Temporary. Cutoff at end of CY or Event. <i>Destroy when stock number has been canceled or when no longer needed for reference.</i>	N1-361-91-16
4100.5	Provisioning System Input Control. Suspense log book used to track inputs to the Provisioning Surveillance System.	Temporary. Cutoff at end of CY. <i>Destroy when no longer needed for reference.</i>	N1-361-91-16

SCHEDULE 4100 - Logistics Operations and Support			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4100.6	Provisioning/Pre-provisioning Conferences. Pre-provisioning reviews, drawing packages, distribution lists, document transmittals, conference projections and notifications, and related correspondence and backup materials used to plan, establish and conduct pre-provisioning guidance conferences and provisioning/source coding conferences for procured end items and equipment.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after NSN is established.</i>	N1-361-91-16
4100.7	Substitution Actions. Supply support requests for the identification of potential substitute items to meet requisitions.	Temporary. Cutoff at end of Month. <i>Destroy after 3 months, or when no longer required, whichever is sooner.</i>	N1-361-91-16
4100.8	Engineering Support Estimates. Documents and reports providing estimates of engineering support requirements.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-16
4100.9	Packaging Project Records. Documents on packaging improvements, specialized problems, evaluation and testing, packaging board decisions, and related materials.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after final decision or implementing actions.</i>	N1-361-91-16
4100.10	Packaging Complaints. Customer and depot complaints and related correspondence.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-16
4100.11	Packaging Plant Visits. Staff visits to manufacturing facilities to examine packaging processes and provide assistance on technical problems.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year</i>	N1-361-91-16
4100.12	DoD Hazardous Material Data. Microfiche containing a record of the data contained in the DoD Hazardous Material Data Bank.	Temporary. Cutoff at end of CY. <i>Destroy after 75 years.</i>	N1-361-91-16

SCHEDULE 4100 - Logistics Operations and Support			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4100.13	Logistics Data Records. Catalog data input forms, and related background data used to submit logistics data records for NSN assignment or revision.	Temporary. <i>Destroy after NSN is assigned or data is revised, whichever is applicable.</i>	N1-361-91-16
4100.14	Maintenance Transaction Files. Documents pertaining to revisions of cataloging data such as catalog data forms, coded item characteristics maintenance forms, and similar data.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-16
4100.15	Provisioning Parts Lists. Records listing items of weapon systems components, meetings with manufacturers, provisioning service, and integrated material managers, and similar records used in determinations on the management of items.	Temporary. <i>Destroy on receipt of related supply support requests or cancellation action.</i>	N1-361-91-16
4100.16	Provisioning History Files. Supply support requests for new items in support of military equipment, item entry control reviews, and related documents.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years, or when no longer needed, whichever is sooner.</i>	N1-361-91-16
4100.17	Federal Item Identification Proposals. Retained copies of supply cataloging requests for changes in Federal item identification guides.	Temporary. Cutoff at end of Event. <i>Destroy upon completion of action</i>	N1-361-91-16
4100.18	Commercial and Government Entity (CAGE) Codes. Retained copies of requests to establish CAGE codes for item manufacturers.	Temporary. Cutoff at end of Event. <i>Destroy when published or confirmed.</i>	N1-361-91-16
4100.19	Data Preparation Reports. System generated reports on data transmission and quality.	Temporary. <i>Destroy on completion of review, or when no longer required for analysis, whichever is later.</i>	N1-361-91-16

SCHEDULE 4100 - Logistics Operations and Support			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4100.20	Federal Item Identification Guides (FIIGs). Guides, reference drawings, descriptions of items in supply system, schedules, other background materials, correspondence, messages and related materials used to develop, prepare, coordinate, and maintain Federal Item Identification Guides.	Temporary. <i>Destroy when item is removed from the supply system.</i>	N1-361-91-16
4100.21	Requirement Development. Memorandums, requests, comments, coordination, research and associated materials used to develop and coordinate requirements and replies for FIIGs from other activities, and logistical areas other than item identification.	Temporary. <i>Destroy when requirements are published.</i>	N1-361-91-16
4100.22	Item Identification Preparation. Supply support requests, requests for maintenance actions, stock on hand reports, worksheets, approvals/denials, and related materials used to prepare and/or revise item identifications for all items requiring or having National Stock Number (NSN) assignments.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after approval.</i>	N1-361-91-16
4100.23	Planned Procurement Listing. Listings of projected procurement actions used to identify noncompetitive items and research the availability of technical data for procurement purposes.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-16
4100.24	DFAR S6 Full Screen Reviews. Documents used in reviews of technical data for individual items, efforts to acquire such data, and determinations on the competitive status of items.	Temporary. Cutoff at end of Event. <i>Destroy when obsolete, or 3 years after item breakout, as applicable.</i>	N1-361-91-16

SCHEDULE 4100 - Logistics Operations and Support			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4100.25	DFAR S6 Competition Reporting. Periodic reporting on program activities, savings, and similar data.	Temporary. Cutoff at end of CY. Destroy after 1 year.	N1-361-91-16
4100.26	Engineering Drawing Requests. Customer requests for engineering drawings.	Temporary. Destroy on completion of action, or when no longer required for analysis, whichever is later.	N1-361-91-16
4100.27	Repository Management Reports. Engineer Drawing Automated Storage and Retrieval Equipment (EDASRE) and SAMMS statistical and workload summaries.	Temporary. Destroy when no longer needed for reference or analysis.	N1-361-91-16
4100.28	Index Purge Listings. System reports used for purging engineering drawings.	Temporary. Destroy on completion of required actions.	N1-361-91-16
4100.29	Engineering Drawing Requisitions: Successful Actions. Correspondence and messages requesting engineering drawings from engineering support activities and manufacturers and related communications on proprietary rights or deficiencies.	Temporary. Destroy on completion of action.	N1-361-91-16
4100.29.01	Engineering Drawing Requisitions: Unsuccessful Actions. Correspondence and messages requesting engineering drawings from engineering support activities and manufacturers and related communications on proprietary rights or deficiencies.	Temporary. Cutoff at end of CY. Destroy after 5 years, or when no longer required for follow-up or reference, whichever is later.	N1-361-91-16
4100.30	Engineering Drawing Purchases. Retained supply requisition and related control media on the purchase of engineering drawings from manufacturing sources.	Temporary. Cutoff at end of CY. Destroy after 1 year.	N1-361-91-16

SCHEDULE 4100 - Logistics Operations and Support			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4100.31	Drawing Restoration. Logs and other control documentation identifying restored drawings.	Temporary. <i>Destroy when no longer needed.</i>	N1-361-91-16
4100.32	Logistics Services Program/Project Files. Documents related to the formulation, management, administration and execution of individual Logistics Services programs/projects such as plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-91-18
4100.33	Rescinded - use 5300.33		
4100.33.01	Rescinded - use 530.33.01		
4100.34	Item Name Collaboration Action Requests. DD Forms 180 and similar actions, and supporting documents.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-18
4100.35	Mass Change Records. Cross reference notes, total item record extracts, and related records.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-18
4100.36	Logistics Data Management Reports. System reports used to maintain, update, and analyze data with the total item record.	Temporary. Review annually. <i>Destroy when no longer needed for reference.</i>	N1-361-91-18
4100.37	Master Requirements Directory. Material tables and replies used to describe items within the Federal Supply Centers.	Temporary. Review annually. <i>Destroy when determined obsolete.</i>	N1-361-91-18
4100.38	Master System Change Request (SCR) File. Original requests, tracking documents, cost estimates, man-hour and completion date projections, point papers, acceptance test plan, test results, functional description changes, test transactions, implementation plans and related background material pertaining to cataloging system change requests.	Temporary. <i>Destroy when no longer needed for reference.</i>	N1-361-91-18

SCHEDULE 4100 - Logistics Operations and Support			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4100.39	System Problem Reports. Copies of problem notifications, tracking and projections, and similar records pertaining to resolution of system problems.	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-91-18
4100.40	Militarily Critical Technical Data Agreements. Copies of forms used by contractors to request certification, certifications, and similar records pertaining to contractor eligibility to receive militarily critical technical documentation.	Temporary. Cutoff at end of CY. Destroy after 5 years. <i>Exception: Agreements containing major changes bring original agreement forward to current file.</i>	N1-361-91-18
4100.41	Certified Access Files. Microfiche copies containing contractor certification numbers used to support data release decisions.	Temporary. Destroy upon receipt of updated copy.	N1-361-91-18
4100.42	Supply Code Requests. Copies of requests for assignment of Commercial and Government Entity (CAGE) codes, A/C 135 forms, and similar records pertaining to assignment of supply codes to manufacturers.	Temporary. Destroy when obsolete, superseded, or no longer needed for reference.	N1-361-91-18
4100.43	Supply Code Maintenance Files. Microfiche copies produced from on-line system listing all CAGE codes assigned, information about the corporate structure and affiliations of companies assigned CAGE codes, and other information relative to contractors.	Temporary. Destroy upon receipt of updated copy.	N1-361-91-18
4100.44	Part Number Summaries. Correspondence, copies of part numbering structures, summaries, CAGE code listings, and related records used to develop manufacturer's part number summaries.	Temporary. Destroy when obsolete, superseded, or when no longer needed for reference.	N1-361-91-18

SCHEDULE 4100 - Logistics Operations and Support			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4100.45	Manufacturer Case Files. Copies of contractor name change notifications, legal documentation, and other records pertaining to contractor status used to maintain accuracy of CAGE code files.	Temporary. <i>Destroy when obsolete, superseded, or no longer needed for reference.</i>	N1-361-91-18
4100.46	Item Management Coding (IMC) Files. Copies of IMC-1 statistical reports used to analyze trends for service-managed consumable items.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-18
4100.47	Government/Industry Reference Data Edit and Review (GIRDER) Files. Correspondence and similar records pertaining to industry review of accuracy of industrial data contained in government maintained systems used to update FLIS.	Temporary. <i>Destroy when no longer needed for reference.</i>	N1-361-91-18
4100.48	Statistical Reports. Details and summaries of customer transactions on the Logistics Remote Users Network (LOGRUN), MEDALS and similar items.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years, or when no longer needed for reference, whichever is later.</i>	N1-361-91-18
4100.49	Descriptive Publication Requirements Guides. Customer surveys on product design and requirements.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after final action.</i>	N1-361-91-18
4100.50	Logistics Systems Management. Improvement studies, evaluations, analyses, system changes, procedures, and related correspondence and backup materials used in the development and administration of DoD logistics systems, standards, and programs.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	N1-361-93-5
4100.51	Logistics Systems Committee Files. Records accumulated as a result of the operation of committees, such as Process Review Committees,	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	N1-361-93-5

SCHEDULE 4100 - Logistics Operations and Support			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	established to review and resolve issues concerning the development, implementation, and maintenance of various DoD logistics functional areas.		
4100.52	Technical Data Files. Repository of technical data documentation such as engineering drawings, specifications, commercial catalogs, and similar data from manufacturers pertaining to individual items of production and used in item identification processes.	Temporary. Review annually. <i>Destroy when obsolete, superseded, or no longer needed for reference.</i>	N1-361-91-18
4100.53	Cataloging Action Files. Correspondence and supporting documentation pertaining to cataloging actions such as codification requests, cataloging change proposals, and cancellation requests.	Temporary. <i>Destroy after automated system reflects change.</i>	N1-361-91-18

DLA RECORDS SCHEDULE – 4140
MATERIEL MANAGEMENT and CONTROL

This schedule relates to the functions associated with materiel management and control including supply operations, policy and procedures of supply operations, inventory management, stock control, distribution operations, distribution management, receiving and stock maintenance.

SCHEDULE 4140 - Materiel Management and Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4140.1	Supply Operations Program/Project Files. Documents related to the formulation, management, administration and execution of individual Supply Operations programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-92-1
4140.2	Rescinded - use 5300.33		
4140.2.01	Rescinded - use 5300.33.01		
4140.3	Foreign Military Sales (FMS) Functional System Changes. Messages, memoranda for record (MFRs), printouts of Standard Automated Materiel Management System (SAMMS) table of changes, and similar records relating to materiel issue status of FMS customers.	Temporary. Review annually. <i>Destroy when no longer needed for reference.</i>	N1-361-92-1
4140.4	Stratification Summary Files. Copies of stratification worksheet forms, reforecast computations, financial management data, and related records used to manage requirements and assets.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-92-1
4140.5	Source Preference Tables. Listings, reports of program control tables, and similar records related to item issue determinations based on customer and storage location.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year or when superseded, whichever is sooner.</i>	N1-361-92-1
4140.6	Precious Metals Settlement Letters. Correspondence pertaining to precious metals delivery information from Defense Reutilization Marketing Service.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	N1-361-92-1

SCHEDULE 4140 - Materiel Management and Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4140.7	Precious Metals Transaction Ledger. Ledgers or similar documents used to post precious metals transactions (requisitions, deposits, and receipts) and to maintain an accurate balance of precious metals assets.	Temporary. Cutoff at end of CY. Destroy after 5 years.	N1-361-92-1
4140.8	Precious Metals Receipts Ledger. Ledgers or similar documents used to log due-in precious metals shipments.	Temporary. Cutoff at end of CY. Destroy after 5 years.	N1-361-92-1
4140.9	Precious Metals Transaction Packages. Original requisitions, debit or shipment documentation, correspondence, copies of credit memos, monthly history of metal transaction listings, memoranda for record, conversation records, and similar records.	Temporary. Cutoff at end of CY. Destroy after 5 years.	N1-361-92-1
4140.10	Precious Metals Price Sheets. Ledger sheets, forms, or similar documents used to record and track current market value of precious metals.	Temporary. Cutoff at end of CY. Destroy after 1 year.	N1-361-92-1
4140.11	Precious Metals Receipt Documentation. Monthly transaction sheets, credit invoices, and related records used to verify receipt of precious metals.	Temporary. Cutoff at end of CY. Destroy after 5 years.	N1-361-92-1
4140.12	Weapons System File. Correspondence, national stock number (NSN) data, memoranda for record, status reports, technical data, analyses, and similar documents related to individual systems managed.	Temporary. Review annually. Destroy when obsolete or when system is deleted, whichever is sooner.	N1-361-92-1
4140.13	Special Program Requirements. Monthly reports, correspondence, and similar records related to special requirements for managed systems.	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-92-1
4140.14	Direct Buy Agreements. Correspondence, fax messages, conversation records, direct buy	Temporary. Cutoff at end of Event. Destroy after system	N1-361-92-1

SCHEDULE 4140 - Materiel Management and Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	requests, drafts of direct buy agreements with Military Service and contractor comments, lists of points of contact, final agreement (memorandum of agreement), and related records.	<i>is no longer in production or when agreement superseded or canceled</i>	
4140.15	Buy Evaluations. Copies of bids, lists of bidders and origin prices, worksheets, and related documentation used to evaluate transportation rates and make recommendations.	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-92-1
4140.16	Vendor Misdirects. Correspondence, contractor replies, and supporting documentation pertaining to contractor misdirected shipments used to make recommendations concerning payment, nonpayment, or recovery of excess costs.	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-92-1
4140.17	Customer Misdirects. Correspondence, disposition instructions, payment requests, conversation records, and supporting documentation relating to customer misdirected shipments.	Temporary. Review annually. Destroy when no longer needed for analysis.	N1-361-92-1
4140.18	Approved Recommended Buy Files. Automated Inventory Manager Support System (AIMS) electronic records documenting complete record of recommended procurements. Documents the review, approval, and re-computation (when necessary) processes of requirements forecasts used to recommend procurements to meet anticipated supply demands of the military services.	Temporary. Cutoff at end of CY. Destroy after 3 years or when no longer needed for reference or analysis, whichever is later.	N1-361-92-1
4140.19	Item Files. Documents accumulated as a result of managing assigned items, includes standard supply control study forms, materiel requirements, item identification data, listings of items placed on backorder, reports of discrepancy, and other supporting documentation pertaining to the item	Temporary. Cutoff at end of CY. Destroy after 3 years or when no longer needed for reference or analysis, whichever is later.	N1-361-92-1

SCHEDULE 4140 - Materiel Management and Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	managed. Series applicable to activities without access to AIMS system or similar system.		
4140.20	Due-In Study Files. Due-in study pages, messages, data transcript sheets, cancellation reports, and similar documents pertaining to the review of due in materiel identified as excess to anticipated requirements and used to initiate cancellation of contracts or procurement requests.	Temporary. Cutoff at end of CY. Destroy after 1 year.	N1-361-92-1
4140.21	Supply Control Study Files. Supply control study - long supply forms, worksheets, transaction history file printouts, enhanced demand report listings, requests for technical assistance, inactive/deleted reports, and similar documents pertaining to reduction of excess, inactive, or deleted stocked materiel.	Temporary. Cutoff at end of CY. Destroy after 1 year.	N1-361-92-1
4140.22	Customer Excess Files. Listings, standard supply control study forms, and similar documents used to approve customer returns for credit/ noncredit or to authorize disposal as excess.	Temporary. Cutoff at end of Event. Destroy after system reflects receipt of materiel or when no longer needed for analysis, whichever is later.	N1-361-92-1
4140.23	Catalog Change Files. Data exchange and/or proposed revision of catalog data forms, correspondence, and similar records relating to cancellation of NSNs.	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-92-1
4140.24	Customer Assistance Program Files. Copies of reports of visit, customer assistance information data sheets (CAIDs), correspondence, significant action/event reports (SAERs), recommendations, and related background materials accumulated as a result of visits to customer activities to	Temporary. Cutoff at end of FY. Destroy after 3 years.	NN-168-94

SCHEDULE 4140 - Materiel Management and Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	assist in materiel management related problem identification and resolution.		
4140.25	Telephonic Requisitions. Copies of exception requisition document data input forms used to process telephonically received requisitions with remarks off-line.	Temporary. Cutoff at end of Month. <i>Destroy after 6 months.</i>	N1-361-92-1
4140.26	Requisition Register. Logs, registers, and similar devices used to maintain records of incoming requisition requests and for information concerning status and stock availability.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-92-1
4140.27	Inventory Management Files. This series is used to initiate, close, cancel, or document accomplishments of location survey's, schedule inventories of stock and similar records relating to the research of major stock discrepancies identified as a result of inventories, denials, and lost receipts. Includes: <ul style="list-style-type: none"> • Correspondence, checklists, printouts, • Listings, forms, • Reports, analyses, • Cards, and related documentation • Inventory adjustment vouchers, • Worksheets, summary sheets, • Mandatory research listings , • Inventory adjustment voucher listings (to include those for miscellaneous and materiel release order (MRO) denials), • Transaction history file printouts, • Letters of investigation, • Reports of survey's, and supporting data pertaining to accountability of assigned items that document results of research such as letters, Government Property Lost or Damaged (GPLD) certificates, and 	Temporary. Cutoff at end of CY. <i>Destroy 10 years after cutoff.</i>	DAA-0361-2017-0010-0001

SCHEDULE 4140 - Materiel Management and Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	Financial Liability Investigation for Property Loss (FLIPL). <ul style="list-style-type: none"> Copies of balance and transaction files documenting monthly transactions used to research and reconcile losses and gains. 		
4140.28	01 Requisitions. Copies of requisition status files, exception requisition document data input forms, requests for substitute search, documentation of lateral support efforts, and related documents accumulated as a result of processing priority 01 requisitions.	Temporary. Cutoff at end of Event. <i>Destroy after requisition is closed or satisfied.</i>	N1-361-92-1
4140.29	Direct Buy Program. Copies of direct buy call-in requests, requisition number status printouts, and related documents pertaining to purchase of materiel directly from original equipment manufacturer.	Temporary. Cutoff at end of Event. <i>Destroy after requisition satisfied.</i>	N1-361-92-1
4140.30	Intensive Management Files. High priority backorder/delayed items listings, customer supply assistance requests (messages, fax, etc.), documentation of actions taken, and related backup material.	Temporary. Review annually. <i>Destroy when no longer needed.</i>	N1-361-92-1
4140.31	Requisitions, Other: Non-remarks Requisition. Copies of priority 2 through 15 materiel requisitions received via mail or message, F 252 listings, passing order messages, and similar documents.	Temporary. Cutoff at end of Event. <i>Destroy 1 week after requisition obtains status.</i>	N1-361-92-1
4140.31.01	Requisitions, Other: Remarks Requisition. Copies of priority 2 through 15 materiel requisitions received via mail or message, F 252 listings, passing order messages, and similar documents.	Temporary. Cutoff at end of Event. <i>Destroy 45 days after SAMMS updating actions completed.</i>	N1-361-92-1

SCHEDULE 4140 - Materiel Management and Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4140.32	Supply Terminations. Messages, cards, memos, and similar documents used to initiate termination of supply actions due to requisition cancellations.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-92-1
4140.33	MRO Reversals. Messages, corrected materiel release confirmation cards, and DoD single line item requisition system document (mechanical) forms used to correct SAMMS records to maintain accurate balances between Depot and Center records.	Temporary. Cutoff at end of Event. <i>Destroy after reversal posted in SAMMS.</i>	N1-361-92-1
4140.34	Reinstatement Requests. Correspondence, messages, exception requisition document data input forms, and related records pertaining to adjustment of erroneous status codes.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-92-1
4140.35	Customer Discrepancies. Copies of customer complaint messages, reports of item discrepancy, and similar records used by customers to report materiel shipment discrepancies. Includes correspondence, printouts of requisition history files used to research complaint validity, printouts of SAMMS files reflecting credit actions, when applicable, and related documentation.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-92-1
4140.36	Foreign Military Sales (FMS) Discrepancies. Correspondence, tracer actions, proofs of shipment, printouts of SAMMS files reflecting credit actions (when applicable), and related documentation pertaining to FMS shipment discrepancies.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-92-1
4140.37	Requisition History Files. Microfiche records of closed requisitions used to research customer complaints.	Temporary. Review annually. <i>Destroy when no longer needed for reference.</i>	N1-361-92-1

SCHEDULE 4140 - Materiel Management and Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4140.38	Activity Address Directory Files. Copies of messages containing corrections to addresses of individual countries used to initiate corrections (deletion, additions, and suspensions) to automated activity address directory files.	Temporary. Review annually. Destroy when no longer needed for reference.	N1-361-92-1
4140.39	Depot Balance and Transaction Register (DBTR) Files. Copies of depot balance and/or transaction discrepancy forms, corrected balance printouts, and related records used to adjust depot materiel storage balances.	Temporary. Cutoff at end of CY. Destroy after 1 year.	N1-361-92-1
4140.40	Program/Project Files. Documents related to the formulation, management, administration and execution of individual Distribution programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	N1-361-91-10
4140.41	Rescinded - use 5300.33		
4140.41.01	Rescinded - use 5300.33.01		
4140.42	Rescinded - use 4140.27		
4140.43	Inventory Monitoring. Forms, listings (cancellation, count discrepancy, delinquent count, classification suspense, location/storage discrepancy), inventory forecasts, count cards, analyses, and related physical inventory records used during the inventory process.	Temporary. Cutoff at end of Fiscal Year. Destroy after 1 year or when no longer needed, whichever is sooner.	N1-361-91-10
4140.44	Completed Inventory Evaluation. Analysis reports, inventory count histories, listings, and related backup materials used to input inventory data, evaluate count information, and to release completed inventories.	Temporary. Cutoff at end of Fiscal Year. Destroy after 1 year.	N1-361-91-10

SCHEDULE 4140 - Materiel Management and Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4140.45	Balance/Transaction Coding. Coding sheets and related papers used to document entries of transaction adjustments.	Temporary. <i>Destroy after 30 days or after records are adjusted.</i>	N1-361-91-10
4140.46	Balance/Transaction Register Reconciliations. Reports, printouts, forms, messages, correspondence, inquiry documents (locator inquiries, center balances, materiel release order (MRO) histories, quality control reports, reports of discrepancy), violation listings, and related backup materials summarizing the reconciliation of unmatched balances/transactions used to recap adjustments made to accountable records.	Temporary. Cutoff at end of Fiscal Year. <i>Destroy after 1 year or when no longer needed, whichever is sooner.</i>	N1-361-91-10
4140.47	Rescinded - use 4140.27		
4140.48	Inventory Control Effectiveness Files. Correspondence, reports, listings, and backup materials used to summarize inventory results/ effectiveness.	Temporary. Cutoff at end of Fiscal Year. <i>Destroy after 2 years.</i>	N1-361-91-10
4140.49	Location Changes. Cards and related item locator information used to add or delete stock locations.	Temporary. <i>Destroy after 6 months.</i>	N1-361-91-10
4140.50	Rescinded - use 4140.27		
4140.51	Rescinded - use 4140.27		
4140.52	Workload Planning Files. Reports, listings, and similar records used to control and plan daily materiel release order workload.	Temporary. <i>Destroy after 1 month.</i>	N1-361-91-10
4140.53	Workload Statistical Files. Listings, reports, and similar records relating to workload statistics, such as lines shipped and man-hours.	Temporary. Cutoff at end of Fiscal Year. <i>Destroy after 2 years.</i>	N1-361-91-10
4140.54	Non-procurement Receipt Documentation: Automatic Disposal Action Records. Copies of receipt documents accumulated from non-procurement sources such as item	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-10

SCHEDULE 4140 - Materiel Management and Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	release/receipt documents used to return previously issued materiel to depot storage including supporting documentation.		
4140.54.01	Non-procurement Receipt Documentation: Other Records. Copies of receipt documents accumulated from non-procurement sources such as item release/receipt documents used to return previously issued materiel to depot storage including supporting documentation.	Temporary. Cutoff at end of Event. <i>Destroy 3 months after receipt of final shipment.</i>	N1-361-91-10
4140.55	Procurement Receipt Documentation. Copies of receipt documents accumulated from procurement sources such as contracts, amendments, modifications, and similar receipt supporting documentation and used to identify incoming materiel and inspect for contract compliance (preservation/packaging/ packing /marking), condition, and damage. NOTE: Do not microfilm	Temporary. Cutoff at end of Event. <i>Destroy 3 months after receipt of final shipment.</i>	N1-361-91-10
4140.56	Acceptance Receipt Documentation. Material inspection and receiving reports, orders for supplies or services/requests for quotation, and comparable documents which serve as proof of acceptance and support an acceptance report (DIC PK_) or D4_. These records (hard copy or microfilm) will be maintained separately from receipt documentation described in Materiel Management and Control Schedule 4140.54 and they will be filed by date of acceptance by calendar year.	Temporary. Cutoff at end of FY. <i>Destroy 6 years and 3 months after cutoff.</i>	N1-361-91-10

SCHEDULE 4140 - Materiel Management and Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4140.57	Receiving Inspection. Damage reports, supporting documents, correspondence, and similar records relating to non-transportation related damaged/discrepant incoming shipments.	Temporary. Cutoff at end of FY. Destroy after 2 years.	N1-361-91-10
4140.58	Active Listing Files. Listings, reports, and related records used to confirm data input of reports of discrepancy posted to Center records.	Temporary. Destroy after input actions verified.	N1-361-91-10
4140.59	Deleted Suspense Record Files. Listings, reports, and related records used to verify data input of inspections verification changes/ corrections.	Temporary. Cutoff at end of FY. Destroy after 1 year.	N1-361-91-10
4140.60	Receipt Not Confirmed Files. Listings, reports, and related records pertaining to materiel received but not assigned storage location.	Temporary. Destroy after receipts confirmed.	N1-361-91-10
4140.61	Storage Item Changes. Printouts, reports and listings concerning missing data, incomplete item locations, validation rejects, errors, reconciliations, item analyses, exceptions, and similar data relating to storage item change actions.	Temporary. Destroy after 2 months.	N1-361-91-10
4140.62	Receiving Adjustment Records. Suspense listings used to monitor condition code adjustments of stored materiel not ready for issue.	Temporary. Destroy after computer updating action verified.	N1-361-91-10
4140.63	Receiving Workload Reports. Listings containing daily production count used to monitor man-hours and productivity.	Temporary. Destroy after 90 days.	N1-361-91-10
4140.64	Materiel Preparation Records. Forms and similar documents used to record costs to package, pack, containerize, and unitize materiel received prior to storage.	Temporary. Cutoff at end of FY. Destroy after 1 year.	N1-361-91-10
4140.65	Project/Job Orders. Project order forms and amendments, job orders, material order forms, incoming/outgoing stock	Temporary. Cutoff at end of CY. Destroy	N1-361-91-10

SCHEDULE 4140 - Materiel Management and Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	documentation, picking tickets, preliminary inspection forms, rate sheets, service control forms, and related records used to document and control a job/project from point of acceptance to completion.	<i>after 2 years.</i>	
4140.66	Stock Inspections. Forms and related materials requesting tests and/or reporting results of tests on electronic stock items.	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-91-10
4140.67	Assemblies. Forms, checklists and related materials used to assure quality control and maintain status of multiple container shipments in the assembly/disassembly, packing and crating of facilities, items, kits, sets or repaired stock and the upgrading of preservation, marking, and packaging of material for assemblies and kits.	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-91-10

DLA RECORDS SCHEDULE – 4145
STORAGE – Strategic Materiel

This schedule relates to documentation, maintenance, and disposition instructions for documenting operations conducted at storage facilities. These operations deal with unloading, checking, recording, or otherwise receiving; storing; maintaining; protecting; moving; shipping; and accounting for Defense National Stockpile Center (DNSC) materials.

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4145.1	Stockpile Program/Project Files. Documents related to the formulation, management, administration and execution of individual Stockpile programs/ projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	N1-361-92-5
4145.2	Rescinded – Use 5300.33		
4145.2.01	Rescinded – Use 5300.33.01		
4145.3	Storage Facility Entry Controls: Entry Permits and Control. Documents accumulated in arranging for visits, admitting train crews, installing double switch locks, issuing decals or entry permits, and otherwise controlling admission to storage facilities. Included are visit logs and registers, visit notifications, decal and permit issue records, similar controls, and related records.	Temporary. Cutoff at end of Event. Destroy on turn-in or expiration of the decal or permit.	N1-361-89-2
4145.3.01	Storage Facility Entry Controls: Visit Logs and Registers. Documents accumulated in arranging for visits, admitting train crews, installing double switch locks, issuing decals or entry permits, and otherwise controlling admission to storage facilities. Included are visit logs and registers, visit notifications, decal and permit issue records, similar controls, and related records.	Temporary. Cutoff at end of Event. Destroy 1 year after sheet or book is filled.	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4145.3.02	Storage Facility Entry Controls: Other Records. Documents accumulated in arranging for visits, admitting train crews, installing double switch locks, issuing decals or entry permits, and otherwise controlling admission to storage facilities. Included are visit logs and registers, visit notifications, decal and permit issue records, similar controls, and related records.	Temporary. Cutoff at end of CY. Destroy when 1 year old.	N1-361-89-2
4145.4	Storage Facility Work Schedules. Documents created in scheduling inspections, maintenance, stock servicing, re-warehousing, work schedules, and related records.	Temporary. Cutoff at end of CY. Destroy when 1 year old.	N1-361-89-2
4145.5	Storage Facility Inspection Files. Inspection reports and related records on the condition and security of facilities, grounds, and warehouse sections, including facilities for the storage of DNSC, but not inspection reports on commodities which are included in the DNSC inspection files.	Temporary. Cutoff at end of CY. Destroy when 2 years old.	N1-361-89-2
4145.6	Storage Facility Project Records. Documents relating to qualitative maintenance projects which are not appropriate for inclusion in the related depot contract file. Included are status of project reports, visit reports, and related records.	Temporary. Cutoff at end of Event. Cutoff annually following completion of the project, destroy when 3 years old.	N1-361-89-2
4145.7	Storage Facility Transportation Records. Documents accumulated in issuing Government Bills of Lading (GBL) and arranging transportation for outbound shipments. Included are requests for traffic data; issuing office copies of GBL's, including commercial bills of lading converted to GBL's; transit certificates; documents pertinent	Temporary. Cutoff at end of CY. Destroy when 4 years old.	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	to freight classification; and related records.		
4145.8	Commercial Bills of Lading. These records are limited to commercial bills of lading where shipment charges were not paid by the Federal Government and which were not required for filing in the voucher or other records. Note: Commercial bills of lading converted to GBL's will be filed with the GBL in 960.14, Storage Facility Transportation Records.	Temporary. Cutoff at end of CY. Destroy when 1 year old.	N1-361-89-2
4145.9	Demurrage Records. Documents created in recording arrival, unloading, and departure time of cars, and in certifying carrier demurrage bills. Included are car record forms, copies of carrier bills, and related records.	Temporary. Cutoff at end of CY. Destroy when 4 years old.	N1-361-89-2
4145.10	GBL Issuing Officer Designations. Documents relating to the designation of storage facility employees as GBL issuing officers.	Temporary. Cutoff at end of Event. Cutoff annually following cancellation, destroy when 4 years old.	N1-361-89-2
4145.11	Unusual Occurrence Reports. Documents accumulated in reporting information on unusual occurrences (actual or potential) to higher echelons. Included are telegraphic and narrative reports of damages to stocks and facilities resulting from fires or other causes; reports of thefts; reports of hazards adjacent to, but outside of, the storage facility; reports of unauthorized visits; reports of requests for information from individuals not authorized to receive such information; similar reports; and directly related records.	Temporary. Cutoff at end of CY. Destroy when 2 years old.	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4145.12	Protection Agreements. Documents created in preparing, negotiating, and clearing agreements with local protection and firefighting services to provide mutual or other assistance in case of fire or disaster.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after cancellation, expiration, or obsolescence of the agreement.</i>	N1-361-89-2
4145.13	Depot Activity and Operation Reports. Documents created in reporting depot activities and operations such as workload, accomplishments, receipts, problem areas, and similar matters. Included are reports and related records.	Temporary. Cutoff at end of CY. <i>Destroy when 1 year old.</i>	N1-361-89-2
4145.14	Depot Contract Records. Documents accumulated in administering contracts (normally awarded by higher echelons) for projects dealing with the receipt, storage, re-warehousing, and shipment of materials, supplies, and equipment; rehabilitation or repair of buildings, grounds, and storage containers; or similar things. Included are copies of contracts, related correspondence, copies of contractor invoices and time and attendance reports, and similar records.	Temporary. Cutoff at end of CY. <i>Place in inactive file on completion of the contract by delivery and acceptance of all material, property, or services, or final payment whichever is later, cutoff the inactive file at the end of the year, hold 2 years, and retire to FRC. Destroy when 6 years old.</i>	N1-361-89-2
4145.15	Space and Tonnage Reports. Documents created in reporting statistical receipts, re-warehousing, shipments, and balances on-hand. Included are reports and related records.	Temporary. Cutoff at end of CY. <i>Destroy when 4 years old.</i>	N1-361-89-2
4145.16	Tonnage Registers. Registers used to record information on tonnage of receipts and shipments for preparation of space and tonnage reports.	Temporary. Cutoff at end of Event. <i>Destroy when register sheet or book is filled and the latest data therein has been used for the space and tonnage report.</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4145.17	Due-in Files. Files, normally consisting of advance copies of shipping instructions, purchase orders, or other documents, which are used by storage facilities for workload and space utilization planning purposes.	Temporary. Withdraw individual documents and place them in inactive file on receipt of shipment or when the document has served its intended purpose. <i>Cutoff the inactive file in 3-month blocks, destroy when 6 months old.</i>	N1-361-89-2
4145.18	Man-hour Distribution Reports. Documents created in reporting the distribution of storage facility man-hours. Included are reports and related records.	Temporary. Cutoff at end of CY. Destroy when 1 year old.	N1-361-89-2
4145.19	Equipment Jacket Files. Case files created to maintain data on the acquisition, operation, servicing, maintenance, and repair of individual items of storage facility equipment, particularly materials handling equipment. Included are acquisition documents and change of status reports; utilization and cost logs, job repair orders, purchase orders, and invoices; utilization service and repair cost summaries; maintenance checklists; battery test and change records; inspection records; and related records.	Temporary. Cutoff at end of Event. Transfer with the equipment. Place in inactive file on final disposal of the equipment. Cutoff the inactive file annually, destroy when 2 years old.	N1-361-89-2
4145.20	Equipment Maintenance Logs. Log forms normally attached to equipment, including installed equipment, except motor vehicles, to record operation, inspection, and maintenance.	Temporary. Cutoff at end of Event. Transfer with the equipment. Destroy on disposal, cannibalization, or abandonment of the equipment.	N1-361-89-2
4145.21	Voucher Copies. Extra copies of receiving reports, tally sheets, outbound storage reports, and similar documents	Temporary. Cutoff at end of CY. Destroy	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	retained by shipping, receiving, and other sections of the storage facility.	<i>when 1 year old.</i>	
4145.22	Inventory Records. Copies of physical or other inventory reports that are filed separately from vouchers or comparable records.	Temporary. Cutoff at end of Event. <i>Cutoff annually following the next comparable inventory, destroy when 2 years old.</i>	N1-361-89-2
4145.23	Radioactive Material Licenses. Documents relating to licenses (issued by the Nuclear Regulatory Commission) to obtain and handle sources of ionizing radiation. Included are applications, licenses, amendments, and related records.	Temporary. Cutoff at end of Event. <i>Place in inactive file following cancellation or final expiration of the license, destroy when 2 years old.</i>	N1-361-89-2
4145.24	Radiation Exposure Evaluation Files. Documents created in forwarding dosimetry film badges for evaluation and return of "readings." Included are transmittal letters, reports of film badge readings, and related records.	Temporary. Cutoff at end of CY. <i>Destroy when 1 year old, provided "readings" are entered in the radiation exposure record.</i>	N1-361-89-2
4145.25	Radiation Exposure Records: Log Books. Documents used to record and maintain a record of the individual employee's exposure to ionizing radiation, the locations of the radiation, and the sources involved.	Temporary. Cutoff at end of Event. <i>Retain until book is filled and all individuals for whom exposures are recorded therein are no longer employed at the storage facility, and then retire to FRC. Destroy when 30 years old.</i>	N1-361-89-2
4145.25.01	Radiation Exposure Records: Individual Records. Documents used to record and maintain a record of the individual employee's exposure to ionizing radiation, the locations of the radiation, and the sources involved. Included are dose records, exposure log	Temporary. Cutoff at end of Event. <i>Withdraw on transfer or separation of the individual concerned and file records in official personnel</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	books, and related records.	<i>folders.</i>	
4145.26	Radiation Survey and Analysis Files: Logs. Documents created in performing health physics inspections to ensure that protective procedures and practices are followed in handling sources of ionizing radiation. These records include documents created in detecting and recording levels of radiation in materials, objects, and the environment of areas where sources of ionizing radiation are handled or stored. Included are inspection or survey reports, radiological and chemical analysis reports, leak test reports, logs, and related records.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after date of last entry on sheet or book.</i>	N1-361-89-2
4145.26.01	Radiation Survey and Analysis Files: Other Records. Documents created in performing health physics inspections to ensure that protective procedures and practices are followed in handling sources of ionizing radiation. These records include documents created in detecting and recording levels of radiation in materials, objects, and the environment of areas where sources of ionizing radiation are handled or stored. Included are inspection or survey reports, radiological and chemical analysis reports, leak test reports, logs, and related records.	Temporary. Cutoff at end of CY. <i>Cutoff annually, destroy when 3 years old.</i>	N1-361-89-2
4145.27	Stock Locator Files. Documents used to show the location and identity of equipment, supplies, and material in open and closed storage. Included are stock location cards, stock identification cards, change notices, and related records.	Temporary. Cutoff at end of Event. <i>Destroy locator document when superseded or obsolete, except that change notices will be destroyed after the change is made on the locator.</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4145.28	Storage Layout Plats and Plans. Layout plats, plans, and charts prepared and used to ensure maximum utilization of space and to complement stock locator systems.	Temporary. Review annually. <i>Destroy the plat, plan, or chart, when superseded or obsolete.</i>	N1-361-89-2
4145.29	Stock Location Audits. Reports and related records pertaining to periodic audits made to ensure that locator files are in agreement with stock locations.	Temporary. Cutoff at end of Event. <i>Destroy on correction of deficiency in the locator file or after 30 days if no deficiencies are involved.</i>	N1-361-89-2
4145.30	DNSC Stock Account Records; DNSC Vouchers - Receiving reports and related documentation. Storage facility copies of records documenting the receipt, storage, and shipment of, and accountability for DNSC materials. Included are shipping instructions and notices; receiving reports, over, short, and/or damage reports; memorandum copies of bills of lading, but not issuing office copies; analysis reports; delivery orders; sales releases; shipment orders; stock adjustment reports; reports of survey, and property write-offs; and related records not described elsewhere.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after all stored material of like kind and grade have been shipped out.</i>	N1-361-89-2
4145.30.01	DNSC Stock Account Records; DNSC Vouchers - Other Records. Storage facility copies of records documenting the receipt, storage, and shipment of, and accountability for DNSC materials. Included are shipping instructions and notices; receiving reports, over, short, and/or damage reports; memorandum copies of bills of lading, but not issuing office copies; analysis reports; delivery orders; sales releases; shipment orders; stock adjustment reports; reports of survey, and property write-offs; and	<i>Destroy 3 years after all stored material of like kind and grade have been shipped out.</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	related records not described elsewhere.		
4145.30.02	Commodity Inspection Records. Notification of stockpile inspection reports, and related records reflecting the condition and security of stored commodities, including the adequacy of the storage facilities.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	N1-361-89-2
4145.30.03	DNSC Voucher Registers. Registers reflecting the assignment of voucher numbers to documents crediting or debiting the DNSC material inventory.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after date of last entry on register.</i>	N1-361-89-2
4145.30.04	Stock Record Cards. Inventory record cards reflecting receipt, shipment, and balances of DNSC material by program, commodity, grade, type, and country or origin.	Temporary. Cutoff at end of Event. <i>Place in inactive file when balances on cards are reduced to zero. Destroy 2 years after all stored material of like kind and grade has been shipped out.</i>	N1-361-89-2
4145.31	Stock Record Cards. Stock record cards (for stocks other than DNSC material) or comparable basic documents, recording by item, the receipt, shipment, and disposal of property; balances on hand; dollar values; and other data.	Temporary. Cutoff at end of Event. <i>Withdraw and place in inactive file when record is filled and balances are brought forward to a new record, or when final entry is made on the card. Cutoff the inactive file at the end of the year, destroy when 3 years old.</i>	N1-361-89-2
4145.32	Stock Record Voucher Records. Documents accumulated at depots to show and support additions to, or decreases in, stock record accounts for stocks other than DNSC materials. Included are receiving reports; tally-in sheets; inspection reports; stock	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	adjustments; copies of reports of survey or property write-offs; radiological instrument repair records; reports of physical inventories; stock status reports; loan agreements; copies of bills of lading and over, short, and/or damage reports; requisitions and shipping documents; disposition instructions for unserviceable property; other supporting records; and related correspondence.		
4145.33	Voucher Registers. Registers used to record the assignment of numbers to, and other information about, documents (vouchers) crediting or debiting other than DNSC materials.	Temporary. Cutoff at end of CY. Destroy when 3 years old.	N1-361-89-2
4145.34	Voucher Block Number Assignments. Documents reflecting the assignment of blocks of voucher numbers to storage facilities.	Temporary. Cutoff at end of CY. Destroy when 1 year old.	N1-361-89-2
4145.35	Stockpile Goal Actions. Documents relating to the coordination and issue of Stockpile Goal Actions to increase or otherwise change the quantity or composition of commodities in the stockpile. Included are documents reflecting the participation on the Interdepartmental Advisory Committee, task force studies, and copies of the Stockpile Goal Actions, clearance documents, and related records.	Temporary. Cutoff at end of CY. Hold 5 years, and retire to FRC. Destroy when 10 years old.	N1-361-89-2
4145.36	Stockpile Procurement Directives. Documents accumulated as a result of participating in the development and review of directives for procuring and upgrading of material needed to meet established objectives.	Temporary. Cutoff at end of Event. Destroy on disposal of the stockpile.	N1-361-89-2
4145.37	Barter Transaction Comments. Documents accumulated in reviewing communications with the Federal Emergency Management Agency	Temporary. Cutoff at end of CY. Destroy on disposal of the stockpile.	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	(FEMA) for the purpose of approving or providing detailed instructions on specifications, marking, and packaging for specific barter transactions.		
4145.38	Barter Offers Research Reviews. Documents accumulated in reviewing and analyzing barter offers for the purpose of developing and providing pricing and other data or to reply to specific points. Included are barter offers, pricing studies, and advisory memorandums on storage, handling, and inspection details.	Temporary. Cutoff at end of CY. Destroy on disposal of stockpile.	N1-361-89-2
4145.39	DNCS Excess Report Reviews. Documents accumulated in reviewing and analyzing reports of DNCS materials excess to the needs of reporting agencies to determine whether the materials are needed in the stockpile. Included are copies of advanced notification letters, reports of excess and related records.	Temporary. Cutoff at end of CY. Destroy when 3 years old.	N1-361-89-2
4145.40	Disposal Planning Files. Documents accumulated from initiation of FEMA requests for DLA's Office of Stockpile Disposal to develop disposal legislation; through deliberations of the Annual Materials Plan Steering Committee and appropriate subcommittees thereof, internal clearance, clearance with the affected industry, approval of disposal action by FEMA, and preparation and clearance of congressional notification with draft legislation accompanied by a letter from the Administrator of General Services to OMB for clearance before submission to the Congress for action.	Temporary. Cutoff at end of CY. Hold for the life of the stockpile, and then retire to FRC. Destroy 10 years after disposal of stockpile.	N1-361-89-2
4145.41	Research Study Files. Documents created in studying and analyzing economic, marketing, environmental, technical, and planning considerations	Temporary. Cutoff at end of CY. Hold for the life of the stockpile, and then retire to FRC.	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	affecting the acquisition, maintenance, quality assurance, rotation, beneficiation, upgrading, use, release, destruction, or abandonment of DNSC materials. Included are proposals, requests, studies, analyses, clearance actions, and related records.	<i>Destroy 5 years after disposal of stockpile.</i>	
4145.42	Barter Program Directives. Documents relating to authorizations from the Federal Emergency Management Agency (FEMA) to DLA for the Commodity Credit Corporation (CCC) to barter surplus agricultural commodities in exchange for material needed in the national defense stockpiles. Included are barter program directives, advice to CCC not confined to a single barter transaction, and related records.	Temporary. Cutoff at end of Event. <i>Destroy on disposal of the stockpile.</i>	N1-361-89-2
4145.43	Barter Assistance Files. Documents accumulated in providing advice, assistance, or other services to CCC in connection with the overall barter program or specific barter offers that were not consummated.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old. Exception: Records relating to assistance in connection with consummated transactions should be incorporated in DNSC Acquisition Contracts files.</i>	N1-361-89-2
4145.44	Barter Offer Inquiries. Documents accumulated in receiving and answering inquiries and barter offers from sources other than CCC.	Temporary. Cutoff at end of CY. <i>Destroy when 1 year old.</i>	N1-361-89-2
4145.45	DNSC Acquisition Contracts. Documents accumulated in the acquisition including beneficiation and upgrading, and under barter programs, of national stockpile materials. Included are documents concerning requirements,	Temporary. Cutoff at end of CY. <i>Place in inactive file on completion of all procurement or contract actions by</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	proposals, solicitations, amendments, offers, bids, transportation and shipment data, storage locations, handling facilities, inspection services, receiving information, payments, invoices, transfers to stockpile, and related records. For DNSC materials acquired under barter programs, included are documents concerning the identification and exchange arrangements for surplus agricultural products or other commodities involved in the barter transactions.	<i>delivery and acceptance of all materials, property or services determination of barter offer, final payments or audit. Cutoff inactive file annually. Review for destruction when 6 years old, and every 5 years thereafter following determination to continue retention, or destroy after material has been removed from DNSC inventory.</i>	
4145.46	Service Contract Files. Documents accumulated in awarding and administering contracts for receiving, identifying, inspection services, handling services, technical research, packaging and shipping, and related services incident to the storage of DNSC materials. Included are official contract files, invoices and invoice certifications, receiving reports, and related records.	Temporary. Cutoff at end of FY. <i>Place in inactive file upon termination of contract or upon completion of contract by delivery and acceptance of all materials, property, services, final payment, and audit (if applicable). Cutoff the inactive file at the end of the fiscal year, hold 1 year, and retire to FRC. Destroy when 6 years old.</i>	N1-361-89-2
4145.47	Machine Tool Contracts. Case files created in the preparing, awarding, executing, and administering of M-day machine tool pool order, and machine tool trigger contracts, or comparable contracts.	Temporary. Cutoff at end of CY. <i>Place in inactive file on expiration, termination, or completion of the contract by delivery and acceptance of all materials, services, or</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>property. Cutoff the inactive file annually, hold 1 year, and retire to FRC. Destroy when 6 years old.</i>	
4145.48	Disposal Coordination Files. Documents accumulated as a result of coordination with offices responsible for disposal in connection with planning and accomplishing the disposal of DNSC overages. Included are notifications of excesses, clearance actions, and related records.	Temporary. Cutoff at end of Event. <i>Cutoff annually following disposal, destroy when 2 years old.</i>	N1-361-89-2
4145.49	Lease Files. Documents accumulated in the leasing of real property for the stockpile program. Included are leases for plant site storage and commercial warehouses, requests for space, bids, abstracts, and analyses thereof, solicitations with findings and determinations, analyses and cost estimates, letters of acceptance and rejection, condemnation actions, amendments, alterations, improvements, and maintenance, and related records.	Temporary. Cutoff at end of Event. <i>Place in inactive file on termination of or cancellation of the lease. Cutoff the inactive file at the end of the Fiscal Year, hold 1 year, and retire to FRC. Destroy when 6 years old.</i>	N1-361-89-2
4145.50	Excess DNSC Acquisition Files: DNSC Accepted. Documents accumulated in coordinating reports of, answering inquiries about, furnishing reporting instructions on, and otherwise coordinating the acquisition of National Defense Stockpile material reported as excess by other agencies. Included are notification letters, clearance actions, excess reports, transfer and shipping instructions, and related records.	Temporary. Cutoff at end of CY. <i>Cutoff annually. Review for destruction when 6 years old, and every 5 years thereafter following determination to continue retention, or destroy after material has been removed from DNSC inventory.</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4145.50.01	Excess DNSC Acquisition Files: DNSC Not Accepted. Documents accumulated in coordinating reports of, answering inquiries about, furnishing reporting instructions on, and otherwise coordinating the acquisition of National Defense Stockpile material reported as excess by other agencies. Included are notification letters, clearance actions, excess reports, transfer and shipping instructions, and related records.	Temporary. Cutoff at end of CY. Cutoff annually, destroy when 1 year old.	N1-361-89-2
4145.51	Storage Facility Agreements. Documents accumulated in negotiating agreements with other Government agencies for vault, open, or specialized storage facilities. Included are agreements, permits, clearance actions, and related records	Temporary. Review annually. Destroy agreements when superseded or canceled.	N1-361-89-2
4145.52	Industrial Hygiene and Safety Management Records: Individual Records of Exposure to Hazardous Materials. Documents accumulated in the development and management of an industrial hygiene and safety program for the national defense stockpile materials. Included are program development documents, health and safety regulatory directives, legislative matters, health and safety standards, hazardous stockpile material handling requirements, radioactive materials, licensing records and program management, survey and monitoring reports, personnel exposure and medical records, and other industrial hygiene safety related records.	Temporary. Cutoff at end of Event. Withdraw upon separation of the individual concerned and transfer records to the Official Personnel Folder.	N1-361-89-2
4145.52.01	Industrial Hygiene and Safety Management Records: Safety Standards and Regulations. Documents accumulated in the development and management of an	Temporary. Review annually. Destroy when superseded or obsolete.	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	industrial hygiene and safety program for the national defense stockpile materials. Included are program development documents, health and safety regulatory directives, legislative matters, health and safety standards, hazardous stockpile material handling requirements, radioactive materials, licensing records and program management, survey and monitoring reports, personnel exposure and medical records, and other industrial hygiene safety related records.		
4145.52.02	Industrial Hygiene and Safety Management Records: Other Records. Documents accumulated in the development and management of an industrial hygiene and safety program for the national defense stockpile materials. Included are program development documents, health and safety regulatory directives, legislative matters, health and safety standards, hazardous stockpile material handling requirements, radioactive materials, licensing records and program management, survey and monitoring reports, personnel exposure and medical records, and other industrial hygiene safety related records.	Temporary. Cutoff at end of CY. <i>Hold 2 years, and retire to FRC. Destroy when 6 years old.</i>	N1-361-89-2
4145.52.03	Industrial Hygiene and Safety Management Records: Cases Involving Litigation. Documents accumulated in the development and management of an industrial hygiene and safety program for the national defense stockpile materials. Included are program development documents, health and safety regulatory directives, legislative matters, health and safety standards, hazardous stockpile material	Temporary. Cutoff at end of Event. <i>Destroy when litigations have been resolved.</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	handling requirements, radioactive materials, licensing records and program management, survey and monitoring reports, personnel exposure and medical records, and other industrial hygiene safety related records.		
4145.53	Environmental Affairs. Documents accumulated in the development of environmental impact studies, and assessments, and statements concerning all National Defense Stockpile materials. Included are reports, consultant studies, flood-plain and wetland evaluations, management studies and procedures, and other related records.	Temporary. Cutoff at end of CY. <i>Hold 4 years, and retire to FRC. Destroy when 20 years old.</i>	N1-361-89-2
4145.54	Commodity General Files: Individual Files. Individual files established to accumulate general information on the history of, geographical origin of, processing and manufacturing techniques pertinent to, uses of, and similar facts concerning each commodity, exclusive of specific files described elsewhere in this appendix. Included are correspondence, clippings, reprints, technical data, and similar records.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after removal of the entire commodity from the stockpile.</i>	N1-361-89-2
4145.54.01	Commodity General Files: Clippings, Reprints, and Similar Technical Data. Individual files established to accumulate general information on the history of, geographical origin of, processing and manufacturing techniques pertinent to, uses of, and similar facts concerning each commodity, exclusive of specific files described elsewhere in this appendix. Included are correspondence, clippings, reprints, technical data, and similar records.	Temporary. Review annually. <i>Destroy when superseded or obsolete.</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4145.55	National Defense Stockpile Files. Documents accumulated in the stockpiling of national defense stockpile materials declared as surplus by other Government agencies or recovered from Defense contractors. Included are surplus declarations, weight and analysis certificates, and correspondence and related documents of the type usually found in stockpile purchase files. Files are arranged by commodity and National Stockpile Procurement (NSP) number.	Temporary. Cutoff at end of Event. <i>Transfer to FRC 3 years following removal of the commodity from the stockpile. Destroy 8 years after removal.</i>	N1-361-89-2
4145.56	Procurement Contract Inspection Files. Case files created as a result of inspecting commodities for compliance with procurement, barter, beneficiation, or upgrading specifications. Included are copies of contracts, amendments, and specifications, acceptance and analysis reports, shipping instructions and notices, and related records.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after commodity is no longer held in the stockpile.</i>	N1-361-89-2
4145.57	"Depot" Inspection Files. Documents accumulated in inspecting and reporting on the condition and security of materials in storage, including the condition and adequacy of storage facilities. Included are completed inspection reports, trip reports, similar documents, and related records.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after commodity is no longer held in the stockpile.</i>	N1-361-89-2
4145.58	Inspection Indexes: Acquisition Contracts. Card indexes to "contract" and "depot" inspection records. Card sets relate contract numbers, commodities, and contractors.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after disposal of commodity.</i>	N1-361-89-2
4145.58.01	Inspection Indexes: Disposal Contracts. Card indexes to "contract" and "depot" inspection records. Card sets relate contract numbers, commodities, and contractors.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after completion of contract.</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4145.59	Inspection Comments. Documents accumulated in reviewing and commenting on the probable quality and on the inspection requirements associated with barter offers, reports of excess DNSC materials, and other proposed acquisition actions that did not materialize and for which there are no "contract" or "depot" inspection records.	Temporary. Cutoff at end of CY. Destroy when 2 years old.	N1-361-89-2
4145.60	Inspection Assignment and Coordination Files. Documents accumulated in scheduling, assigning, and coordinating inspection activities. Included are inspection schedules or programs and related communications and records.	Temporary. Cutoff at end of CY. Destroy when 2 years old.	N1-361-89-2
4145.61	Inspection Interchange Agreements. Documents accumulated in arranging for and formalizing interchange agreements with other Federal agencies having contracts with GSA contractors.	Temporary. Cutoff at end of Event. Cutoff annually following expiration or cancellation of the interchange agreement, destroy when 2 years old.	N1-361-89-2
4145.62	Inspection Activity Evaluations. Documents accumulated in connection with surveys of, or staff visits, to regional offices, including field activities, to evaluate the performance of inspection and quality control activities and provide recommendations for improvements.	Temporary. Cutoff at end of Event. Destroy after the next 2 succeeding visits or after 5 years, whichever occurs first.	N1-361-89-2
4145.63	Radioactive Material Licensing Files. Documents relating to licenses (issued by the Nuclear Regulatory Commission) for individuals to obtain and handle sources of ionizing radiation. Included are applications, review actions, licenses, amendments, and related records.	Temporary. Cutoff at end of Event. Cutoff annually following cancellation or final expiration of the license, destroy when 2 years old.	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4145.64	Storage Agreements. Documents accumulated in preparing, negotiating, and approving agreements relating to maintenance, storage, use, and shipment of DNSC materials. This category is limited to agreements not incorporated in official directives.	Temporary. Cutoff at end of Event. Review annually <i>Cutoff annually when expired, canceled, or obsolete; destroy when 3 years old.</i>	N1-361-89-2
4145.65	Protection Agreements. Documents accumulated in reviewing and securing approvals for agreements (between storage facilities and other organizations in the area) to provide mutual or other assistance in firefighting and other protection operations. Included are proposed agreements, copies of approvals, and related records.	Temporary. Review annually. <i>Destroy when expired, canceled, or obsolete.</i>	N1-361-89-2
4145.66	Facility Files. Documents created in determining the need for, and recommending the establishment, organization, staffing, relocation, or discontinuance of, depots, storage facilities and sites, and associated shops, excluding Storage Space Acquisition Files described in 1445.67, Storage Space Acquisition Files. Included are economic, feasibility, and other studies, organization and staffing plans, recommendations, and related records.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after discontinuance of the facility.</i>	N1-361-89-2
4145.67	Storage Space Acquisition Files. Documents listing potentially acceptable space or facilities, reports of inspection, selection and acquisition of space or facilities for storing DNSC materials. Included are copies of requests, drawings and specifications, space listings, findings, clearance actions, notices of selection, and related records.	Temporary. Cutoff at end of CY. <i>Destroy when 7 years old.</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4145.68	Special Space Construction Files. Documents accumulated in establishing requirements and specifications for authorizing and coordinating construction of special storage space at DLA or military storage sites. Included are requirements, specifications and drawings, approvals, construction requests, cost estimates, and related records.	Temporary. Cutoff at end of Event. <i>Place in inactive files on completion of construction, cutoff the inactive file annually, destroy when 7 years old.</i>	N1-361-89-2
4145.69	Qualitative Maintenance Projects. Documents accumulated in establishing, coordinating, controlling, and monitoring the status of projects concerned with maintenance of buildings, grounds, and sites; identification, protection, packaging, and warehousing of materials; and similar matters at DLA, commercial, and DoD storage locations. Included are project recommendations, estimates, drawings, specifications, approvals, advisory memorandums on initiation and completion dates, trip reports, project status reports, and similar records, but not documents belonging in the Service Contract File described in 1445.67 Storage Space Acquisition Files.	Temporary. Cutoff at end of Event. <i>Cutoff annually following completion of project. Review for disposal after 6 years.</i>	N1-361-89-2
4145.70	Qualitative Maintenance Project Registers. Special registers used to control numbers assigned to, and to record identifying information about, authorized qualitative maintenance projects.	Temporary. Review annually. <i>Destroy when obsolete.</i>	N1-361-89-2
4145.71	Protection Inspection Files. Documents accumulated as a result of inspections (normally made in collaboration with Public Building Services (PBS) representatives) to determine standards, guidelines, and	Temporary. Cutoff at end of Event. <i>Cutoff annually following completion of follow-up action, destroy when</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	measures required at individual storage facilities to prevent thefts, unauthorized admissions, or comparable occurrences. Included are checklists, reports, follow-up actions, and related records.	<i>the facility is closed.</i>	
4145.72	Storage Inspections: Central Office. Documents created in planning, conducting, reporting on, and following up on, inspections of material storage, storage space utilization, transportation, and similar activities at storage facilities, but not documents relating to commodity inspections.	Temporary. Cutoff at end of CY. Destroy when 2 years old.	N1-361-89-2
4145.72.01	Storage Inspections: Zone Office Documents created in planning, conducting, reporting on, and following up on, inspections of material storage, storage space utilization, transportation, and similar activities at storage facilities, but not documents relating to commodity inspections.	Temporary. Cutoff at end of Event. <i>Withdraw and destroy after completion of the next comparable inspection.</i>	N1-361-89-2
4145.73	Staff Visits and Surveys. Documents relating to staff visits (exclusive of formal inspections) made to survey operational activity, provide technical assistance, and determine the adequacy of storage methods, instructions, protection, maintenance, and management. Included are survey and visit reports, follow-up actions, and related records. Excluded are records relating to visits made in connection with specific projects, contracts, or activities which shall be identified with and included in the file for the project, contract, or activity.	Temporary. Cutoff at end of CY. Destroy when 2 years old.	N1-361-89-2
4145.74	Unusual Occurrence Reports. Reports and directly related records providing information on unusual occurrences at storage facilities, such as fires, damages	Temporary. Cutoff at end of CY. Destroy when 2 years old.	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	to stocks or facilities, thefts, losses, unscheduled visits, requests for information from individuals not authorized to have the information, or similar matters, exclusive of records required for documenting property accountability actions and investigations.		
4145.75	Storage Equipment Files. Documents accumulated in determining the need for, developing specifications for, approving requisitions for, arranging for the procurement of, and authorizing the transfer, redistribution, or disposition of material handling equipment (MHE), storage aids, packing preservation, and shop equipment, or similar equipment. included are consolidated requirements, requisitions, purchase specifications, approvals, procurement requests, excess equipment reports, transfer and disposal instructions, and related records.	Temporary. Cutoff at end of CY. <i>Destroy when 2 years old.</i>	N1-361-89-2
4145.76	MHE Identification Data Files. Documents used to provide identification data for, and inventory controls over material handling equipment at storage facilities.	Temporary. Cutoff at end of Event. <i>Destroy on disposition of the equipment.</i>	N1-361-89-2
4145.77	Space and Operation Reports: Central Office. Documents reflecting workload, accomplishments, problems, space utilizations, tonnage and other information about materials, and similar data. Included are space and tonnage reports, preservation depot reports, weekly or other activity reports, material status reports, and related records.	Temporary. Cutoff at end of CY. <i>Destroy when 1 year old.</i>	N1-361-89-2
4145.77.01	Space and Operation Reports: Zone Office. Documents reflecting workload, accomplishments, problems, space utilizations, tonnage and other	Temporary. Review annually. <i>Destroy when obsolete.</i>	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	information about materials, and similar data. Included are space and tonnage reports, preservation depot reports, weekly or other activity reports, material status reports, and related records.		
4145.78	Storage Training Files. Documents created in monitoring, clearing, approving, arranging, reporting on, or taking other action in connection with training in storage and related activities, but not documents relating to training of personnel of the immediate office. Included are training course requests, reports of training, including orientation training, memorandum training reports of training provided to local, State, and other agency personnel, and related records.	Temporary. Cutoff at end of CY. Destroy when 2 years old.	N1-361-89-2
4145.79	Government Bill of Lading (GBL) Issuing Officer Designation. Documents accumulated in coordinating the designation of individuals as GBL issuing officers.	Temporary. Cutoff at end of Event. Cutoff annually following cancellation of designations, destroy when 4 years old.	N1-361-89-2
4145.80	Car Records. Car records (car detention records), carrier bill, and related records which are forwarded to regional offices for certifying carrier demurrage bills and payment.	Temporary. Cutoff at end of CY. Destroy when 4 years old.	N1-361-89-2
4145.81	Storage Receipt and Release Files: Central Office. Documents accumulated in commenting on, authorizing, managing, and arranging for the shipment, receipt, handling, storage, preservation, and release of DNSC materials. Included are copies of contracts, commitment telegrams, advisory memorandums on location, handling, and timing of shipments, shipping instructions, shipping orders,	Temporary. Cutoff at end of Event. Destroy 1 year after completion of contract.	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	delivery orders, receiving reports, over, short, and/or damage reports, outbound storage reports, transit freight records, weight certificates, and related records.		
4145.81.01	Storage Receipt and Release Files: Zone Office. Documents accumulated in commenting on, authorizing, managing, and arranging for the shipment, receipt, handling, storage, preservation, and release of DNSC materials. Included are copies of contracts, commitment telegrams, advisory memorandums on location, handling, and timing of shipments, shipping instructions, shipping orders, delivery orders, receiving reports, over, short, and/or damage reports, outbound storage reports, transit freight records, weight certificates, and related records.	Temporary. Cutoff at end of Event. Destroy when all material is removed from storage.	N1-361-89-2
4145.82	DNSC Materials Release Controls. Registers, cards, or other controls used to record information about, and control numbers assigned to, shipping orders, shipping instructions, or other documents used in authorizing the release and shipment of DNSC materials.	Temporary. Review annually. Destroy when obsolete.	N1-361-89-2
4145.83	Storage Claim Files. Documents accumulated in reviewing and processing all claims involving loss of or damage to materials while in commercial warehouses or facilities of processing firms. Included are copies of reports of losses and damages, findings and recommendations, and related records.	Temporary. Cutoff at end of Event. Cutoff annually following settlement of the claim, destroy 2 years after settlement.	N1-361-89-2
4145.84	Physical Inventory Files. Documents accumulated in scheduling, supervising, coordinating, and assisting in the physical inventory of DNSC materials.	Temporary. Cutoff at end of Event. Destroy 6 years after removal of material from the	N1-361-89-2

SCHEDULE 4145 - Storage			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	Included are inventory notices and schedules, physical inventory reports, coordination actions, and related records.	<i>stockpile.</i>	
4145.85	Commodity Inventory Work Papers. Work papers used by commodity specialists for planning purposes and to keep a summarized running inventory of individual commodities by grade and location.	Temporary. Review annually. Destroy when no longer needed for reference.	N1-361-89-2
4145.86	Report of Survey Recommendations. Documents accumulated in initiating recommendations and justifications (to the GSA Board of Survey) for the write-off of, or other appropriate action for, lost, destroyed, or deteriorated DNSC materials. Included are recommendations, Board reports, and related records.	Temporary. Cutoff at end of Event. Cutoff annually following final action by the Board, destroy on removal of stockpile.	N1-361-89-2
4145.87	Sign Requests. Documents accumulated in coordinating the determination of positive identification of, and in requesting and furnishing, appropriate signs for DNSC materials.	Temporary. Cutoff at end of CY. Destroy when 1 year old.	N1-361-89-2
4145.88	Storage Cost Estimates. Documents accumulated in developing and providing DoD components with estimates of the costs connected with, and in approving reimbursements for, handling DNSC material.	Temporary. Review annually. Destroy when obsolete.	N1-361-89-2

DLA RECORDS SCHEDULE – 4155
QUALITY ASSURANCE

This schedule relates to the implementation of quality assurance, within depots, contracting, and contract management activities.

SCHEDULE 4155 - Quality Assurance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4155.1	Quality Assurance Program/Project Files: HQ DLA. Documents related to the formulation, management, administration and execution of individual Quality Assurance programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	PERMANENT. Cutoff at end of CY. <i>Transfer to National Archives in 5-year blocks when 30 years old.</i>	N1-361-91-14
4155.1.01	Quality Assurance Program/Project Files: Other Activities. Documents related to the formulation, management, administration and execution of individual Quality Assurance programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-14
4155.2	Quality Assurance Correspondence Files: HQ DLA. Documents providing general direction, staff guidance and reporting in the management and administration of Quality Assurance matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.	PERMANENT. Cutoff at end of CY. <i>Transfer to National Archives in 5-year blocks when 30 years old.</i>	N1-361-91-14
4155.2.01	Quality Assurance Correspondence Files: Other Activities. Documents providing general direction, staff guidance and reporting in the management and administration of Quality Assurance matters including interpretations and decisions on	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-14

SCHEDULE 4155 - Quality Assurance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.		
4155.3	International Organization for Standardization (ISO) Quality System Records. Internal and external surveillance audits, management reviews, customer complaints, corrective actions, follow-up audits, and related records accumulated as a result of ISO registration and used to document implementation and effectiveness of compliance with ISO standards.	Temporary. Cutoff at end of CY. Retain in current files area. Destroy 3 years after completion of action.	N1-361-91-14
4155.4	Professional Development and Certification. Individual development plans, system and commodity certifications and re-certifications, and related documents.	Temporary. Cutoff at end of CY. Destroy when no longer needed, or if employee transfers, forward to gaining organization required.	N1-361-91-14
4155.4 NOTE	<i>Give to the employee when the employee is moving to a position where certification is not not required.</i>		
1455.5	Quality Assurance Program Evaluations: Routine. Process reviews, statistical analyses, trend analyses, and related items pertaining to contractor quality programs.	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-91-14
4155.5.01	Quality Assurance Program Evaluations: Non-Routine. Process reviews, statistical analyses, trend analyses, and related items pertaining to contractor quality programs.	Temporary. Cutoff at end of Event. Destroy 2 year after completion of corrective action.	N1-361-91-14
4155.6	Contract Requirements and Briefs. Records reflecting quality requirements on specific contracts including contract briefs and requests for special service and support.	Temporary. Cutoff at end of Event. Destroy 1 year after completion of contract.	N1-361-91-14

SCHEDULE 4155 - Quality Assurance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4155.7	<p>Quality Assurance Contracts. Case files relating to individual contracts.</p> <p><i>NOTE: Copies of contracts and contract modifications contained in the contract file should be removed and destroyed within 90 days after the contract is closed since these documents are contained in the official contract file.</i></p>	<p>Temporary. Cutoff at end of Event. Destroy 2 years after close of contract <i>except:</i></p> <p><i>(1) If a NASA contract, and NASA has prescribed a retention period of longer than 2 years, the retention period shall be as prescribed.</i></p> <p><i>(2) If the Contract contains a warranty provision for a period greater than 2 years, the retention period shall be the warranty period</i></p> <p><i>(3) If it can be determined that there will be or there is a good probability that there will be litigation on the contract, the file shall be retained until resolution of the litigation and then destroyed.</i></p>	NC1-361-76-16)
4155.8	<p>Deficiency and Improvement Reporting: Level I, Nuclear and Subsafe. Corrective action requests, continuous improvement opportunities, material review board actions, field failure reports, customer complaints, related databases and similar actions.</p>	<p>Temporary. Cutoff at end of Event. Destroy 3 years after completion of the action or through the warranty period, whichever is later.</p>	N1-361-91-14
4155.8.01	<p>Deficiency and Improvement Reporting: All Others. Corrective action requests, continuous improvement opportunities, material review board actions, field failure</p>	<p>Temporary. Cutoff at end of Event. Destroy 2 years after completion of action.</p>	N1-361-91-14

SCHEDULE 4155 - Quality Assurance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	reports, customer complaints, related databases and similar actions.		
4155.9	Support Actions. Quality evaluations and reviews performed for contract management functions and other activities such as source selection information requests, post-award conferences, determinations on necessity and economics of repair of Government-furnished property, and similar actions.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after contract closure.</i>	N1-361-91-14
4155.10	Lab Testing. Laboratory reports, certifications, and related documents pertaining to destructive and non-destructive testing, and material analysis.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years or when no longer needed for reference, whichever is longer.</i>	N1-361-91-14
4155.11	Reimbursable Labor. Records of labor hours expended under arrangements for reimbursable contract management services such as NASA and foreign military sales contracts.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after contract closure.</i>	N1-361-91-14
4155.12	Contractor Facility Assessment and Surveillance. Risk assessments, records of specific contract surveillance requirements, notes and other records of day-to-day activities.	Temporary. Cutoff at end of Event. <i>Destroy upon termination or completion.</i>	N1-361-91-14
4155.13	Contractor Mishaps. Contractor mishap investigations of DLA administered contracts and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 6 years and 3 months after litigation has closed or when no longer needed for reference, whichever is later.</i>	N1-361-91-14
4155.14	Contractor Flight Operations. Case files pertaining to individual contractor flight operations and flight safety programs used in the management and	Temporary. Cutoff at end of CY. <i>Destroy after 3 years or when no longer needed for</i>	N1-361-91-14

SCHEDULE 4155 - Quality Assurance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	reporting of individual contractors flight operations, manpower, training, and safety programs.	<i>current operations, whichever is later. Destroy daily flight authorizations after 1 year.</i>	
4155.15	Specialized Safety. Documents regarding safety programs related to specialized safety and aircraft ground safety.	Temporary. Cutoff at end of CY. Destroy after 6 years.	NC1-361-81-13
4155.16	Specialized Safety Surveys. Survey reports, requests for corrective action, corrective action plans, follow-up surveys, and related correspondence.	Temporary. Cutoff at end of CY. Destroy 2 years after completion of required actions.	NC1-361-81-13
4155.17	Contractors Specialized Safety. Case files pertaining to individual contractor's specialized safety and aircraft ground safety.	Temporary. Cutoff at end of CY. Destroy after 3 years or when no longer needed for current operations, whichever is later.	NC1-361-81-13
4155.18	Contractor and Government Entity Code (CAGE) Files. Item and contract information, papers relating to purchases, specifications, waiver deviations, letters of instruction, and requests for engineering support. Includes reports relating to inspections, receiving, storage, quality control, test and lab results, and related materials used to evaluate adequacy of technical requirements, product conformance, inspection and test results; participate in inspections, pre-award and post-award conferences; issue letters of instruction and provide technical guidance; resolve quality problems; evaluate requests for waivers and deviations; and resolve customer/depot complaints.	Temporary. Cutoff at end of Event. Destroy 6 years and 3 months after final payment.	N1-361-91-14

SCHEDULE 4155 - Quality Assurance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4155.19	Quality History Files: Item Files. Documents relating to an item, type of item, or contractor pertaining to unsatisfactory item quality, such as suspended purchase requests, quality complaints, evaluations, drawings, records of corrective or follow-up actions and related records. Excludes deficiency reports which have no value for quality history purposes.	Temporary. Cutoff at end of CY. Destroy 3 years after item transfer.	N1-361-91-14
4155.19.01	Quality History Files: Contractor File. Documents relating to an item, type of item, or contractor pertaining to unsatisfactory item quality, such as suspended purchase requests, quality complaints, evaluations, drawings, records of corrective or follow-up actions and related records. Excludes deficiency reports which have no value for quality history purposes.	Temporary. Cutoff at end of Event. Destroy 6 years and 3 months after final payment.	N1-361-91-14
4155.20	Specification File. Specifications and codes, copies of purchase requests, urgent data requests, Government/industry data exchange alerts, requests for engineering/technical support, qualified product lists, interrogation replies, variable inquiries, conversation records, correspondence and notes used to review product specifications and recommend improvements.	Temporary. Cutoff at end of Event. Destroy 1 year after specification is revised or canceled.	N1-361-91-14
4155.21	Customer Depot Complaint System (CDCS) File. Complaints, storage reports, product quality deficiency reports, other reports of deficiency, transportation discrepancies, audit reports, depot storage reports, and other related items in the automated CDCS, used to control and track complaints, and generate automated management	Temporary. Review Annually. Destroy when no longer needed.	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)

SCHEDULE 4155 - Quality Assurance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	reports.		
4155.22	Inspection, Test, and Sampling Plans. Inspection checklists, sampling plans, test plans, and waivers for testing used to implement and develop Quality Assurance Provisions (QAP) for input to contracts and to determine type of contract quality, inspection, testing, calibration, shelf life, and bid sample requirements.	Temporary. Cutoff at end of Event. Destroy 2 years after contract closure.	N1-361-91-14
4155.23	Verification Testing. Requests for verification testing, funding documents, test plans, material release orders, computer tracking documents, coordination, complaints documentation, and other backup materials used to justify and arrange verification testing.	Temporary. Cutoff at end of Event. Destroy 2 years after contract closure.	N1-361-91-14
4155.24	Lab Testing. Backup materials for lab results such as complaints used to identify needs for laboratory testing and subsequent requests for lab testing.	Temporary. Cutoff at end of Event. Destroy 2 years after contract closure.	N1-361-91-14
4155.25	Storage Standards. Basic text, changes and backup material used to develop and update quality assurance storage standards for depot quality control programs.	Temporary. Review annually. Retain current and previous issue of standards, changes, and backup material in current file area. Destroy when superseded.	N1-361-91-14
4155.26	Cost Management. Comparative narratives, costs of quality by account code, office, division, etc., and related statistical data and correspondence used to develop and maintain cost of quality information for DLA-managed items.	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-91-14

SCHEDULE 4155 - Quality Assurance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4155.27	Statistical Technique History File. Statistical technique formulation data, staff memos, and related background materials and correspondence used to develop statistical techniques for application in contracts, commercial activity documents, measurements, evaluations, and storage standards.	Temporary. Cutoff at end of Event. <i>Destroy after 3 years or when litigation has been closed, whichever is later.</i>	N1-361-91-14
4155.28	Substitute/Counterfeit Material Investigations. Requests for inspections, allegations, inspection reports, meeting minutes and related correspondence used to investigate and report on unauthorized substitute/counterfeit materials.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after case is closed.</i>	N1-361-91-14
4155.29	DLA Quality Audit File. Inspection reports, data input forms and other materials used to develop and implement internally unique operational procedures and provide technical guidance for the specific accomplishment of the DLA Quality Audit mission.	Temporary. Review annually. <i>Destroy when no longer needed for reference.</i>	N1-361-91-14
4155.30	Technical Data Files. Report data used for qualification of DLA managed military specifications for QML/QPL products. Includes specifications, standards, drawings and blueprints of DLA managed items used to support technical inspection of a product. Note: Electronic components have a shelf life of more than 30 years. All documentation is needed for historical procurement and legal review for DLA and DoD.	Temporary. Cutoff at end of CY. <i>Destroy 30 years after cutoff.</i>	DAA-0361-2017-0008-0001
4155.31	National Stock Number (NSN) Audit Files. Contract copies, supporting technical data, requests for testing, findings, product verification records, correspondence and similar records	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-14

SCHEDULE 4155 - Quality Assurance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	relating to audited products.		
4155.32	Calibration Files. Listings, printouts, correspondence, calibration audit findings, and similar records relating to calibration of inspection and testing devices.	Temporary. Cutoff at end of Event. <i>Destroy when equipment is no longer in use.</i>	N1-361-91-14
4155.33	Quality Audit Summaries. Data summaries, receipt inspection forms, listings, and similar records used to summarize monthly audit results.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-14
4155.34	Quality Control Schedules. Reports, listings, printouts, and similar records used to select and schedule locations for audit and statistical analysis.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-14
4155.35	Functional Quality Audit Files. Listings, printouts, sample data, observation records, correspondence, report and recommendations, and similar records accumulated during performance of audit.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-14
4155.36	Special Quality Audit Files. Correspondence, messages, action plan, sample data, observation records, report and recommendation, and similar records accumulated during performance of unscheduled (special) audit.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-91-14
4155.37	Quality Audit Discrepancy Files. Conversation records, discrepancy reports, investigation forms, printouts, correspondence, investigation results, and similar records relating to customer complaint investigations.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-14
4155.38	Quality Audit Follow-up Files. Records relating to audit/verification of corrective actions taken to correct deficiencies.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-91-14

SCHEDULE 4155 - Quality Assurance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4155.39	Problem Resolution Files. Correspondence, messages, copies of customer complaints, reports of litigation visit and corrective action taken, and similar records relating to contractor visits to upgrade or resolve problems with materiel under litigation.	Temporary. Cutoff at end of CY. Destroy after 3 years.	N1-361-91-14
4155.40	Quality Data Evaluation Charts. Pareto charts, graphs, and similar statistical tools used to display data relating to the performance of various quality audit functions.	Temporary. Review annually. Destroy after next update, or when no longer needed for reference.	N1-361-91-14
4155.41	Quality Audit Support. Records relating to educational support to operational areas. Includes records such as training materials, booklets, checklists (functional), standard operating procedures, flow charts, viewgraphs, and related backup materials used to improve functional area effectiveness.	Temporary. Review annually. Destroy when no longer needed.	N1-361-91-14

DLA RECORDS SCHEDULE – 4160
PROPERTY MANAGEMENT

This schedule relates to management of personal property, disposal operations, including reutilization of serviceable assets in support of the military services and other authorized customers.

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4160.1	Reutilization and Marketing Program/Project Files. Documents related to the formulation, management, administration and execution of individual Reutilization and Marketing programs/projects such as plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner.</i>	N1-361-92-02
4160.2	Rescinded- use 5300.33		
4160.3	Item Case Files. Item release/receipt documents, and other documents related to property requisition and receipt, adjustment records, reversals and property downgrade (scrap) cards used to account for property items until reutilization or disposal.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	N1-361-92-02
4160.4	Property Accountability. Inventories of property on-hand, disposal transaction registers, resolution listings and similar materials used to research and provide overall accountability status of property.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-92-02
4160.5	Property Turn-In Schedules. Scheduling books and similar materials used to establish schedules with generating activities for the turn-in of property.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-92-02
4160.6	Property Demilitarization. Demilitarization certificates, feeder reports and related documents used to research and track actions taken on items rendered unusable for military applications. Includes documentation	Temporary. Cutoff at end of CY. <i>Destroy 4 years after cutoff.</i>	DAA-0361-2014-0002

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	such as: <ul style="list-style-type: none"> • Turn-in-documents • Cover letters, • Demilitarization requirements and related backup materials used to verify/challenge requirements to research and demilitarize questionable property. 		
4160.6.01	Input Source Records. Hardcopy (non-electronic) documents converted to an electronic medium.	Temporary. Cutoff at end of CY. <i>Destroy immediately after verification of successful conversion. Longer retention is authorized if required for business use – notify records manager.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
4160.7	Demilitarization Requirements. Microfiche containing information on items requiring demilitarization.	Temporary. Cutoff at end of CY. <i>Destroy when superseded or obsolete.</i>	N1-361-92-02
4160.8	Realigned to 4160.6		
4160.9	Critical and Strategic Materials Reclamation. Papers used to record the conservation of critical and strategic materials.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	N1-361-92-02
4160.10	Precious Metal Reclamation. Monthly and quarterly reports of precious metal reclamation, issues, and related papers used to record the conservation of precious metals.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	N1-361-92-02
4160.11	Inspections. Inspection sheets and related backup materials and correspondence used to conduct and report inspections of sanitary fills.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-92-02
4160.12	Warehousing. Copies of item release/receipt documents, screener forms, issue forms, location change	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-92-02

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	forms, tally sheets, and similar materials used to locate, warehouse, safeguard, and issue property other than operating supplies and equipment.		
4160.13	Space Management. Warehouse and other space layout plans used to manage Defense Reutilization and Marketing Office (DRMO) storage areas.	Temporary. <i>Destroy when superseded or no longer needed.</i>	N1-361-92-02
4160.14	Equipment Control. Sign-out sheets, equipment assignments, vehicle checklists, maintenance forms, usage reports, and equipment downtime and breakdown reports used to control/dispatch vehicles, material handling equipment, and other motorized equipment.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-92-02
4160.15	Small Arms Serialization Program. Documents relating to the administration of small arms serialization program. Covers administration, guidance, and direction including Standard Operating Procedures and similar documents not covered elsewhere.	Temporary. Cutoff at end of Event. <i>Destroy when superseded, or after audit has been made and exceptions or irregularities have been reported or corrected</i>	DAA-0361-2013-0008-0001
4160.16	Small Arms Control File (Active/Inactive). Record for each small arm, by serial number, that is under the activity's accountability either received/released/destroyed. Documents accumulated include: DTID 1348, Demil Certificate, Inert Certificate and listing of serial numbers accompanying turn in document, letter of authorized certified/verifier.	Temporary. Cutoff when weapon is destroyed. <i>Destroy 75 years after weapon is destroyed.</i>	DAA-0361-2017-0003
4160.17	Small Arms Inventory Listing: Listing of serial numbered small arms data contained in the DLA Central Registry-reconciled annually.	Temporary. Cutoff at end of CY. <i>CUTOFF at the end of the calendar year. Destroy after 2 years</i>	DAA-0361-2013-0008-0003

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>or when no longer needed.</i>	
4160.17.01	Small Arms Inventory Listing: Other Offices.	Temporary. <i>Destroy upon receipt of new listing.</i>	DAA-0361-2013-0008-0004
4160.18	Small Arms Transaction Register and Small Arms Reject Listing: Disposition Services. Listing and register generated from the use of the Small Arms.	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy when 3 years old.</i>	NC1-361-81-8
4160.18.01	Small Arms Transaction Register and Small Arms Reject Listing: Other Offices. Listing and register generated from the use of the Small Arms.	Temporary. Cutoff at end of CY. <i>Destroy after annual reconciliation is complete.</i>	NC1-361-81-8
4160.19	Small Arms IT System Work Orders. Copies of system problems for data input requiring correct/file manipulation by system programmers or small arms Program Manager (PM). Includes work order request (e-mail), tracking documents and records pertaining to resolution.	Temporary. Cutoff at end of Event. <i>Destroy when superseded, or after audit has been made and exception or irregularities have been reported or corrected.</i>	DAA-0361-2013-0008-0005
4160.20	Want Lists. Customer want lists, multipurpose requisition/issue forms and similar materials used to provide maximum reutilization of excess property.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after request is filled or action completed.</i>	N1-361-92-02
4160.21	Interservice Support Agreements. Memorandums of Understanding (MOUs), Interservice Support Agreements (ISAs), and similar items developed for reutilization of property.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after property is re-utilized/sold or agreement is canceled.</i>	N1-361-92-02

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4160.22	Redistribution Efforts. Documentation on efforts to dispose of property by reutilization, transfer, and donation.	Temporary. Cutoff at end of CY. Destroy after 3 years.	N1-361-92-02
4160.23	Material Utilization and Disposal Progress Reports: HQ DLA. Reports initiated or received showing progress on property utilization and disposal programs.	Temporary. Cutoff at end of CY. Destroy after 10 years.	NC1-361-76-10
4160.23.01	Material Utilization and Disposal Progress Reports: Other Offices. Reports initiated or received showing progress on property utilization and disposal programs.	Temporary. Cutoff at end of CY. Destroy after 2 years.	NC1-361-76-10
4160.24	Freeze Actions. Messages and supporting records freezing property for designated programs pending receipt of requisitions.	Temporary. Cutoff at end of CY. Destroy after 1 year.	N1-361-92-02
4160.25	Contractor Inventory Redistribution System. Catalogs listing Government property in contractor custody available for redistribution.	Temporary. Destroy when obsolete.	N1-361-92-02
4160.26	Rescinded - use 4160.64		
4160.27	Transfer Authority. Signature cards and letters of designation identifying personnel authorized to transfer property.	Temporary. Cutoff at end of Event. Destroy 2 years after authority expires.	N1-361-92-02
4160.28	Foreign Military Sales Case Files. Case files relating to the authorized sale of excess property to foreign governments through the Foreign Military Sales Program.	Temporary. Cutoff at end of Event. Destroy 6 years and 3 months after all aspects of the sale are complete.	N1-361-87-1
4160.29	Accounts Maintenance. Turn-in documents, records of adjustments for other than Reports of Survey or GPLDs, issues of excess, surplus, and foreign excess personal property, downgrade to scrap, and similar	Temporary. Cutoff at end of CY. Destroy after 3 years.	N1-361-92-02

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	documentation used to research, maintain and correct accounts.		
4160.30	Abandoned/Destructed Property: Hazardous Material. Documentation on property disposed under the Abandonment and Destruction. Includes property released from DLA disposition Services that contains hazardous constituents and donation in Lieu of A&D programs (green, recycling, demanufacturing.	Temporary. Cutoff after contract closeout. Destroy 50 years after contract closeout.	DAA-0361-2017-0004
4160.31	Rescinded - use 4160.64		
4160.32	Reports of Survey. Reports of survey and Government property lost or destroyed including inventory adjustments, and related records used to adjust accountable property records.	Temporary. Cutoff at end of CY. Destroy after 5 years.	N1-361-92-02
4160.33	Commodity Analyses. Computer printouts, contract yield information, briefing charts and related background data pertaining to precious metals used to demonstrate cost effectiveness of each commodity refined.	Temporary. Cutoff at end of CY. Destroy after 3 years.	N1-361-92-02
4160.34	Monthly Scrap Listing. Inventory on-hand listings containing locations and weights of precious metals on-hand.	Temporary. Cutoff at end of CY. Destroy after 5 years.	N1-361-92-02
4160.35	Precious Metals Contract Files. Copies of contracts (recovery, procurement, service), modifications and amendments, precious metals deposits, contractor status reports, correspondence, statements of work, bid sheets, pre-award/post-award documents, delivery orders, funding documents, processing plans, shipping/receiving reports, production reports, settlement letters, assay reports, invoices, and similar records used to monitor precious metal recovery	Temporary. Cutoff at end of Event. Destroy 3 years after contract is closed.	N1-361-92-02

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	operations.		
4160.36	Precious Metals Equipment and Supplies. Copies of funding documents, invoices, shipping/packing information, specifications, contracts, test and evaluation data, and similar records pertaining to acquisition of precious metals recovery equipment.	Temporary. Cutoff at end of CY. Destroy after 5 years.	N1-361-92-02
4160.37	Demilitarization and Mutilation Case Files. Correspondence, conversation records, cataloging information, treaty information, and related documents pertaining to demilitarization or mutilation requirements and actions performed on military-type materiel prior to disposal.	Temporary. Cutoff at end of CY. Destroy after 10 years.	N1-361-92-02
4160.38	Demilitarization Code Challenges. Correspondence, messages, code change recommendations, and similar records pertaining to demilitarization code changes of surplus property.	Temporary. Cutoff at end of CY. Destroy after 4 years.	N1-361-92-02
4160.39	Strategic/Munitions List Items Control: Foreign Excess Personal Property (FEPP). Documents which pertain in general to specific contracts subject to strategic/munitions list items controls, such as the evaluation of bidder's eligibility, approval and disapproval of bidder's end-use and destination of property, and import certificate/delivery verification requirements.	Temporary. Cutoff at end of Event. Destroy 6 years after completion of security trade controls on individual transactions.	N1-361-92-02
4160.39.01	Strategic/Munitions List Items Control: Surplus. Documents which pertain in general to specific contracts subject to strategic/munitions list items controls, such as the evaluation of bidder's eligibility, approval and disapproval of bidder's end-use and destination of property, and import	Temporary. Cutoff at end of Event. Destroy 7 years after bid award date.	N1-361-92-02

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	certificate/delivery verification requirements.		
4160.40	Security Trade Control Violations. Documents and correspondence relating to reports and investigations of diversions of FEPP, including technical violations of DoD Security Trade Control Regulations.	Temporary. Cutoff at end of Event. <i>Destroy 15 years after adjudication is completed.</i>	N1-361-92-02
4160.41	Warehouse Modernization /Mechanization Program Files. Copies of site visit results, correspondence, specifications and drawings, project status reports, 5-year plans, and similar documentation related to modernization of storage facilities.	Temporary. Cutoff at end of Event. <i>Closeout when project completed and accepted. Retain for life of equipment installed.</i>	N1-361-92-02
4160.42	Registration Log. Log of registration numbers assigned to DRMS-owned equipment and vehicles assigned overseas.	Temporary. <i>Destroy when obsolete or no longer needed for reference.</i>	N1-361-92-02
4160.43	Surplus Property Transportation. Reutilization transportation approval /disapproval requests, data sheets, correspondence, messages, approvals in lieu of ultimate disposal, and similar records related to the approval/disapproval of costs for transportation of surplus items exceeding 10,000 pounds.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-92-02
4160.44	Retrograde Transportation Files. Operation plans, Department of Transportation (DOT) exemptions, messages, ports of entry/debarkation schedules, conversation records, planning documents, procedural documents, and similar records related to return of surplus property from foreign countries.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	N1-361-92-02

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4160.45	Reutilization Monthly Expenditures. Data pertaining to reutilization transportation costs used to track and program funds.	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-92-02
4160.46	Market Research. Item descriptions, material safety data sheets, correspondence and related materials obtained as a result of conducting market research and used to analyze markets and trends; determine property market values; identify potential markets, buyers and sale methods; develop operating plans; and determine/provide requirements applicable to property offered for sale.	Temporary. Cutoff at end of CY. Destroy after 1 year or when no longer needed for reference, whichever is later.	N1-361-92-02
4160.47	Market Analyses. Periodic analyses of inventories of recyclable materials, directed criteria, and related documents.	Temporary. Cutoff at end of CY. Destroy after 7 years.	N1-361-92-02
4160.48	Marketing Information. Catalogs, customer comment cards, applications to bid, and related correspondence and materials used to evaluate and provide marketing information.	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-92-02
4160.49	Quality Assurance Reviews. Reviews and recommendations on sealed bid catalogs other than copies retained within SCO contract files.	Temporary. Cutoff at end of CY. Destroy after 1 year.	N1-361-92-02
4160.50	Advertising. Ads placed in local newspapers, bulletins, and magazines; flyers; invitations for bid; related materials and backup information used to advertise and promote aspects of marketing operations.	Temporary. Destroy when no longer needed for reference.	N1-361-92-02
4160.51	Auction and Retail Sale Files. Items relating to retail and auction sales including: <ul style="list-style-type: none"> • Item records • Audit of records and certificates of 	Temporary. Cutoff at end of Event. Destroy 3 years after final payment.	DAA-0361-2017-0005-0004

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	review <ul style="list-style-type: none"> • Bidder lists • High bid sales data • Transmittals • Lists of items • Sale summary reports • Notices of award, statement and release documents • Bidder registration forms • Catalogs • Various equipment listings • Sale tags • Property tickets • Cash collection vouchers and related financial records • Complaints and related evaluations and decisions • Other pertinent historical data related to an individual sale. 		
4160.52	Sale Evaluations. Listings, printouts and similar historical sale data and materials used to evaluate sale requirements and direct disposition of property having no commercial local market value/demand or which cannot be cost effectively sold.	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-92-02
4160.53	Bidders Master File: Disposition Services. Microfiche copies containing information pertaining to buyers or potential buyers of Government surplus property. Includes information such as bidder identification numbers, debarred/indebted/bad check lists, cleared bidders list, and bidder experience list.	Temporary. Cutoff at end of CY. Destroy after 50 years.	N1-361-92-02
4160.53.01	Bidders Master File: Subordinate Activities. Microfiche copies containing information pertaining to buyers or potential buyers of Government surplus property. Includes	Temporary. Destroy when superseded or obsolete.	N1-361-92-02

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	information such as bidder identification numbers, debarred/indebted/bad check lists, cleared bidders list, and bidder experience list.		
4160.54	Debarred, Ineligible, or Suspended Bidders. Correspondence and documents relating to debarred, ineligible, or suspended bidders on surplus property.	Temporary. Cutoff at end of CY. Destroy after 10 years.	GRS 1.1, Item 070 (DAA-GRS-2016-0001-0004)
4160.55	Market Subsystem History File. Records pertaining to sales performance history of buyers of Government surplus property used for analysis.	Temporary. Cutoff at end of CY. Destroy after 50 year.	N1-361-92-02
4160.56	Annual Bid Deposit Bonds. Applications for annual bid deposit bonds, and related documents.	Temporary. Cutoff at end of CY. Destroy after 3 years.	N1-361-92-02
4160.57	Personal Property Sales Unsuccessful Bids: Sensitive (includes all unsuccessful bids in instances when any award is made to other than the high bidder). Unsuccessful and canceled bids resulting from personal property sales transactions accomplished under sealed bid and spot bid procedures; bidder's registration cards of unsuccessful bidders resulting from such sales transactions accomplished by spot bid and auction procedures.	Temporary. Cutoff at end of Event. Destroy 6 years after sale date.	N1-361-92-02
4160.57.01	Personal Property Sales Unsuccessful Bids: Non-Sensitive. Unsuccessful and canceled bids resulting from personal property sales transactions accomplished under sealed bid and spot bid procedures; bidder's registration cards of unsuccessful bidders resulting from such sales transactions accomplished by spot bid and auction procedures.	Temporary. Cutoff at end of Event. Destroy 1 year after removal of all property sold under the related invitation for bids.	N1-361-92-02

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4160.58	Post-award Withdrawal Actions. Copies of documents, other than SCO copies, pertaining to property withdrawn from sales after award and prior to physical removal.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years, or when no longer required, whichever is later.</i>	N1-361-92-02
4160.59	SCO Training Courses. Course materials used in proficiency updates, sale contracting procedures and local sales officer's courses.	Temporary. <i>Destroy when superseded, or when no longer needed for reference.</i>	N1-361-92-02
4160.60	Auctioneers. Lists of certified DRMS auctioneers.	Temporary. <i>Destroy when superseded.</i>	N1-361-92-02
4160.61	Negotiated Sales Reporting. Documents and reports pertaining to required Congressional notification and/or approval on negotiated sales of surplus property.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years, or when no longer required, whichever is later.</i>	N1-361-92-02
4160.62	Technical Assistance Visits. Periodic program evaluations of sale contracting practices and operations, and reports of corrective actions.	Temporary. <i>Destroy after completion of comparable visit, or when no longer needed for reference.</i>	N1-361-92-02
4160.63	Personally Owned Abandoned Property. Documentation for the disposition of lost, abandoned or unclaimed personal property that comes into the custody or control of a Department of Defense activity either as received, released, or destroyed. Documents may include DD1348 certificates, list of serial numbers accompanying turn-in documents or similar documents that identify the property.	Temporary. Cutoff at end of CY. <i>Destroy 5 years after cutoff.</i>	DAA-0361-2017-0001-0001
4160.64	Excess Personal Property, Equipment, and Vehicle Records. Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes:	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	GRS 5.4, Item 040 (DAA-GRS-2016-0011-0004)

SCHEDULE 4160 - Property Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Excess property inventories and lists • Lists and other records identifying approved receivers of excess property • Donation receipts • Destruction Certificates • Documentation of vehicle transfer by sale, donation, or exchange, including SF form 97, United States Government Certificate to Obtain a Motor Vehicle • Related Correspondence <p>Exclusion: Records documenting financial management of surplus property disposal by sale is covered by 7000.14</p>		

DLA RECORDS SCHEDULE – 4161
LAW ENFORCEMENT SUPPORT

This schedule relates to the administration, accountability and transfer of vehicles, aircraft/watercraft, and weapons to State Agencies.

SCHEDULE 4161 - Law Enforcement Support			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4161.1	STATE FILES. Relates to all correspondence with each State Agency. Transfers: Other than Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-10-3
4161.1.01	STATE FILES. Relates to all correspondence with each State Agency. Transfers: Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years or after the life span of the property, whichever is later.</i>	N1-361-10-3
4161.2	STATE FILES. Relates to all correspondence with each State Agency. Disposals: Other than Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-10-3
4161.2.01	STATE FILES. Relates to all correspondence with each State Agency. Disposals: Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years or after the life span of the property, whichever is later.</i>	N1-361-10-3
4161.3	STATE FILES. Relates to all correspondence with each State Agency. Turn Ins: Other than Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-10-3
4161.3.01	STATE FILES. Relates to all correspondence with each State Agency. Turn Ins: Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years or after the life span of the property, whichever is later.</i>	N1-361-10-3

SCHEDULE 4161 - Law Enforcement Support			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4161.4	STATE FILES. Relates to all correspondence with each State Agency. 103s: Other than Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-10-3
4161.4.01	STATE FILES. Relates to all correspondence with each State Agency. 103s: Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years or after the life span of the property, whichever is later.</i>	N1-361-10-3
4161.5	Application for Participation.	Temporary. Cutoff at end of CY. <i>Destroy previous version when updated. Destroy current version after 3 years.</i>	N1-361-10-3
4161.6	Vehicle Records: Other than Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-10-3
4161.6.01	Vehicle Records: Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years or after the life span of the property, whichever is later.</i>	N1-361-10-3
4161.7	Aircraft/Watercraft Records : Other than Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-10-3

SCHEDULE 4161 - Law Enforcement Support			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4161.7.01	Aircraft/Watercraft Records: Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years or after the life span of the property, whichever is later.</i>	N1-361-10-3
4161.8	Weapon Records: Other than Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-10-3
4161.8.01	Weapon Records : Demil B-Q Property.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years or after the life span of the property, whichever is later.</i>	N1-361-10-3

DLA RECORDS SCHEDULE – 4165
ENGINEERING, CONSTRUCTION and
REAL PROPERTY

This schedule relates to the operation, maintenance, and repair of real property facilities and installed equipment; preparation of master plans components and military construction programs; engineering projects; provision of custodial, sanitation; maintenance, repair and improvement of military family housing.

SCHEDULE 4165 - Engineering, Construction and Real Property			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4165.1	Facilities Engineers Program/Project Files. Documents related to the formulation, management, administration, and execution of individual Facilities Engineering programs/projects such as program plans, studies and analyses, reports, letter guidance and direction and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-90-01
4165.2	Rescinded - use 5300.33		
4165.2.01	Rescinded - use 5300.33.01		
4165.3	Engineering Services. Documents, correspondence and related materials depicting progress made for each active construction or real property project.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after completion of project or when no longer needed for reference.</i>	N1-361-90-01
4165.4	Vendor Brochures and Catalogues. Vendor brochures and catalogues which provide guidance to engineers for determining design of projects.	Temporary. Review annually. <i>Destroy when obsolete or no longer needed.</i>	N1-361-90-01
4165.5	Military Construction Projects. Records and documentation relating to engineering services for military construction programming and project preparation of Congressionally approved projects.	Temporary. Cutoff at end of Event. <i>Maintain in current files indefinitely. Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</i>	N1-361-90-01

SCHEDULE 4165 - Engineering, Construction and Real Property			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4165.6	Inspection and Execution. Copies of architect and engineer contracts, related correspondence and reference papers, documentation relating to re-work. Includes documentation on water systems, replacement windows, and painting.	Temporary. Cutoff at end of Event. <i>Destroy 7 years after close of contract.</i>	N1-361-90-01
4165.7	Open Purchase Requests. Copies of documents relating to open purchase requests for contracts requesting services by outside contractors.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	N1-361-90-01
4165.8	Engineering Contract Records. Copies of original estimates, cost procurement specifications, logs, and related records tracking all contracts from inception to work completion, excluding Contracting Officer Representative (COR)/Contracting Officer Technical Representative (COTR) actions (see Schedule 5000.16).	Temporary. Cutoff at end of Event. <i>Destroy on completion of contract, or when no longer required for reference, whichever is later.</i>	N1-361-90-01
4165.9	Annual Contract Research and Analysis. Copies of contract records for custodial services, refuse services, painting, and maintenance.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after completion of contract.</i>	N1-361-90-01
4165.10	Plans and Specifications Studies and Reports. Studies and reports pertaining to drainage, handicap facilities design, asbestos removal and related items that provide the legal and technical basis for preparation and design of contracts.	Temporary. Review annually. <i>Destroy when no longer needed, obsolete, or superseded.</i>	N1-361-90-01
4165.11	Mobilization Plan. Five-year Engineering Mission Mobilization Plan.	Temporary. Review annually. <i>Destroy when superseded.</i>	N1-361-90-01

SCHEDULE 4165 - Engineering, Construction and Real Property			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4165.12	Historical Building File. Drawings and blueprints of the Center from initial construction to present.	Temporary. Cutoff at end of Event. <i>Maintain in current files indefinitely. Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</i>	N1-361-90-01
4165.13	Real Property Master Plan. Facilities planning 5-year master plan and documentation related to analysis of existing facilities. Includes the annual energy budget with supporting documentation and concept design reports.	Temporary. Cutoff at end of Event. <i>Maintain in current files indefinitely. Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other liens.</i>	GRS 5.4, Item 020 (DAA-GRS-2016-0011-0002)
4165.14	Construction Program Coordination. Copies of purchase requests and closed completed contracts; log books; building maintenance contracts concerning painting, repairs, paving and family housing maintenance.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	N1-361-90-01
4165.15	Pollution Studies: DLA Office of Environment and Safety Policy. Test reports, studies, memorandums, regulatory agency documents relating to the abatement of air, water, land, and other pollution.	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy after 5 years.</i>	N1-361-90-01

SCHEDULE 4165 - Engineering, Construction and Real Property			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4165.15.01	Pollution Studies: Other Offices. Test reports, studies, memorandums, regulatory agency documents relating to the abatement of air, water, land, and other pollution.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-90-01
4165.16	Military Construction Plans. Installation master plan and related documents and correspondence.	Temporary. Review annually. <i>Destroy when obsolete or superseded.</i>	N1-361-90-01
4165.17	Building Records. Building record files, real property record cards, requests for approval and disposal of buildings and improvements, documentation related to the transfer and acceptance of military real property.	Temporary. Cutoff at end of Event. <i>Destroy 10 years after transfer or disposal of building.</i>	N1-361-90-01
4165.18	Work Plans. Documents, correspondence, study results, and reports used for preparation of work plans.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	N1-361-90-01
4165.19	Real Property Economic Studies. Copies of real property maintenance contracts recording repairs or alterations to buildings or new construction.	Temporary. Review annually. <i>Destroy when obsolete.</i>	N1-361-90-01
4165.20	Operations and Maintenance Resources. Operations and maintenance budgets and related documentation, studies and analysis results which support facility engineering resources and funding requirements.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-90-01
4165.21	Work Status and Backlogs. Charts, graphs, and spreadsheets indicating status and backlog of work.	Temporary. Review annually. <i>Destroy when superseded.</i>	N1-361-90-01
4165.22	Supplies. Equipment requests, hand receipts, and supply orders.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-90-01

SCHEDULE 4165 - Engineering, Construction and Real Property			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4165.23	Supply Orders. Blanket purchase agreements, supply charge accounts listed by vendor, and related documentation.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-90-01
4165.24	Fiscal Year Program Analysis. Historical report with backup material and related documentation.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-90-01
4165.25	Material Coordination. Service order calls (less than \$1000 and 40 work hours), standing operating orders, and work orders (over \$1000 and 40 work hours).	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-90-01
4165.26	Real Property Leases. Real property leases, documentation on easements and leases right-of-way.	Temporary. Cutoff at end of lease. <i>Destroy when 10 years old.</i> <i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)
4165.27	Real Property Control. Real property utilization studies and reports, documents related to real property availability, preliminary Corps of Engineer reports.	Temporary. Cutoff at end of Event. <i>Destroy when lease is no longer valid.</i>	N1-361-90-01
4165.28	Real Property Inventories. Real property inventories and related documents pertaining to military and civilian property which include reports, studies, and ledgers.	Temporary. Cutoff at end of FY. <i>Destroy after 10 years.</i>	N1-361-90-01
4165.29	Service Orders. Service order forms for maintenance work or inspection involving costs less than \$1000 and 40 work-hours.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	N1-361-90-01

SCHEDULE 4165 - Engineering, Construction and Real Property			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4165.30	Operating Orders. Standing operating order forms pertaining to maintenance and repairs.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-90-01
4165.31	Job Orders and Estimates. Individual job order forms tracking labor, equipment, and material costs. Job estimate sheets provided by the engineering contracting and resource management office containing estimates of labor, materials, equipment, and direct costs for performance of service.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-90-01
4165.32	Pest Control. Pest control plans, pest management reports, quarterly reports of subsistence items on Center, individual job orders and documentation relating to the fumigation of railroad cars, quarters and outdoor fumigations.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-90-01
4165.33	Work Schedules. Weekly work schedules and records of work performed and work-hours expended.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-90-01
4165.34	Preventive Maintenance/Self-Help. Forms, correspondence, and documentation relating to providing family housing and/or office occupants with preventive maintenance and self-help maintenance tools, equipment, materials, and supplies.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-90-01
4165.35	Buildings and Grounds Inventories. Documents pertaining to roads and grounds or buildings maintenance that consists of an inventory of accountable Government property.	Temporary. Review annually. <i>Destroy when obsolete or no longer needed.</i>	N1-361-90-01
4165.36	Service Manuals. Books, lists, warranties, order forms, and manuals providing part numbers and ordering procedures for obtaining equipment replacement parts.	Temporary. Review annually. <i>Destroy when obsolete or no longer needed.</i>	N1-361-90-01

SCHEDULE 4165 - Engineering, Construction and Real Property			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4165.37	Utility Locations. Equipment log sheets, layouts, designs, blueprints, drawings, maps and specifications providing locations of electrical and air conditioning equipment, electrical power lines and transformers, and identifying electrical wiring and plumbing layouts.	Temporary. Review annually. <i>Destroy when obsolete.</i>	N1-361-90-01
4165.38	Log Sheets. Sign-in/out log sheets and equipment location log sheets which provide for equipment accountability.	Temporary. Review annually. <i>Destroy when obsolete or replaced by new sheets.</i>	N1-361-90-01
4165.39	Daily Boiler Logs. Records and log sheets pertaining to boiler pressures, oil temperatures, boiler firings, and related problems with boiler operations.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-90-01
4165.40	Vendor Brochures. Pamphlets, brochures, catalogs, and documents received from vendors providing information on new and updated equipment and products.	Temporary. Review annually. <i>Destroy when obsolete.</i>	N1-361-90-01
4165.41	Equipment Pollutants. Lists, maps, drawings and reports of equipment which contain pollutants.	Temporary. Review annually. <i>Destroy when obsolete or pollutants have been removed.</i>	N1-361-90-01
4165.42	Utility Agreements. Copies of contracts from local utility companies regarding the purchase and use of services provided.	Temporary. Review annually. <i>Destroy when obsolete or no longer needed.</i>	N1-361-90-01
4165.43	Utility Bills. Printouts, forms, documents, reports, and correspondence pertaining to utility use, billing and payment.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-90-01
4165.44	Service Orders. Service order forms involving the performance of preventive maintenance, repair, and preparation of family housing units.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	N1-361-90-01

SCHEDULE 4165 - Engineering, Construction and Real Property			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4165.45	Inspections. Reports, forms, and correspondence relating to safety inspections from internal and external sources.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	N1-361-90-01
4165.46	Boiler Treatment. Reports and records of chemicals and their use with boilers.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	N1-361-90-01
4165.47	Sprinkler Maintenance. Records, documentation and correspondence relating to the maintenance and cleaning of sprinkler systems.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	N1-361-90-01
4165.48	Material Costs. Bills of materials for repair jobs, lists of supplies and related costs associated with repair and maintenance of equipment.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	N1-361-90-01
4165.49	Inventories. Lists and records of equipment and accountable Government property and their locations.	Temporary. Review annually. <i>Destroy when obsolete or item is no longer in inventory.</i>	N1-361-90-01
4165.50	Realigned – use 4165.33		
4165.51	Water and Chemical Production. Operating logs, and related papers that reflect the results of water and chemical production measurements.	Temporary Cutoff at end of Event. <i>Destroy after water plant use has been replaced by County water system.</i>	N1-361-90-01
4165.52	Back-flow Preventers. Reports, records of inspections and tests, and related documentation provided to State agencies.	Temporary. Review annually. <i>Destroy when obsolete or when no longer needed.</i>	N1-361-90-01
4165.53	Bacteria. Reports, test and sample records and related documentation pertaining to water testing.	Temporary. Review annually. <i>Destroy when obsolete or when no longer needed.</i>	N1-361-90-01

SCHEDULE 4165 - Engineering, Construction and Real Property			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4165.54	Water Tests. Test results, reports, and documentation reflecting quantity of pollutants in bodies of water.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-90-01
4165.55	Water Systems. Documentation reflecting study results of water distribution systems.	Temporary. Review annually. <i>Destroy when no longer needed.</i>	N1-361-90-01
4165.56	Permits. National Pollutant Discharge Elimination System permit for discharging water in public waterways.	Temporary. Review annually. <i>Destroy when renewed, obsolete, or no longer needed.</i>	N1-361-90-01
4165.57	Facilities/Construction Projects. Work orders, programming documents, correspondence, drawings, funding documents, project approvals, and certifications of costs incurred.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after project completion and incorporation in the installation master plan.</i>	N1-361-92-02
4165.58	Installation Master Plan. Documents describing buildings, locations, siting, layouts, utilities, and related matters in DLA activities.	Temporary. <i>Destroy when superseded.</i>	N1-361-92-02
4165.59	Facilities Programming. Annual work plan and documents pertaining to real property maintenance and military construction programming.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	N1-361-92-02

DLA RECORDS SCHEDULE – 4180
ENERGY

This schedule relates to the management of supply, procurement and transportation of alternative fuels and natural gas to meet the needs of the military departments. Included is the provision of test fuels to the military departments for research and development purposes.

SCHEDULE 4180 - Energy			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4180.1	<p>Research and Development. Reports, correspondence, studies generated by government/non-government sources, proposals, written descriptions, contractual data, related documents and backup materials used for current and future planning, research, development, and analysis of alternative fuel sources and technologies.</p> <p><u>NOTE:</u> <i>Due to the nature of evolving technologies and the potential for future reoccurrence of investigations into alternative fuel sources, caution should be exercised when determining the future reference value of these records.</i></p>	Temporary. <i>Destroy when no longer needed for reference.</i>	N1-361-92-4
4180.2	<p>Alternative Fuels Supplies. User fuel requirements and related documentation and correspondence used to develop methodologies and direct actions for supplying alternative fuels.</p>	Temporary. Cutoff at end of CY. <i>Destroy when 2 years old.</i>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)
4180.3	<p>Emergency Supplies. Correspondence related to emergency purchases and copies of contract modifications used to identify emergency supplies for using activities.</p>	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-92-4
4180.4	<p>Alternative Fuel Studies. Consultant studies, internal studies, installation information on operating characteristics, information on local fuel companies, related correspondence and backup materials used to select sources, determine availability of spot market fuels and analyze support capabilities.</p>	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-92-4

SCHEDULE 4180 - Energy			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4180.5	<p>Bunker Deliver Notice (BDN). Documentation (DLA Form 2006) of the delivery of bunker fuel for ship-to-ship, shore-to-ship, or ship-to-shore and is produced at the point of issuance and maintained at or on the receiving point. The BDN describes the contractor location, vessel (if the fuel transfer is ship-to-ship, include the names of both vessels), date of product receipt, fuel type, quantity represented, and the name and signature of the receiving officer.</p>	<p>Temporary. Cutoff at end of FY. <i>Destroy 3 years after cutoff.</i></p>	DAA-0361-2015-0004-0001

DLA RECORDS SCHEDULE – 4200
PRODUCTION

This schedule relates to the manufacturing of supplies in DLA-operated manufacturing facilities.

SCHEDULE 4200 - Production			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4200.1	Manufacturing. Documents relating to manufacturing of supplies in DLA-operated manufacturing facilities. Documents relative to manufacturing and production in commercial or other than DLA-operated facilities should be filed under record series 5000.38.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	NN-168-94
4200.2	Production Control Files. Work orders, job orders, turn-in slips, issue slips, estimate sheets, production reports, and other papers relating to the scheduling, dispatch, follow-up, and control of items to be manufactured.	Temporary. Cutoff at end of Event. <i>Place in inactive file upon completion of related work and destroy after 5 years.</i>	NN-168-94
4200.3	Manufacturing Methods Project Files. Documents relating to the improvement, modification, and modernization of manufacturing processes and procedures, such as drawings, photographs, job orders, routing sheets, reports of revised processes and procedures, and related papers.	Temporary. Cutoff at end of Event. <i>Place in inactive file upon completion of related work and destroy after 5 years.</i>	NN-168-94
4200.4	Special Measurement and Orthopedic Footwear Files. Case files, requisitions for construction of special measurement and orthopedic footwear items (boots and shoes). Included are DD Form 150, Special Measurement Blank for Special Measurement/Orthopedic Boots and Shoes, DOFC Form 10, Fitting Report - Special Footwear, and related documents.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years unless specific information on individual cases justify further retention, in which case files will be destroyed when no longer needed.</i>	NC1-361-81-1
4200.5	Quality Control Files. In process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers maintained for detection, prevention, and	Temporary. Cutoff at end of Event. <i>Place in active file upon completion of final production order for</i>	NN-168-94

SCHEDULE 4200 - Production			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	control of manufacturing defects.	<i>the related component and destroy after 3 years.</i>	

DLA RECORDS SCHEDULE – 4205
SMALL BUSINESS

This schedule relates to the direction and implementation of the DLA Small Business Program including DoD Small Business and Small Disadvantaged Business Utilization Programs and related economic development programs.

SCHEDULE 4205 - Small Business			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4205.1	Small Business Program/Project Files. Documents related to the formulation, management, administration and execution of individual Small Business programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-91-11
4205.2	Small Business Correspondence Files: HQ DLA. Documents providing general direction, staff guidance and reporting in the management and administration of Small Business including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.	Temporary. Cutoff at end of FY. <i>Cutoff at the end of the year. Destroy after 3 years.</i>	N1-361-91-11
4205.2.01	Small Business Correspondence Files: Other Activities. Documents providing general direction, staff guidance and reporting in the management and administration of Small Business including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-11

SCHEDULE 4205 - Small Business			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4205.3	Small Business Source Files. Documents maintained for the purpose of determining source capabilities, such as brochures, replies to questionnaires, financial data, prospectuses, requests for inclusion on bidders' mailing lists, extracts from industry publications, pre-award surveys, and lists of tools and equipment.	Temporary. <i>Destroy when superseded, obsolete, or when the concern is no longer considered as source of supply for any reason.</i>	N1-361-91-11
4205.4	Procurement Technical Assistance Program (PTAP). Correspondence, Federal Register announcements, Commerce Business Daily announcements, solicitations for cooperative agreement proposals, program evaluation criteria, applicant proposals, cooperative agreement award documents, recipient performance reports and other similar information used to administer procurement technical assistance programs.	Temporary. Cutoff at end of Event. <i>Destroy after 6 years after closeout.</i>	N1-361-91-11
4205.5	Special Small Business/Economic Utilization Projects and Reports. Documents relating to participation in special projects as directed by higher headquarters and documents relating to special reports required by congressional interest, other Government agencies, and higher headquarters.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-91-11
4205.6	Outreach Development Files. Conference information, registration forms, correspondence, publication cover letters and inquiries related to various outreach programs used to develop outreach programs; coordinate, sponsor, and participate in Federal, State, and local government and industry sponsored conferences, trade fairs, and economic assistance events in support of outreach programs.	Temporary. Cutoff at end of CY. <i>Cutoff at the end of the year. Destroy after 3 years.</i>	N1-361-91-11

SCHEDULE 4205 - Small Business			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4205.7	Small Business/Labor Surplus Area Preference Activity Files-Procurement Activity. Documents relating to preferential consideration given to small business and/or labor surplus area firms.	Temporary. Cutoff at end of FY. Destroy after 10 years.	N1-361-91-11
4205.7.01	Small Business/Labor Surplus Area Preference Activity Files-Administrative Activity. Documents relating to preferential consideration given to small business and/or labor surplus area firms.	Temporary. Cutoff at end of FY. Destroy after 3 years.	N1-361-91-11
4205.8	Minority Contracting. Minority Contracting Program (8A), search and offering letters and related responses used to assist and counsel small and disadvantaged business firms in acquiring information and in resolving problems encountered in bidding or performing on DoD contracts.	Temporary. Cutoff at end of FY. Destroy after 3 years.	N1-361-91-11
4205.9	Procurement Action Reviews. Copies of proposed contract actions, abstracts of bids and offers and similar documents, work papers and reference material used to review pending procurement actions for breakouts and set aside opportunities for increasing small business participation and competition for DoD requirements.	Temporary. Cutoff at end of FY. Destroy after 3 years.	N1-361-91-11
4205.10	Command Management Plan. Locally developed Command Management Plan and related correspondence created in the development and concurrence of plan; and reference copies of other Small Business office plans used in the development of an annual command management plan to identify and promote initiatives to be taken <i>to accomplish objectives of the DLA Small Business Program.</i>	Temporary. Cutoff at end of FY. Destroy when superseded, obsolete, or after 3 years, whichever is sooner.	N1-361-91-11

SCHEDULE 4205 - Small Business			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4205.11	Sheltered Workshop Support. Inquiries, information requests, cover letters, and correspondence related to the development and implementation of programs for support of sheltered workshops affiliated with National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH).	Temporary. Cutoff at end of FY. Destroy after 2 years.	N1-361-91-11
4205.12	Federal Prison Industries. Inquiries, information requests, cover letters, and correspondence related to the development and implementation of programs for support of Federal Prison Industries.	Temporary. Cutoff at end of FY. Destroy after 2 years.	N1-361-91-11
4205.13	Program Goals. Proposed goals, statistical information, measurements of performance, letters and correspondence assigning approved goals used in the establishment of program goals and evaluation of activity performance in achieving goals for the award of prime contracts to firms.	Temporary. Cutoff at end of FY. Destroy after 6 years.	N1-361-91-11
4205.14	Subcontract Negotiations. Contractor's plans, copies of contracting documents and related records used to review contract proposals and participate in negotiations with DoD prime contractors regarding their proposed subcontracting plans for award of subcontracts to small and disadvantaged business firms.	Temporary. Cutoff at end of FY. Cutoff at end of the year. Destroy after 3 years.	N1-361-91-11
4205.15	Subcontractor Plans and Programs. Evaluations of contractor performance and requests for information and related responses used to evaluate DoD prime contractors, small, disadvantaged, and labor surplus area subcontracting plans and programs, establish or recommend goals for awards to firms, and to evaluate prime contractor performance in	Temporary. Cutoff at end of Year. Destroy after 3 years.	N1-361-91-11

SCHEDULE 4205 - Small Business			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	complying with goals and other subcontracting plan requirements.		

DLA RECORDS SCHEDULE – 4215
INDUSTRIAL PLANT EQUIPMENT (IPE)

This schedule relates to operations involving the receipt, storage, care, maintenance, inspection/testing, calibration, repair/rebuild, modification and shipping of IPE.

SCHEDULE 4215 - Industrial Plant Equipment (IPE)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4215.1	IPE Operations Program/Project Files. Documents related to the formulation, management, administration and execution of individual IPE programs/projects such as plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-91-19
4215.2	Rescinded - use 5300.33		
4215.2.01	Rescinded - use 5300.33.01		
4215.3	Defense General Reserve - School Loan Program. Records pertaining to the operation and termination of the National Industrial Equipment Reserve (NIER) and the development and operation of the School Loan Program within the DoD under Public Law 93-155.	PERMANENT. Cutoff at end of CY. <i>Transfer to National Archives in 5-year blocks when 30 years old.</i>	NC1-361-76-13
4215.4	Loan Agreements. Documents maintained by Defense Industrial Plant Equipment Center (DIPEC) relating to the loan of IPE to vocational schools. Included are school applications for loan of tools, offer of item, executed copy of loan agreement (original) with supporting documents, and similar and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after termination and satisfactory settlement of loan agreement terms.</i>	NC1-361-82-5
4215.5	Contractor Storage of Industrial Equipment. Files relating to storage of Government-owned equipment in contractor's plant under layaway contracts.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	NN-168-94

SCHEDULE 4215 - Industrial Plant Equipment (IPE)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4215.6	Industrial Plant Equipment Historical Case Files. Documents maintained by DIPEC relating to individual items of IPE recorded in the central inventory of DoD IPE assets.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after item has been dropped from the central inventory records of DIPEC, i.e., the item has been disposed of or transferred (not loaned) outside DoD or the item has been released from central inventory control.</i>	N1-361-91-19
4215.7	IPE Maintenance, Repair, and Modifications. Maintenance requests, correspondence, IPE maintenance records, IPE repair information, production control records, planning and estimating documents, copies of purchase requests and contracts, quality assurance documents such as requests for waivers, quality deficiency reports, tally sheets for PCB sampling, and similar records pertaining to maintenance, repair, and modification of IPE.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-19
4215.8	IPE Rigging Crew Labor. Work requests, assignments, schedules, and similar records relating to the assignment and utilization of the rigging crew for IPE operations.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-19
4215.9	IPE Reports. Workload reports forecasting upcoming IPE requirements and workload status reports relating status of equipment.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-19
4215.10	Aluminum Skid Inventory Files. Records relating to maintaining inventory of aluminum skids for preparing IPE for shipment.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-19

DLA RECORDS SCHEDULE – 4245
Value Engineering

This schedule relates to the implementation of the Value Engineering Program and the conduct of intrinsic value and should-cost analyses on DLA managed material.

SCHEDULE 4245 - Value Engineering			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4245.1	Value Engineering Projects and Studies: Resulting in Cost Savings. Should-cost analyses, value engineering change proposals, reverse engineering projects, price challenges, and related records pertaining to projects.	Temporary. Cutoff at end of FY. <i>Destroy after 6 years, or when no longer needed for reference or research, whichever is later.</i>	N1-361-91-16
4245.1.01	Value Engineering Projects and Studies: Not Resulting in Cost Savings. Should-cost analyses, value engineering change proposals, reverse engineering projects, price challenges, and related records pertaining to projects.	Temporary. Cutoff at end of FY. <i>Destroy when no longer needed for reference or analysis.</i>	N1-361-91-16
4245.2	Value Engineering Item Records. Documentation summarizing prior value engineering efforts on individual items used for reference and research.	Temporary. Cutoff at end of FY. <i>Destroy when no longer needed for reference.</i>	N1-361-91-16
4245.3	Value Engineering Reporting. Statistical reports on value engineering program activities including projects, savings, items screened and similar information.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-16
4245.4	Value Engineering Change Proposal (VECP) Program Presentations. Presentations and related documents on efforts to encourage contractor submission of VECPs including business conference programs and similar efforts.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year, or when superseded, whichever is sooner.</i>	N1-361-91-16

SCHEDULE 4245 - Value Engineering			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4245.5	Replenishment Parts Purchases and Loans. Informational copies of contracts and agreements for the loan or sale of items to contractors for engineering purposes.	Temporary. Cutoff at end of FY. <i>Destroy 1 year after return of item or sale, as applicable.</i>	N1-361-91-16

DLA RECORDS SCHEDULE – 4500
TRANSPORTATION and MOVEMENT CONTROL

This Schedule relates to implementation of transportation, traffic management, packaging, materials handling, and travel contract management functions.

SCHEDULE 4500 - Transportation and Movement Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4500.1	<p>Transportation and Packaging Reviews, Surveys and Analyses. Includes:</p> <ul style="list-style-type: none"> • Cost analyses, • Transportation Control Movement Documents (TCMD's) approval alerts, • Evaluation worksheets • Printouts, Listings, Routing Guides • Shipping data • Transportation and performance information • Contractor information and data • Copies of Government Bills of Lading (GBLs) • Government Transportation Requests (GTRs) • Pre-award surveys • Contractor packaging capability reviews • Related correspondence and backup materials used to review, analyze or survey contractor information to determine contractor capabilities • Physical distribution patterns • Nature and adequacy of transportation and packaging requirements • Costs, terms and conditions to participate in pre-award surveys • Post-award conferences/orientations, contractor estimating methods, contractor purchasing systems, and should cost reviews; to service applications for GBLs, 	<p>Temporary. Cutoff at end of Event. <i>Destroy 10 years after final payment or Final invoice/IPAC</i></p> <p><i>**Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i></p>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)

SCHEDULE 4500 - Transportation and Movement Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> Commercial Bills of Lading (CBLs) and TCMDs, and to identify contractors requiring orientation. 		
4500.2	<p>Customs or Port of Entry Files. Documents relating to entry and admission, free of duty charges, materiel procured abroad or returned from abroad, including Consumption Entry Permit, Summary of Entered Value, Custom Entry, or similar custom forms, related correspondence, and other documents pertaining to the entry of materiel through customs.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy after 4 years.</i></p>	NN-168-94
4500.3	<p>Issuance Control. Listings and printouts of GBLs, GTRs, and Military Airlift Command transportation authorizations (MTAs), contractor travel authorizations, logs and notices of receipt used to control the issuance and use of GBLs, GTRs, and MTAs.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i></p>	N1-361-91-13
4500.4	<p>Tonnage Distribution. Listings, printouts and applications for GBLs used to ensure proper distribution of tonnage to carriers.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i></p>	N1-361-91-13
4500.5	<p>Contractor Coordination. Information on contractors, shipment data, motor freight classifications, related correspondence and backup materials used to assure compliance with common carrier tariff rules and regulations, provide freight classification, routing and rating technical information to contractors, and to maintain liaison and coordination with contractors and common carrier offices.</p>	<p>Temporary. Review annually. <i>Destroy when superseded, obsolete or upon completion of contract.</i></p>	N1-361-91-13
4500.6	<p>Contractor Assistance. Cost estimates, technical cost proposal analyses, trip reports, related correspondence and backup materials used to assist contractors and Government personnel in</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i></p>	N1-361-91-13

SCHEDULE 4500 - Transportation and Movement Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	preservation, packaging, packing, and marking matters pertaining to contract items, Defense industrial production equipment, and other Government-owned property; to review, approve and ensure adequacy of contractor packing/materials handling functions, price and cost proposals, data, and design drawings.		
4500.7	Procedure A Contractor File. Letters of traffic management delegation, correspondence and information related to changes in traffic management regulations used to implement Procedure A traffic management procedures and evaluate contractor ability to perform those services.	Temporary. Review annually. <i>Destroy when superseded, obsolete, or contractor no longer required to provide Procedure A services.</i>	N1-361-91-13
4500.8	Hazardous/Protected Material Transportation. Documents relating to contracts for packaging, marking, and transportation of hazardous, sensitive, or classified materials.	Temporary. Review annually. <i>Destroy when superseded, obsolete, or no longer needed for reference.</i>	N1-361-91-13
4500.9	Foreign Military Sales (FMS) Transportation Case Files. Case files which contain all records required to monitor and process the delivery of material and services to FMS customers, from receipt to closing of the case. Includes Government Bills of Lading (GBL), Commercial Bills of Lading (CBL), Notices of Availability (NOA), Transportation Control Movement Documents (TCMD), Issue Release/Receipt Documents (IRRD), inspection and receiving reports, air bills, supply transactions, transfer to carrier documents, acceptance data and all similarly related materials used to effect transfer of FMS shipments to carriers. NOTE: For convenience of search and retrieval, these files should be maintained	Temporary. Cutoff at end of FY. <i>Maintain in current file area for 2 years, then retire to Federal Records Center. Destroy when 30 years old.</i>	N1-361-95-1

SCHEDULE 4500 - Transportation and Movement Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	in document number sequence.		
4500.10	Bills of Lading Files. Copies of inbound and outbound Government Bills of Lading (GBLs) and Commercial Bills of Lading (CBLs); correction notices; certificates used in lieu of GBLs; route slips, packing lists; rail bills; and related documentation used to process shipments.	Temporary. Cutoff at end of FY. <i>Destroy after 10 years.</i> <i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)
4500.11	GBL Suspense Files. Advance copies of incoming shipments used to match receipts with actual shipment.	Temporary. Review annually. <i>Destroy after shipment received</i>	N1-361-91-10
4500.12	Outbound Bill of Lading Logs. Logs, registers, listings, or similar systems used to maintain accountability for all GBL numbers assigned.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-91-10
4500.13	Discrepancy Reports. Copies of reports, forms or similar records used to document transportation shipment problems such as damaged material, over or short shipments, astray shipments, and carrier non-performance of service, correspondence, and related papers which are used to initiate claims against carriers.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-91-10
4500.14	Shipping Reports. Automated reports used to analyze traffic management matters. Includes reports on mode of shipment, commodity priority and mode, destination and commodity, category origin, point of embarkation traffic, and similar reports.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-91-10
4500.15	Freight Classification Files. Reports, listing, and similar documents providing freight classifications, rates, and related transportation/shipping data for managed/stocked NSNs used for	Temporary. Review annually. <i>Destroy when superseded, obsolete, or no longer needed for</i>	N1-361-91-10

SCHEDULE 4500 - Transportation and Movement Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	shipment planning purposes.	<i>reference.</i>	
4500.16	Military Standard Logistics System Files. In transit data cards, reports of shipment, and other standardized shipment documentation used to process materiel movement and to evaluate transportation performance.	Temporary. Cutoff at end of month. <i>Destroy after 4 months or when quarterly update is completed, whichever is sooner.</i>	N1-361-91-10
4500.17	Transportation Movement Files: FMS Shipments. Copies of transportation control movement documents, consists, and related papers concerning export loads.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after final shipment.</i>	N1-361-91-10
4500.17.01	Transportation Movement Files: Other Shipments. Copies of transportation control movement documents, consists, and related papers concerning export loads.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after final shipment.</i>	N1-361-91-10
4500.18	Export Bookings. Logs, registers, or similar documents used to record export booking requests, routings, and confirmations.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-10
4500.19	Shipment Billing Logs. Logs, registers, or similar documents for recording shipment billing details used for reporting statistics and research.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-10
4500.20	Carrier Release Files. Documents used to order, release, and dispatch carrier's equipment.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-91-10
4500.21	Carrier Control Files. Logs, registers, appointment books, inspections books, and similar documents used to schedule delivery appointments, track arrivals, departures, internal movements, status, and inspection requirements of truck and rail cars.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-91-10

SCHEDULE 4500 - Transportation and Movement Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4500.22	Security Seal Logs. Logs, registers, or similar system used to maintain accountability for numbered seals applied to departing carriers.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-10
4500.23	Household Goods Movement. Case files consisting of bills of lading, transportation control sheets, transportation control and movement documents, requisition and invoice/shipping documents, applications for shipment and/or storage of personal property, U.S. Customs and Border Protection Declaration for Personal Property Shipments, employee/military service member's orders, household goods descriptive inventory sheets, carrier's work sheets, mission pick tickets, and web queries for domestic personal property shipping offices used to track the movement of privately owned personal property	Temporary. Cutoff at end of FY. <i>Destroy when 10 years old.</i> <i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)
4500.24	Scheduling Files. Appointment schedules, logs, late extension sheets, listings, and related records used to coordinate and control inbound truck and railcar traffic.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-10
4500.25	Materiel Receipt Verification. Copies of material inspection and receiving reports used to verify material received on direct unloads of trucks and railcars.	Temporary. Cutoff at end of Event. <i>Destroy 3 months after final shipment.</i>	N1-361-91-10
4500.26	Materiel Movement Files. Internal documents and forms relating to material movement used to identify materials being received, stowed or changing storage location.	Temporary. Cutoff at end of Event. <i>Destroy after computer updating actions verified.</i>	N1-361-91-10
4500.27	Packing Quality. Quality report check sheets and related forms used to assure quality of the various packing functions.	Temporary. Cutoff at end of Month. <i>Destroy after 1 month.</i>	N1-361-91-10

SCHEDULE 4500 - Transportation and Movement Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4500.28	Materiel Release Files. Issue release/receipt documents relating to processing (select, prepare, ship) stored materiel for release.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-10
4500.29	Materiel Release Control. Control registers, recap sheets, release workload, offered late sheets, backlogs, and similar listings used to monitor issue processing.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-10
4500.30	Warehouse Denials. Material movement documents, denial/shortage investigation checklists, adjustment /document control registers and related documentation used to monitor and track warehouse denials.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-10
4500.31	Destination Listings. Listings identifying material release order destinations used to research all requisitions shipped against a specific cycle.	Temporary. Cutoff at end of Event. <i>Destroy after 6 months.</i>	N1-361-91-10
4500.32	Workload Monitoring. Listings containing weekly and monthly production count reports used to monitor, control, and verify workload, work hours, and productivity.	Temporary. <i>Destroy weekly listings after 3 months, monthly listings after 1 year.</i>	N1-361-91-10
4500.33	Container Shipping Schedule. Listings, reports, and similar documents relating to workload forecasts for upcoming Dicomss cycle used for planning purposes.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-10
4500.34	Shipment Monitoring. Status inquiries, line item materiel release status inquiries, shipping unit/line item inquiries, and related listings used to monitor delivery and shipment records.	Temporary. <i>Destroy after 1 month.</i>	N1-361-91-10
4500.35	Work Orders. Work orders, work order registers, forms, and cost records used to document work to be accomplished.	Temporary. Review annually. <i>Destroy when no longer needed.</i>	N1-361-91-10

SCHEDULE 4500 - Transportation and Movement Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4500.36	Shipping Manifests: FMS Shipments. Manifests of small parcels shipped; used to verify charges and trace shipments.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after final shipment.</i>	N1-361-91-10
4500.36.01	Shipping Manifests: Other Shipments. Manifests of small parcels shipped; used to verify charges and trace shipments.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after final shipment.</i>	N1-361-91-10
4500.37	Cigarette Shipping Files. Copies of materiel release documents, consists, completed contracts, and related records pertaining to overseas shipments of cigarettes used to research discrepancies.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	N1-361-91-10
4500.38	Controlled Item Files. Cards, inventory control sheets, logs, materiel release documents, contract copies, and similar records pertaining to controlled items.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	N1-361-91-10
4500.39	Inventory Monitoring. Listings, reports, and similar records relating to documenting inventory results.	Temporary. Cutoff at end of Event. <i>Destroy after next completed inventory.</i>	N1-361-91-10
4500.40	Subsistence Disposition. Documents accumulated as a result of disposing of subsistence items not appropriate for overseas shipment. Items include serviceable items issued to local commissaries for sale, return of "L" (suspended for litigation) condition stock to vendors, and unserviceable items sent to Defense Reutilization and Marketing Office.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-10
4500.41	Damaged Stock Files. Forms or similar documents used to record destruction and/or recoupment of damaged stocks.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-91-10
4500.42	Building Security Logs. Logs used to record personnel entries into vault to maintain tax-free products warehouse security.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-10

SCHEDULE 4500 - Transportation and Movement Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4500.43	Building Access Lists. List of personnel with access privileges to secure areas.	Temporary. <i>Destroy when replaced with updated copy.</i>	N1-361-91-10
4500.44	Inspection, Testing, Results and Disposition. Request for and results of tests, reclassification (downgrading/upgrading) records such as DAC transactions, related storage quality control reports, records documenting materiel condition code changes, and similar documents (or automated equivalents) relating to inspection and testing of Type II extendible shelf life items.	Temporary. Cutoff at end of Event or FY. <i>Destroy after next inspection, or 2 years, whichever is sooner.</i>	N1-361-91-10
4500.45	Space Utilization. Space assignment summary forms, configuration and occupancy worksheets, space reports, and similar records used to determine and assign space requirements and configurations.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-91-10
4500.46	Bin Replenishment. Listings and reports pertaining to replenishment of materiel in bin locations.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	N1-361-91-10
4500.47	Hazardous Material Stock Location. Listings, forms, and similar records used to identify current location of hazardous material stock items.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-91-10
4500.48	Radioactive Material Disposal. Documents maintained by radiation protection officers on the disposal of radioactive items stored within Defense depots.	Temporary. Cutoff at end of CY. <i>Destroy after 75 years, or after Nuclear Regulatory Commission (NRC) clearance, whichever is later.</i>	N1-361-91-10

SCHEDULE 4500 - Transportation and Movement Control			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4500.49	Radiation Monitoring and Exposure: Used to determine compliance with NRC regulations on restricted areas, to measure external radiation when personnel monitoring is not performed, and to evaluate the release of radioactive effluents to the environment. Surveys, reports, and related documents used to detect, monitor, and record radiation levels and individual exposure.	Temporary. Cutoff at end of CY. <i>Destroy after 75 years, or after NRC clearance, whichever is later.</i>	N1-361-91-10
4500.49.01	Radiation Monitoring and Exposure: Other than those described above. Surveys, reports, and related documents used to detect, monitor, and record radiation levels and individual exposure.	Temporary. Cutoff at end of CY. <i>Destroy after 2 year.</i>	N1-361-91-10
4500.50	Radioactive Material Incident Reporting. Retained copies of required reports to NRC on losses or thefts of licensed material and individual exposures, radiation releases, property damage, and comparable incidents.	Temporary. Cutoff at end of CY. <i>Destroy after 75 years, or after NRC clearance, whichever is later.</i>	N1-361-91-10

DLA RECORDS SCHEDULE – 4600
COMMUNICATIONS and ELECTRONICS

This schedule relates to the Automated Data Processing/Telecommunications (ADP/T) Program and the operation and maintenance of activity computer and communications facilities.

SCHEDULE 4600 - Communications and Electronics			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4600.1	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.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-91-1
4600.2	Rescinded - use 5300.33		
4600.3	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.	Temporary. Cutoff at end of Event. <i>Destroy when item is excessed.</i>	GRS 5.4, Item 030 (DAA-GRS-2016-0011-0003)
4600.4	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.	Temporary. Cutoff at end of Event. <i>Destroy after equipment is removed or replaced by an updated version.</i>	N1-361-91-1
4600.5	Communications Equipment. Records relating to operation of DLA Teleprocessing Network (DLANET) nodal point (NODE) equipment such as schematics.	Temporary. Review annually. <i>Destroy when superseded or obsolete.</i>	N1-361-91-1
4600.6	Telecommunications. Records relating to activity telecommunications support such as Communications Service Authorizations (CSAs), Commercial	Temporary. <i>Destroy after 90 days.</i>	N1-361-91-1

SCHEDULE 4600 - Communications and Electronics			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	Communications Work Orders (CCWSs), and Feeder Telecommunications Service Requests (TSRs).		
4600.7	TEMPEST Program. Records relating to the certification and execution of program requirements.	Temporary. Cutoff at end of Event. <i>Destroy when equipment requirement ceases.</i>	N1-361-91-1
4600.8	Message Records. Copies of the incoming/outgoing messages maintained in the Communications Center. Note: Other offices will file record copies under appropriate functional file numbers in the same manner as correspondence.	Temporary. Destroy after 30 days.	N1-361-91-1
4600.9	Traffic Reports. Reports that reflect the volume of messages handled.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-1
4600.10	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.	Temporary. Review annually. <i>Destroy when superseded or obsolete.</i>	N1-361-91-1
4600.11	Rescinded - use 5300.26		
4600.12	Communications Security (COMSEC) Material Accounting Records. Inventories, transfer reports, destruction reports, package/voucher registers, hand receipts, and related documents.	Temporary. Destroy as described in certificate of accounting records clearance.	N1-361-91-1
4600.13	COMSEC Command Inspections. Command inspection reports and related COMSEC account records.	Temporary. Cutoff at end of Event. <i>Destroy on receipt of a succeeding report, or on inactivation of the facility, whichever is sooner.</i>	N1-361-91-1

SCHEDULE 4600 - Communications and Electronics			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4600.14	Record of Custodian. Letter designating COMSEC Custodian.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after assumption by a new custodian.</i>	N1-361-91-1
4600.15	COMSEC Custodian's Inspections. Inspections conducted by COMSEC Custodian on a semiannual basis.	Temporary. Cutoff at end of Event. <i>Destroy after Command annual inspection is performed.</i>	N1-361-91-1
4600.16	Incident (Compromise) Files. Reports of compromises, involving personnel, cryptologics and physical insecurities of COMSEC material.	Temporary. Cutoff at end of Event. <i>Destroy closed incident file after 2 years.</i>	N1-361-91-1
4600.17	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.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-1
4600.18	Telephone Maintenance. Itemized lists of telephone equipment and services being provided by telephone companies used to verify monthly billings.	Temporary. Cutoff at end of CY. <i>Destroy 1 year after audit or when 3 years old, whichever is sooner.</i>	N1-361-91-1
4600.19	Telephone Use (Call Detail) Records. Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions, and electronic mail) during a specified period provided by a telephone company, the General Services Administration, the Defense Information Systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical, or	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 5.5, Item 010 (DAA-GRS-2016-0012-0001)

SCHEDULE 4600 - Communications and Electronics			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of the use, and the estimated or actual cost of the use. EXCLUDED are records accumulated in connection with substantive investigations and audits.		
4600.20	Telephone Locator Service. Telephone change order forms used for updating local and area telephone directories.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year, or when superseded, obsolete, or no longer needed, whichever is sooner.</i>	N1-361-91-1

DLA RECORDS SCHEDULE – 4700
Environmental

This schedule relates to DLA's management of programs and actions pertinent to the production and enhancement of environmental quality. Included are environmental matters handling and disposal of hazardous waste materials. Any documents involved in litigation cases will be retained until settlement of the litigation as notified by DLA legal counsel.

SCHEDULE 4700 - DLA Environmental			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4700.1	Environmental Quality Program/Project Records. Documents relating to the overall program for the protection and enhancement of environmental quality through the abatement and control of environmental pollution.	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy after 3 years.</i>	NN-174-075
4700.2	Rescinded - use 5300.33		
4700.2.01	Rescinded - use 5300.33.01		
4700.3	Environmental Quality Policies and Procedures: HQ DLA. Documents relating to major policies and procedures for assuring the proper management and administration of environmental quality matters.	Temporary. Cutoff at end of Event <i>Destroy 3 years after supersession or obsolescence.</i>	NN-174-075
4700.3.01	Environmental Quality Policies and Procedures: Other Offices. Documents relating to major policies and procedures for assuring the proper management and administration of environmental quality matters.	Temporary. <i>Destroy when superseded, obsolete, or no longer needed for reference.</i>	NN-174-075
4700.4	Environmental Quality NEPA Assessments, Impact Statements: HQ DLA. Environmental Assessments and statements prepared and processed as required by the National Environmental Policy Act (NEPA) of 1969 (Public Law 91-190) and the guidelines issued by the Council on Environmental Quality, and implementing regulations.	Temporary. <i>Destroy when superseded, obsolete or no longer needed for reference.</i>	NN-174-075

SCHEDULE 4700 - DLA Environmental			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4700.4.01	Environmental Quality NEPA Assessments, Impact Statements: Other offices. Environmental Assessments and statements prepared and processed as required by the National Environmental Policy Act (NEPA) of 1969 (Public Law 91-190) and the guidelines issued by the Council on Environmental Quality, and implementing regulations.	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy after 3 years.</i>	NN-174-075
4700.5	Environmental Quality Reports. Reports relating to the status, progress, and plans regarding environmental quality program.	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy after 3 years.</i>	NN-174-075
4700.6	Water Pollution: HQ DLA. Documents relating to the abatement of water pollution and compliance with National Oil and Hazardous Substance Pollution Contingency Plan, including the development of water pollution contingency plans and case files on water pollution incidents.	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy after 5 years.</i>	NN-174-075
4700.6.01	Water Pollution: Other Offices. Documents relating to the abatement of water pollution and compliance with National Oil and Hazardous Substance Pollution Contingency Plan, including the development of water pollution contingency plans and case files on water pollution incidents.	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy after 3 years.</i>	NN-174-075
4700.7	Air Pollution: HQ DLA. Documents relating to the abatement of air pollution, including action plans developed for air pollution episodes and actions taken to comply with State and Federal air emission standards.	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy after 5 years.</i>	NN-174-075
4700.7.01	Air Pollution: Other Offices. Documents relating to the abatement of air pollution, including action plans developed for air pollution episodes and	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy after 3 years.</i>	NN-174-075

SCHEDULE 4700 - DLA Environmental			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	actions taken to comply with State and Federal air emission standards.		
4700.8	Land Pollution: HQ DLA. Documents relating to the abatement of pollution affecting land resources such as development of environmentally acceptable methods of disposal of solid waste.	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy after 5 years.</i>	NN-174-075
4700.8.01	Land Pollution: Other Offices. Documents relating to the abatement of pollution affecting land resources such as development of environmentally acceptable methods of disposal of solid waste.	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy after 3 years.</i>	NN-174-075
4700.9	Other Pollution: HQ DLA. Documents relating to the abatement of other forms of pollution not described elsewhere in the 4700 series, such as the abatement of noise pollution and compliance with the Federal Environmental Pesticide Control Act of 1972.	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy after 5 years.</i>	NN-174-075
4700.9.01	Other Pollution: Other offices. Documents relating to the abatement of other forms of pollution not described elsewhere in the 4700 series, such as the abatement of noise pollution and compliance with the Federal Environmental Pesticide Control Act of 1972.	Temporary. Cutoff at end of CY. <i>Retain in current files area. Destroy after 3 years.</i>	NN-174-075
4700.10	Installation Restoration Program. Reports, studies, and related correspondence.	Temporary. Cutoff at end of Event. <i>Destroy 50 years from the date of the establishment of documentation or 50 years after the enactment of P.L. 96-510, 11 December 1980, whichever is later (Section 103,</i>	N1-361-04-1

SCHEDULE 4700 - DLA Environmental			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA) regional administrator, the state or local environmental officials, or the installation commander require a longer period for protection of the public health or welfare, submit a request to SAA.AAIQ for coordination of approval of the revised retention period with the Archivist and maintain records in accordance with series 5300.10, Unidentified Records, pending disposition approval.</i>	
4700.11	Radioactive Material Disposal (Low-Level Radioactive Waste).	Temporary. Cutoff at end of CY and/or Event. <i>Destroy after 75 years, or after Nuclear Regulatory Commission (NRC) clearance, whichever is sooner.</i>	N1-361-04-1
4700.12	Special Studies. Special management studies, surveys, research and analyses, review actions, and related backup materials accumulated as a result of identifying and resolving problems.	Temporary. Cutoff at end of CY. <i>Destroy after 50 years or when no longer needed for reference, whichever is later.</i>	N1-361-04-1

SCHEDULE 4700 - DLA Environmental			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
4700.13	Environmental Inquiries. Logs and related records for technical inquiries on storage, handling, receipt or disposal of Hazardous property.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-04-1
4700.14	Environmental Training. Training certificates, listings of qualified personnel, dates of training, tracking documents, and other materials related to environmental and hazardous materials training certifications.	Temporary. Cutoff at end of Event. <i>Update, as current DLA personnel are re-certified. Destroy 4 years after last certification. This is a media neutral item.</i>	N1-361-04-1
4700.15	Emergency Plans. Copies of emergency plans and procedures such as contingency plans, spill response plans, spill prevention containment countermeasure plans, hazardous waste management plans, in-house operating procedures, and related meeting minutes, coordination, notifications and correspondence used to establish appropriate actions to be taken in event of hazardous material spills.	Temporary. <i>Destroy when superseded, obsolete or no longer needed.</i>	N1-361-04-1 and N1-361-92-02
4700.16	Pre-solicitation Technical Reviews. Technical reviews of hazardous material/waste service contractors.	Temporary. <i>Destroy when no longer needed for reference.</i>	N1-361-92-02
4700.17	Technical Evaluation of Bids and Proposals. Retained copies of technical evaluations of bids and proposals for hazardous waste service contracts provided to contracting officers.	Temporary. <i>Destroy after 3 years.</i>	N1-361-92-02
4700.18	Third-Party Liability Program Actions: Office of Environmental Processes. Investigations on sites with potential Government liabilities under environmental law including records searches, determinations of on-site liabilities, retrieval and/or removal actions, and recommendation efforts.	Temporary. Cutoff at end of Event. <i>Destroy 50 years after completion of final action.</i>	N1-361-97-01
4700.18.01	Third-Party Liability Program Actions: Other Offices. Investigations	Temporary. <i>Destroy when superseded,</i>	N1-361-97-01

SCHEDULE 4700 - DLA Environmental			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	on sites with potential Government liabilities under environmental law including records searches, determinations of on-site liabilities, retrieval and/or removal actions, and recommendation efforts.	<i>obsolete, or no longer needed for reference.</i>	
4700.19	Rescinded - use 4700.13		
4700.20	Spill Reports: Originator (See 4700.24). Situation reports on spills of hazardous materials including follow-up actions and related actions.	Temporary. Cutoff at end of Event. <i>Destroy 50 years after completion of final action.</i>	N1-361-92-02
4700.20.01	Spill Reports: Cognizant Regions and Other Activities for Information. Situation reports on spills of hazardous materials including follow-up actions and related actions.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after corrective action.</i>	N1-361-92-02
4700.21	Environmental Compliance Audits. Checklists, reviews, photographs, reports and related correspondence on compliance with environmental requirements by DLA activities, hazardous waste disposal contractors, and surplus sales purchasers.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after completion of any required corrective actions.</i>	N1-361-92-02
4700.22	Treatment, Storage and Disposal Facilities (TSDF). Documents and correspondence pertaining to service contractor TSDFs such as state licenses, DOT ratings for transportation, Resource Conservation and Recovery Act facility permits, TSDF environmental operating records, inspections documents, and related records.	Temporary. <i>Destroy when superseded, or no longer needed for reference, whichever is later.</i>	N1-361-92-02
4700.23	Environmental Operating Records. Documents pertaining to facility environmental operating records as mandated by the Resource Conservation and Recovery Act (40 CFR Part 264/265). Documents include closure plan, waste analysis plan, training records, hazardous waste log, waste	Temporary. Cutoff at end of Event. <i>Destroy upon closure of TSDF.</i>	N1-361-92-02

SCHEDULE 4700 - DLA Environmental			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	analysis records, inspection log, spill records, notices to off-site generators, notices to TSDFs, notifications/permits, and waste minimization certificates.		
4700.24	Environmental Disposition Documents. Manifests received and/or completed, manifest discrepancies, used oil logs, and certification notices from burners/marketers.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after last transaction.</i>	N1-361-92-02
4700.25	Land Disposal Restrictions (LDR). Copies of all notices, certifications, demonstrations, waste analysis data, and other pertinent documents of LDR hazardous waste sent to treatment, storage, or disposal facilities.	Temporary. Cutoff at end of Event. <i>Destroy 5 years from date hazardous waste documented was last sent to TSDF, except during course of unresolved regulatory actions.</i>	N1-361-92-02
4700.26	Polychlorinated Biphenyl (PCB) Records. Copies of documents and PCB document logs tracking the receipt and disposition of PCBs and PCB items, per 40 CFR 761.180; records include manifests, certificates of disposal, PCB Annual Document Log, and PCB Annual Log Summary.	Temporary. <i>Destroy after 3 years.</i>	N1-361-92-02
4700.27	Environmental Reports. Resource Conservation and Recovery Act (RCRA) Biennial reports, un-manifested waste reports, exception reports, and other related reports, information, and letters.	Temporary. Cutoff at end of Event. <i>Destroy upon closure of TSDF.</i>	N1-361-92-02
4700.28	RCRA Part B Permit Applications. Documents related to permitting RCRA conforming storage facilities for hazardous property including siting, design, and construction documentation.	Temporary. Cutoff at end of Event. <i>Retain for life of the facility; destroy when no longer required.</i>	N1-361-92-02
4700.29	Rescinded- use 4700.19		
4700.30	Hazardous Property Inventories. Inventories, various status reports, and snapshot reports used to maintain	Temporary. Cutoff at end of CY. <i>Destroy</i>	N1-361-92-02

SCHEDULE 4700 - DLA Environmental			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	cognizance of current and correct hazardous property inventories.	<i>after 1 year, or when no longer needed.</i>	
4700.31	Customer Assistance Booklets. Informational materials and booklets used to advise property generators of requirements for identification and packaging requirements for hazardous materials.	Temporary. Destroy when superseded or obsolete.	N1-361-92-02
4700.32	Hazardous Waste Profile Sheets: Facility Operating Record Copy. Hazardous Waste Profile Sheets and related materials used to determine hazardous nature of excess property and assure proper identification and packaging.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after closure of the facility.</i>	N1-361-94-1
4700.32.01	Hazardous Waste Profile Sheets: Other Copies. Hazardous Waste Profile Sheets and related materials used to determine hazardous nature of excess property and assure proper identification and packaging.	Temporary. Cutoff at end of Event. <i>Destroy when no longer needed to meet regulatory requirements.</i>	N1-361-94-1
4700.33	Rescinded and realigned to 4700.15		
4700.34	Realigned to Schedule 4165 Engineering_Construction_Real Property. Series 4165.57		
4700.35	Realigned to Schedule 4165 Engineering_Construction_Real Property. Series 4165.58		
4700.36	Realigned to Schedule 4165 Engineering_Construction_Real Property. Series 4165.59		

DLA RECORDS SCHEDULE – 5000
PROCUREMENT (Contracting)

This schedule relates to the function of obtaining supplies, equipment and services through the process of purchasing and contracting and the assurance of the effective performance of contractual requirements.

NOTE: Release of the new General Records Schedule (GRS) 1.1, which is approved by the National Archives and Records Administration (NARA) for use by all government agencies, has impacted this schedule. Please see the cross reference section for implementing disposition of contracting records.

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5000.1	<p>Contracting Officer's Representative (COR) / Contracting Officer's Technical Representative (COTR) Files Official record held in the office of Record. Records relating to contract oversight and receipt/acceptance of goods and services by individual offices assigned responsibility. Includes documentation such as copies of contracts and modifications, correspondence, inspection and performance reports, and related records.</p>	<p>Temporary. Cutoff at end of Event. Event is Final Payment. <i>Destroy 10 years after final payment or cancellation.</i></p> <p><i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i></p>	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)
5000.2	<p>Contracting and Production Program/Project Files. Documents related to the formulation, management, administration and execution of individual Contracting and Production programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i></p>	N1-361-91-04
5000.3	Rescinded - use 5300.33		
5000.3.01	Rescinded - use 5300.33.01		

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5000.4	Debarred, Suspended, and Ineligible Contractors. Lists of debarred contractors used as a preventive measure against the solicitation or acceptance of offers from contractors that have been debarred from receiving Government contracts.	Temporary. Destroy when superseded.	N1-361-91-04
5000.5	Contract Files. Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. Included under this rule are: <ul style="list-style-type: none"> • Sales Contracts • Preaward • Award Rejects • Unsolicited Proposals • Documentation of contractual administrative requirements submitted by contractors such as status reports • Correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services. 	Temporary. Cutoff at end of Event. Event is Final Payment. Destroy 10 years after final payment or cancellation. <i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i>	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)
5000.5.01	Records related to procuring goods and services. Records related to but are not part of the official contract file and are not needed to support expenditure of funds. Included are: <ul style="list-style-type: none"> • <u>Reference copies</u> used by component elements of a procurement office for administrative purposes. 	Temporary. Cutoff at end of FY. Keep until no longer needed for business, but not longer than 6 years after final payment, then destroy.	GRS 1.1 Item 011 (DAA-GRS-2013-0003-0002)
5000.6	FMS Contracts. Contract, requisition, purchase order, lease, and bond and surety records including correspondence and related papers pertaining to award, administration, receipt, inspection and	Temporary. Cutoff at end of Event. Event is final payment. Destroy 10 years after final payment.	N1-361-99-1

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	payment.		
5000.7	Policies, Procedures, Plans and Programs. Legislative initiatives, protests, complaint letters, basis for change, investigations and analyzes, exemption/deviation requests, implementing guidance, and related backup materials and correspondence used to standardize contract clauses, and assess impact of legislation, for the ultimate development, evaluation, and publication of policies, procedures, plans, and programs.	Temporary. <i>Destroy when superseded, obsolete, or no longer needed.</i>	N1-361-91-04
5000.8	Information Requests. Copies of requests for information from contractors, cover letters, responses to requests and related backup data.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after date of request.</i>	N1-361-91-04
5000.9	Inquiries and Reviews. Copies of Acquisition Management reviews; suppliers protests; Hotline, Fraud, Waste and Abuse and similar reviews and audits, related analyses, responses and backup materials used to follow-up on actions required as a result of the review or audit.	Temporary. <i>Destroy when superseded or no longer needed for reference.</i>	N1-361-91-04
5000.10	Rescinded and merged with 5000.41 Contracting Officer Files		
5000.11	Emergency Procurement Plan. Copies of Basic Emergency Plans and mobilization plans from DLA and field activities. Includes communication records, messages, document transmittal forms and correspondence generated as a result of participation in special exercises.	Temporary. <i>Destroy when obsolete, superseded, or no longer needed.</i>	N1-361-91-04
5000.12	National Stock Number (NSN) Files. Source requirement lists, data on procurement and pricing, contractor product qualification correspondence, item queries, records of significant contract events, evaluations of competition achievement reports,	Temporary. <i>Destroy when item is obsolete, item purchases have ceased, or when no longer needed.</i>	N1-361-91-04

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	recommendations for contract awards, lists and reports of awards, incentive award nominations and approvals, performance recognition data sheets, industry correspondence, acquisition plan review sheets and related printouts, market surveys and research to develop sources, communication records, form letters, and correspondence used to establish competition initiatives, search and locate new sources of selected items, consider proposed noncompetitive procurement actions and future competition screening, monitor and publicize incentive programs for increasing competition.		
5000.13	Pricing Management. Documents relating to the overall administration of pricing functions.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after supersession or obsolescence.</i>	N1-361-91-04
5000.14	Pricing and Finance Policy and Programs. Documents relating to the implementation of pricing policies and related regulations and instructions, and the conduct and reporting of pricing programs.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after supersession or obsolescence.</i>	N1-361-91-04
5000.15	Pricing Registers. Registers maintained to record and control the assignment of pre-award price analysis requests, post-award overpricing reviews, voluntary refund efforts, contract audit follow-up, and other reviews and assistance provided by pricing.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after final entries are made on all procurement actions entered for a fiscal year.</i>	N1-361-91-04
5000.16	Contractor Pricing General. Contractor catalogs, price lists, financial statements, correspondence and other pricing and financial information and reports of externally and internally performed reviews, along with all supporting	Temporary. Cutoff at end of Event. <i>Destroy after 5 years, except documents associated with controversial matters or which</i>	N1-361-91-04

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	documents, relevant to the estimating, pricing, accounting, billing and financial policies, procedures, practices, and capability/status of specific contractors.	<i>establish an historical pricing data bank. Excepted records shall be retained beyond the aforementioned period until their purpose has been served and then destroyed.</i>	
5000.17	Price/Cost Analysis. Correspondence, reports, and all supporting documents of price/cost analyses in support of a specific contract action, including pre-award pricing, contract re-pricing, terminations, etc.	Temporary. Cutoff at end of Event. <i>Destroy after 9 years if the resulting contract action is subject to price reduction due to defective cost or pricing data, catalog data, etc.; otherwise destroy after 4 years; except that documents associated with controversial matters shall be retained beyond the aforementioned period until their purpose has been served and then destroyed.</i>	N1-361-91-04
5000.18	Post-award Overpricing. Correspondence, reports, and all supporting documents of post-award reviews of potential overpricing and recoupment actions with an award or group of awards involving a specific National Stock Numbered item or group of items.	Temporary. Cutoff at end of Event. <i>Destroy after 8 years if related to reviews of items that achieved high visibility, (e.g., via a newspaper article or public hearing); otherwise, destroy after 4 years; except that documents associated with controversial matters shall be retained</i>	N1-361-91-04

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>beyond the aforementioned period until their purpose has been served and then destroyed.</i>	
5000.19	Support Services. Bidders lists, contract bids, commodity listings, mailing lists, solicitations and offers, contract amendments, no bid responses, late bids, notices of late receipt, mailing list applications, mailing list removal requests, form letters, and related correspondence and documentation used for the preparation of abstracts, conducting bid openings, and classifying bidder capabilities.	Temporary. Destroy when superseded, obsolete, or no longer needed.	N1-361-91-04
5000.20	ADP Control. Copies of purchase requests, purchase orders, modifications, contracts, production progress reports, delay in delivery notices, and large purchase award worksheets used to input data to an automated system and provide a reference for input error identification and correction.	Temporary. Cutoff at end of FY. Destroy after 2 years.	N1-361-91-04
5000.21	Acquisition History File. Copies of solicitations, abstracts and cards used to review acquisition assignments and report infringements that cannot be resolved.	Temporary. Review annually. Destroy when no longer needed.	N1-361-91-04
5000.22	Manufacturing Engineering Research. Documents concerning manufacturing technology programs, industrial modernization incentives programs, and planning, programming, and budgeting actions consistent with the needs of the various developmental projects.	Temporary. Review annually. Destroy when superseded, obsolete, or no longer needed.	N1-361-91-04
5000.23	Production Management. Documents relating to acquisition plans, economic production runs, economic buys, production lead times, industry capacity, contracting data packages, pre-award	Temporary. Review annually. Destroy when superseded, obsolete, or no longer needed.	N1-361-91-04

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	surveys, technical guidance on production matters, contractor performance, value engineering/analysis, other production cost reduction programs, and planning, programming, and budgeting actions consistent with the needs of production management.		
5000.24	Contractor Performance. Contract performance, delinquency and discrepancy reports used for pre-award review and to evaluate contractor performance and provide information and recommendations on contractor performance.	Temporary. Cutoff at end of FY. Destroy after 1 year.	N1-361-91-04
5000.25	Industrial Preparedness. Documents relating to emergency/ mobilization requirements, industry capacity/capability, mobilization production planning schedules, industry impact and conversion capability, mobilization lead times, supporting the peacetime contracting mission, remedial actions to resolve deficiencies, production base analysis development, industrial plant equipment and tooling requirements, and planning, programming, and budgeting actions consistent with the needs of industrial management.	Temporary. Review annually. Destroy when superseded, obsolete, or no longer needed.	N1-361-91-04
5000.26	Mobilization Planning. Documents' relating to DLA mobilization plans (BEP and FABEP) to include correspondence relating to DLA emergency support plans, staffing, and mission requirements.	Temporary. Review annually. Destroy when superseded, obsolete, or no longer needed.	N1-361-91-04
5000.27	Contract Locator. Contract locator cards, registers, data sheets, and summary listings used to track the location of contract files.	Temporary. Cutoff at end of Event. Destroy when related contract file is destroyed.	N1-361-91-04

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5000.28	Contract Evaluations. Proposed awards and acquisition plans, copies of acquisition plan evaluations, proposed award/post-award checklists, computer reports of errors and inadequacies used to propose purchase actions, review acquisition plans, review and recommend awards of proposed contracts or recommend remedial buyer training, evaluate requests for waivers, process requests for letter contracts, conduct pre-solicitation reviews, uniformly apply contracting directives and laws, choose optimum methods of contracting, resolve contracting problems, ensure contracting data is adequate and ensure applicable clearances have been obtained.	Temporary. Cutoff at end of Event. Destroy 3 years after contract is awarded or when issue is no longer significant, whichever is later.	N1-361-91-04
5000.29	Canceled Procurement Requests (RFP/IFB Issued). Documents relating to proposed procurement actions which are canceled after issuance of invitations for bids (IFB) or requests for proposals (RFP) because of cancellation of the requirement or other factors causing the contracting officer to determine that an award will not be made.	Temporary. Cutoff at end of Event. Destroy 5 years after cancellation.	N1-361-91-04
5000.30	Evaluation History File. Registers, logs, and checklists used for future contract evaluation analyses.	Temporary. Cutoff at end of FY. Destroy after 5 years.	N1-361-91-04
5000.31	Contracting Policy Studies. Copies of contracting policy studies and analyses, notes, newspaper and magazine articles, contract presentations and related materials used to study, evaluate, and comparatively analyze the application of contracting policies as applied to individual contracts and to develop recommendations for revision of procedures and methods to enhance acquisitions and support.	Temporary. Review annually. Destroy when no longer needed or when issue is no longer significant, whichever is sooner.	N1-361-91-04

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5000.32	Contract Announcements. Contract announcement forms, correspondence, and related documentation used to announce contracts of \$5 million and over.	Temporary. Cutoff at end of Event. <i>Destroy when related contract file is destroyed.</i>	N1-361-91-04
5000.33	Internal Control Processes. Annual certifications, management control plans, risk assessment schedules, vulnerability assessments, test results, instructional material, special study results, audit reports, and related correspondence, forms and checklists used to review, test and evaluate the effectiveness of the internal control processes and administrative/technical controls to prevent fraud, waste, abuse, and mismanagement in contracting.	Temporary. Cutoff at end of FY. <i>Destroy after 10 years or when no longer needed, whichever is sooner.</i>	N1-361-91-04
5000.34	Energy Market Research Files. Studies, reports, economic price adjustments (EPAs), price escalation references, correspondence, memorandums, recommendations, responses to complaints, reviews, analyses (production, market sales data, price, trends in market conditions), and similar records pertaining to the management of energy products.	Temporary. Cutoff at end of FY. <i>Destroy after 10 years.</i>	N1-361-93-4
5000.35	Contract Management Program/Project Files. Documents related to the formulation, management, administration and execution of individual Contract Management programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-91-13
5000.36	Rescinded - use 5300.33		
5000.36.01	Rescinded - use 5300.33.01		

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5000.37	Defense Acquisition Regulatory Case Files: HQ DLA Deputy Director (Acquisition). Case files used for discussion at Defense Acquisition Regulatory (DAR) Council meetings. Includes reports, letters, memorandums, clauses, proposed language, agendas and tasking which constitute the history of procurement regulations, the Federal Acquisition Regulation (FAR), and the Defense FAR Supplement.	PERMANENT. Cutoff at end of FY. <i>Transfer to the national Archives in 5-year blocks when 30 years old.</i>	NC1-361-76-13
5000.37.01	Defense Acquisition Regulatory Case Files: Other Offices. Case files used for discussion at Defense Acquisition Regulatory (DAR) Council meetings. Includes reports, letters, memorandums, clauses, proposed language, agendas and tasking which constitute the history of procurement regulations, the Federal Acquisition Regulation (FAR), and the Defense FAR Supplement.	Temporary. Review annually. <i>Destroy when superseded, obsolete, or no longer needed for reference.</i>	NC1-361-76-13
5000.38	Cost Accounting. Federal Acquisition Regulation (FAR) and Administrative Contracting Officer (ACO) Cost Accounting Standards (CAS), audit reports and findings, pricing reviews, contractor disclosure statements and revision requests, adequacy/inadequacy determination letters, noncompliance decisions, negotiation memorandums, correspondence with contractors relating to cost impacts and proposals used for research and review in the administration of cost accounting standards and compliance.	Temporary. Review annually. <i>Destroy when superseded, obsolete, or no longer needed for reference, whichever is sooner.</i>	N1-361-91-13
5000.39	Contractor Accounting System Review Records. DCAA approved/disapproved systems reports, pricing reviews, technical reviews, ACO disapproval letters, contractor correction notifications, revised DCAA reports, and related	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	N1-361-91-13

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	records used to monitor contractor accounting systems.		
5000.40	Debarment and Suspension Files. Documents pertaining to contractor performance, correspondence, debarment recommendation letters, meeting minutes, notifications to buying activities, contractor rebuttals, debarment notification letters, Contractor Improvement Program (CIP) letters, and similar records related to contractor nonperformance issues.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after debarment/suspension action lifted.</i>	N1-361-91-13
5000.41	Contracting Officer File. Includes the completed Request for Appointment of a contracting officer form, documentation requirements of FAR 1.603-2 and DFARS 201.603-2 as well as a copy of the contracting officer warrant board minutes (when a board is conducted), copy of the contracting officer warrant test and test results, a copy of the signed contracting officer warrant certificate and termination documentation.	Temporary. Cutoff at end of Event. <i>Retain in the respective files for six (6) years after termination of appointment to facilitate warrant modifications, eligibility transfers and reinstatements.</i>	DAA-0361-2014-0001
5000.42	Contractor Disclosure Statements. Cost accounting standards board disclosure statements, revisions, ACO approval letters, and similar records related to contractor disclosure of Cost Accounting Standards (CAS) practices.	Temporary. Review annually. <i>Destroy when superseded or no longer needed.</i>	N1-361-91-13
5000.43	Contractor System Reviews. Correspondence, checklists, review findings, ACO approval/disapproval letters, related contractor correspondence, and similar records pertaining to review of contractor purchasing, insurance, pension, compensation, Material Management Accounting Systems (MMAS), and estimating system procedures used to determine contractor CAS compliance.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after subsequent review completed.</i>	N1-361-91-13

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5000.44	Contractor Overhead Rate Files. Overhead rate proposals, DCAA audit reports, pricing reviews, conversation records, pre-negotiation objectives, negotiations, correspondence, price negotiation memoranda, and related records.	Temporary. Cutoff at end of Event. <i>Destroy when replaced by current rate file.</i>	N1-361-91-13
5000.45	Contractor Master Subcontracting Plan. Review announcement letters, forms containing subcontracting plans, review findings, ACO approval/disapproval letters, and related records used to monitor subcontracting matters.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	N1-361-91-13
5000.46	Consent to Subcontract Files. Subcontract information documents, review recommendations, ACO approval letter, and related documents used to ensure contractor compliance with subcontractor selection procedures.	Temporary. Cutoff at end of Event. <i>Transfer contents of file to prime contract when closed.</i>	N1-361-91-13
5000.47	Advance Agreement Files. Requests for interpretation of allowed costs on cost reimbursable contracts, documentation of agreement to allow costs, and related records pertaining to negotiations for treatment of costs.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after final overhead rates are settled pertaining to those years covered by the advance agreement.</i>	N1-361-91-13
5000.48	Novation Files. Novation requests, notarized copy of name change, correspondence, modification listing contracts affected, and related records pertaining to contractor name changes.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after novated contracts are closed.</i>	N1-361-91-13
5000.49	Forward Price Rate Agreement (FPRA) Files. Proposals, reviews, negotiations, contractor reports, cost monitor reports, tracking reports, and related records pertaining to predetermination of contract rates.	Temporary. Cutoff at end of Event. <i>Destroy 6 years and 3 months after final payment.</i>	N1-361-91-13

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5000.50	Contract Requirements and Obligations. Copies of financial reports provided by contractors reflecting Government property in their possession, and copies of contract closeout documents.	Temporary. Cutoff at end of Event. Destroy 3 years after contract closeout.	N1-361-91-13
5000.51	Contractor Property Management. Surveys of contractors used to evaluate, approve, or effect remedial action of contractors Government property management systems.	Temporary. Cutoff at end of FY. Destroy after 3 years.	N1-361-91-13
5000.52	Property Control Systems. Summaries of systems condition used to conclude all actions required to correct unsatisfactory property control systems.	Temporary. Cutoff at end of FY. Destroy after 3 years.	N1-361-91-13
5000.53	Inventory Disposition Procedures. Inventory disposition procedures and related correspondence used to approve, direct, and evaluate the adequacy of contractor's procedures and systems for effecting the disposition of Government property inventories.	Temporary. Review annually. Destroy when superseded, obsolete or no longer needed, whichever is sooner.	N1-361-91-13
5000.54	Plant Clearance Files. Notices of acceptance of inventory schedules, inventory verification surveys for contractor inventory/termination inventory, reports of excess personal property, plant clearance case summary forms, contractor inventory schedules, requisition and invoice/shipping documents, scrap warranties, correspondence, and related documents used to dispose of Government property in the possession of contractors.	Temporary. Cutoff at end of Event. When closed, transfer contents of file to ACO for inclusion in contract file.	N1-361-93-5
5000.55	Plant Clearance Registers. Registers maintained on electronic media reflecting the assignment of plant clearance case numbers to plant clearance cases and used for cross reference to related contracts.	Temporary. Cutoff at end of Event. Delete 6 years after close of related contracts.	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5000.56	Price/Cost Analysis Case Files. Requests for price/cost analysis; pre-analysis assignment sheets; case file indexes; pricing checklists; requests for audit, technical or other assistance; intrinsic value review statements; contractor proposals; price analysis and audit reports; pre-analysis reviews; TACPs; contractor information; correspondence; work papers and related documentation used to perform price/cost analyses of contractor proposals; implement cost monitoring programs; analyze contractor requests for progress payments; conduct analyses of funding reports; perform reviews and evaluations of subcontracts and purchase orders; and to determine the impacts of contract costs, prices of overhead, allow ability of costs, financial systems, cost accounting standards, advance agreements and similar items.	Temporary. Cutoff at end of FY. Destroy after 4 years.	N1-361-91-13
5000.57	Contractor Financial Capability. Financial statements, reports, card files, correspondence with banks, and related documentation used to perform financial analyses of contractor's financial capabilities on pre-award surveys, and to maintain surveillance of contractor's financial condition during contract performance.	Temporary. Cutoff at end of Event. Destroy when contractor is no longer under DLA cognizance.	N1-361-91-13
5000.58	Estimating Systems Review File. Review requests, engineering reports, DCAA review schedule, meeting minutes, DCAA technical assistance request, final report, case disposition correspondence, and similar records related to performance of contractor estimating system reviews.	Temporary. Cutoff at end of FY. Destroy after 9 years.	N1-361-91-13

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5000.59	Overhead Activity. Review requests, contractor cost submissions, rate information, tracking data, price/cost analysis reports, audit, technical and overhead status reports, FPRA/FPRRs and formula pricing reviews, advance agreements, final overhead settlements, Independent Research & Development and Bid & Proposal, and similar records related to performance of contractor indirect cost reviews.	Temporary. Cutoff at end of FY. Destroy after 4 years.	N1-361-91-13
5000.60	Cost Monitoring Activity. Cost monitoring plans, quarterly, annual and functional review reports, should cost reviews, audit and technical assistance reports on cost monitoring reviews, and similar records used to monitor costs at specific contractor locations.	Temporary. Cutoff at end of FY. Destroy after 3 years.	N1-361-91-13
5000.61	Contractor Purchasing System Review (CPSR) Files. Review requests, checklists, correspondence, technical assistance requests, reports, recommendations, contractor responses, board of review invitations, board minutes, technical responses, contractor corrective action plan, evaluations of plan, summary report, and similar records accumulated as a result of reviewing contractor purchasing systems for compliance.	Temporary. Cutoff at end of FY. Destroy after 3 years.	N1-361-91-13
5000.62	CPSR Working Files. Spreadsheets, statistical reports, marketing materials and other related backup materials used to prepare CPSR reports.	Temporary. Cutoff at end of FY. Destroy after 3 years.	N1-361-91-13
5000.63	Non-CPSR Special Studies. Study requests, conversation records, correspondence related to study findings, contractor replies, and similar records pertaining to special studies of contractor	Temporary. Cutoff at end of FY. Destroy after 3 years except merge study with CPSR File if CPSR	N1-361-91-13

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	practices.	<i>performed later.</i>	
5000.64	Contractor Insurance/Pension Reviews (CIPR). Review requests, data received from contractors and technical advisors, Insurance Pension Specialist reports, ACO decision documentation, and related backup materials such as spreadsheets, statistical reports, and technical data.	Temporary. Cutoff at end of FY. Destroy after 3 years.	N1-361-91-13
5000.65	Mobilization/Industrial Planning File. Industrial preparedness production planning schedules; control registers; plant loading records; request, registration and survey forms; property records; code listings; correspondence with contractors; memorandums of understanding; production planning schedule contracts; and related schedules and lists used to implement production policy and procedures relating to industrial resources and preparedness programs, negotiate mobilization production planning agreements, determine plant capacity available for mobilization needs and to react to emergency situations.	Temporary. Cutoff at end of Event. Destroy 2 years after end of planning year.	N1-361-91-13
5000.66	Production Surveillance Files. Contract abstracts, modifications, production contract analysis and surveillance plan, correspondence, shipping documents, Quality Discrepancy Reports (QDRs), status requests, acceleration requests, progress payment records, and related documents pertaining to production activities.	Temporary. Cutoff at end of Event. Destroy 1 year after completion of contract except contracts in litigation, forward pertinent documents to assigned ACO.	N1-361-91-13
5000.67	Production Surveillance Requests and Status Reporting. Logs, status requests, analyses and reports relating to abstract data corrections, contractor progress payments, acceleration, delivery and similar areas used to perform production	Temporary. Cutoff at end of FY. Destroy after 2 years.	N1-361-91-13

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	surveillance, follow-up and liaison; conduct progress payment evaluations, overtime analyses, miscellaneous surveys, and to report on progress and status.		
5000.68	Pre-award Surveys. Pre-award surveys, logs, copies of solicitations, technical evaluations, production capability data, reports on quality, finance, transportation and packaging, property control, security, plant safety, environment/energy, and related materials pertaining to pre-award surveys used to direct and coordinate the pre-award program, conduct the production aspects of pre-award and related surveys, track the progress of pre-award survey teams, and respond to requests for information.	Temporary. Cutoff at end of FY. Destroy after 1 year.	N1-361-91-13
5000.69	Cost Element Analyses. Technical analyses and related backup materials produced as a result of conducting cost element analyses of direct labor hours and materials on new contracts and modifications.	Temporary. Cutoff at end of FY. Destroy after 1 year.	N1-361-91-13
5000.70	Contractor Performance. Monthly and annual contractor performance reports used to evaluate and provide an annual history of contractor performance.	Temporary. Cutoff at end of FY. Destroy after 1 year.	N1-361-91-13
5000.71	Industrial Plant Equipment (IPE)/Other Plant Equipment (OPE) Requests. Contractor requests, Industrial Plant Representative (IPR) review and recommendations, Defense Industrial Plant Equipment Center (DIPEC) screenings, and similar records related to contractor requests for IPE/OPE.	Temporary. Cutoff at end of FY. Destroy after 5 years.	N1-361-91-13
5000.72	Priorities and Allocations. Contractor requests, IPR review and recommendations, and similar documents related to processing of requests for	Temporary. Cutoff at end of FY. Destroy after 5 years.	N1-361-91-13

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	special assistance for materials.		
5000.73	Utilization Surveys. Survey report, backup materials, random sample findings, rental audits, and similar records related to utilization survey of active Plant Equipment Package (PEP) and Government-furnished equipment to ensure utilization limited to Government contract items.	Temporary. Cutoff at end of FY. Destroy after 5 years.	N1-361-91-13
5000.74	Special Tooling Requests. Special tooling and test equipment request forms, checklists, backup materials, reports, recommendations, and similar records related to contractor requests.	Temporary. Cutoff at end of FY. Destroy after 5 years or when no longer needed whichever is later.	N1-361-91-13
5000.75	Termination Docket Files. Termination file check list, termination notice and related documents, contract termination status report, contract or cross-reference sheet, Termination Contracting Officer (TCO) delegations/revocations, memorandum of initial and other conferences, contractor no-cost letter, miscellaneous documents (correspondence), prime contractor's settlement proposal, partial payment applications and related documents, audit reports, technical reports, format-letter notification-excess funds, list and disposition of subcontractors' claims not included in settlement memorandum; documents supporting subcontract settlements, documents pertaining to counterclaims, set-offs, appeals, litigations, etc., subcontractor and contractor plant clearance reports, settlement memorandum, settlement review board actions, settlement agreement, amendment, or unilateral determination, and notice to and or concurrence of assignees, guarantor, and sureties accumulated as a result of	Temporary. Cutoff at end of Event. Transfer to responsible ACO after case settled.	N1-361-91-13

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	contract terminations for the convenience of the Government.		
5000.76	Subcontract Settlements. Inventory schedules, DCAA audit, TCO approval letter, contract, amendments, termination notice, technical reports, copy of negotiation summary, settlement agreement, contract termination proposal and inventory schedule, inventory verification surveys, inventory disposal reports, certificates of current cost and pricing data, and similar records related to Government approval of contractor settlements with subcontractors.	Temporary. Cutoff at end of Event. <i>Transfer to responsible ACO after prime contract settled.</i>	N1-361-91-13
5000.77	Program and Technical Support Program/Project Files. Documents related to the formulation, management, administration and execution of individual Program and Technical Support programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-91-06
5000.78	Rescinded - use 5300.33		
5000.78.01	Rescinded - use 5300.33.01		
5000.79	Labor Hours and Materials Surveillance Records. Records consist of individuals names, Employee Computer Access Account Number (EAN), position, supervisor, timekeeper, project manager, system access level, organization and office location, contract company, email address and office telephone numbers, rate, work schedule, project and workload records, time and attendance, regular and overtime work hours and leave hours. Records are used to track workload/project activity for analysis and reporting purposes, time and attendance, and labor distribution data against projects for financial purposes; to	Temporary. Cutoff at end of FY. <i>Destroy when 6 years, 3 months old or when no longer needed.</i>	N1-361-08-5

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	monitor all aspects of a contract from a financial perspective and to maintain financial and management records associated with the operations of the contract; to evaluate and monitor the contractor performance and other matters concerning the contract, i.e. making payments, accounting for services provided and received. Records devoid of personal identifiers are used for extraction or compilation of data and reports for management studies and statistical analyses for use externally as required by DoD or other government agencies.		
5000.80	Program Managed Contracts Memorandums of Agreement. Copies of negotiated Memorandums of Agreement with Program Management Offices (PMO), documents related to PMO technical representatives and Integrated Logistics Support activities.	Temporary. Review annually. Destroy when superseded, obsolete, or no longer needed.	N1-361-91-06
5000.81	Cost/Schedule Control Systems. Cost/schedule control system reviews, subsequent application reviews, and retained copies of cost performance reports and cost/schedule status reports submitted to administrative contracting offices.	Temporary. Cutoff at end of Event. Destroy 1 year after program termination, or completion of contract.	N1-361-91-06
5000.82	Industrial Modernization Incentive Program. Studies, designs, working agreements, contractual requirements, implementation documents, and related items on Government-contractor plant modernization.	Temporary. Cutoff at end of Event. Destroy on termination of facility cognizance.	N1-361-91-06
5000.83	Situation Reports. Reports regarding urgent or emerging Defense issues related to programs at contractor plants.	Temporary. Cutoff at end of FY. Destroy after 1 year.	N1-361-91-06

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5000.84	Management Information Reports. Statistical reports and management summaries (e.g., Technical Management Database (TMD), Program Support Database (PROSUP), Mechanization of Contract Administration Services Database (MOCAS))	Temporary. Cutoff at end of FY. Destroy after 3 years.	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)
5000.85	Program Managed Contracts Reports. Status reports on weapon systems and other priority program contracts.	Temporary. Cutoff at end of FY. Destroy after 3 years.	N1-361-91-06
5000.86	Contractor System Surveillance-Routine Surveillance. Reviews, evaluations, discrepancy documents, requests and related items concerning production, work measurement, design, software, configuration, test, performance, logistics support, and comparable system elements.	Temporary. Review annually. Destroy when no longer needed.	N1-361-91-06
5000.86.01	Contractor System Surveillance-Discrepancy Reports. Reviews, evaluations, discrepancy documents, requests and related items concerning production, work measurement, design, software, configuration, test, performance, logistics support, and comparable system elements.	Temporary. Cutoff at end of Event. Destroy 10 years after adequate corrective action.	N1-361-91-06
5000.87	Technical Evaluation of Cost Proposals: Approved Proposals. Reviews and evaluations of contractor proposals such as Value Engineering proposals, cost reduction proposals, and engineering change cost proposals.	Temporary. Cutoff at end of Event. Destroy 5 years after completion of contract.	N1-361-91-06
5000.87.01	Technical Evaluation of Cost Proposals: Rejected Proposals. Reviews and evaluations of contractor proposals such as Value Engineering proposals, cost reduction proposals, and engineering change cost proposals.	Temporary. Cutoff at end of Event. Destroy 1 year after final action.	N1-361-91-06

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5000.88	Facilities Evaluations and Reviews. Evaluations of proposed changes in plant facilities and equipment including Government-furnished equipment and property.	Temporary. Cutoff at end of FY. Destroy after 5 years.	N1-361-91-06
5000.89	Technical Studies and Analysis Support. Program and Technical Support elements' support to efforts such as cost estimating system surveys, should cost reviews, source selection information requests, tests and inspections, product reviews, independent research and development reviews, cost monitoring reviews, purchasing system reviews, progress payment evaluations and similar efforts evaluated for other contract management functions and activities.	Temporary. Cutoff at end of FY. Destroy after 2 years.	N1-361-91-06
5000.90	Hazardous Property and Scrap Sales Contracts: Sale Contracting Office (SCO). Contract files relating to the sale of hazardous properties to include Scrap property. Includes Contracts, high bid sheets, letters, correspondence, claims, waivers, transportation, storage, disposal manifests, disputes, and supporting documentation used to evaluate and execute contracts.	Temporary. Cutoff at end of Event. Event is contract closeout. Destroy 50 years after cutoff.	DAA-0361-2017-0005-0001
5000.90.01	Hazardous Property and Scrap Sales Contracts: Other Offices. Contract files relating to the sale of hazardous properties to include Scrap property. Includes Contracts, high bid sheets, letters, correspondence, claims, waivers, transportation, storage, disposal manifests, disputes, and supporting documentation used to evaluate and execute contracts.	Temporary. Destroy when no longer needed.	DAA-0361-2017-0005-0002
5000.91	Combatant Vessel and Aircraft Sales Contracts. Contract files relating to the disposal of combatant vessel or aircraft	Temporary. Cutoff after sales contracting officer is	DAA-0361-2017-0005-0003

SCHEDULE 5000 - Procurement (Contracting)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	through sales.	notified vessel or aircraft has been dismantled and has lost its identity as a vessel or aircraft. <i>Destroy after 50 years.</i>	
5000.92	Hazardous Waste Service Contracts: Contracting Officer Copy. Contract files relating to transportation, storage, and disposal of hazardous waste including hazardous waste manifests and other supporting documentation.	Temporary. Cutoff at end of Event (Contract closeout). <i>Destroy after 50 years.</i>	N1-361-92-02
5000.92.01	Hazardous Waste Service Contracts: Region Delivery Order Files. Contract files relating to transportation, storage, and disposal of hazardous waste including hazardous waste manifests and other supporting documentation.	Temporary. Cutoff at end of Event (closeout of final delivery order). <i>Upon closeout of final delivery order, forward file contents to contracting office for consolidation with contract files.</i>	N1-361-92-02
5000.92.02	Hazardous Waste Service Contracts: Other Offices. Contracts files relating to transportation, storage, and disposal of hazardous waste including hazardous waste manifests and other supporting documentation.	Temporary. <i>Destroy when superseded, obsolete, or no longer needed for reference.</i>	N1-361-92-02
5000.93	Contract Snapshot Reports. Computer generated reports that provide a snapshot of a particular week in the execution of a contract, used as a management tool in determining the progress of a contract.	Temporary. <i>Destroy upon verification of successful creation of the final document or file.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)

DLA RECORDS SCHEDULE – 5010
MANAGEMENT PROGRAMS

This schedule relates to functions of planning and resource management. Includes the DLA Management Information Systems (MIS); mission and organization management; productivity improvement; contingency and strategic planning; and programs for internal management control, commercial activities (CA), Defense Regional Interservice Support (DRIS), and Employee Suggestion Program.

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5010.1	Planning and Resource Management Program/Project Files. Documents related to the formulation, management, administration and execution of individual Planning and Resource Management programs/projects such as plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-92-03
5010.2	Rescinded - use 5300.33		
5010.2.01	Rescinded - use 5300.33.01		
5010.3	Records of non-Mission Internal Agency Committees: <u>Internal agency committees unrelated to an agency's mission.</u> Records created and maintained by committees established by an agency for facilitative or operational purposes unrelated to the agency's mission, such as organizing events, selecting interior furnishings, overseeing volunteer activities, or employee recreational activities. Records include: <ul style="list-style-type: none"> • meeting minutes, summaries, agendas, and transcripts • reports and studies • membership records • correspondence, mailing, and distribution records Note: Records of mission-related committees are potentially permanent and agencies must schedule them by an agency-specific records schedule	Temporary. <i>Destroy/delete when no longer needed for administrative purposes.</i>	GRS 5.1, Item 030 (DAA-GRS-2016-0016-0003)
5010.3.01	Committee Records –Substantive	Permanent. Transfer	DAA-GRS-

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>Committee Records. Records documenting the establishment and formation of committees and their significant actions and decisions. Only one copy of each record is considered permanent. Not all records described below are necessarily created for all committees. Records may include:</p> <ul style="list-style-type: none"> • records related to the establishment of the committee • records related to committee membership • records of committee meetings and hearings • records related to committee findings and recommendations • records created by committee members • records related to research collected or created by the committee • documentation of advisory committee subcommittees (i.e., working groups, or other subgroups) • records that document the activities of subcommittees that support their reports and recommendations to the chartered or parent committee. <p>Note: Sponsoring agencies need to designate the recordkeeping copy of permanent committee records. Only one copy of the records should be the official recordkeeping copy that is transferred to NARA. Committee records should be arranged by committee, not by the type of record</p>	<p><i>when records are 15 years old or upon termination of committee, whichever is sooner.</i></p>	2015-0001-0001
5010.4	<p>Library Control. General reference books, technical manuals, card indexes, temporary charge out records, video recordings, and library related references.</p>	<p>Temporary. <i>Destroy when superseded, obsolete, or no longer needed, whichever is sooner.</i></p>	N1-361-90-01
5010.5	<p>Productivity Improvement Program (PIP). Man-hour and cost data, studies,</p>	<p>Temporary. Review annually. <i>Destroy</i></p>	N1-361-92-03

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	reports, correspondence and other statistical data and materials used to develop and identify performance measurement indicators relating to Total Quality Management (TQM) and unit cost theories for implementation of the PIP program.	<i>when no longer needed for reference.</i>	
5010.6	Rescinded - use 5010.10		
5010.6.01	Rescinded - use 5010.10.01		
5010.7	Rescinded - use 5010.10		
5010.7.01	Rescinded - use 5010.10.01		
5010.7.02	Rescinded per GRS Transmittal 28		
5010.8	Rescinded - use 5010.10		
5010.8.01	Rescinded - use 5010.10.01		
5010.9	Base Realignment and Closure Commission (BRAC) Files: HQ DLA. Briefing materials, agendas and minutes of executive group meetings, staff studies, program evaluations, data call responses, system documentation, analyses and comparisons, staff reports, internal and external audit results, copies of reports forwarded to higher headquarters, correspondence, background materials, and other directly related material pertaining to the agency's recommendations to the DoD Base Realignment and Closure Commission.	PERMANENT. Cutoff at end of CY. <i>Transfer to the National Archives when 30 years old.</i>	N1-361-93-7
5010.9.01	Base Realignment and Closure Commission (BRAC) Files: Other Activities. Briefing materials, agendas and minutes of executive group meetings, staff studies, program evaluations, data call responses, system documentation, analyses and comparisons, staff reports, internal and external audit results, copies of reports forwarded to higher headquarters, correspondence, background materials, and other directly related material pertaining to the agency's recommendations to the DoD Base	Temporary. Cutoff at end of CY. <i>Destroy after 5 years or when no longer needed for reference, whichever is later.</i>	N1-361-93-7

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	Realignment and Closure Commission.		
5010.10	General Orders: Master Set. Official record copy published of orders issuing authority, including background material, related correspondence, coordination forms and related documents used to develop and issue all General Orders. Includes organizational charts and plans, missions and functions.	PERMANENT. Cutoff at end of CY when superseded or obsolete. <i>Transfer to National Archives in 5-year blocks when 20 years old.</i>	DAA-0361-2018-0001-0001
5010.10.01	General Orders: Agency Historical Copy. Copies of General Orders, related correspondence, coordination forms, organizational charts, plans, missions and functions and related documents used to develop and issue all General Orders. Maintained by the agency	Temporary. Cutoff at end of CY when superseded or obsolete. <i>Destroy when no longer needed for business purposes.</i>	DAA-0361-2018-0001-0002
5010.11	Special Studies. Special management studies, surveys, research and analyses, review actions, and related backup materials accumulated as a result of identifying and resolving problems.	Temporary. <i>Destroy when no longer needed for reference.</i>	N1-361-92-03
5010.12	Continuous Process Improvement (CPI) Projects (Previous Management Improvement Projects). Documents relating to specific proposals or projects to improve or simplify the manner or method of planning, directing, controlling, or doing work such as proposals for improvement, flow process charts, work counts, motion economy studies, layout studies, procedures, drafts, and action taken on proposals.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	NC1-361-76-8
5010.13	Performance Analysis System. Documents establishing work units and performance analysis system reportable items for each activity within an installation or command. Included are functional statements, work descriptions, work measurement unit definition, comparison statements, and supporting	Temporary. Cutoff at end of CY. <i>Destroy after 5 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.</i>	NN-168-94

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	background data. Also included are retained copies of reports forwarded to higher headquarters that reflect the status and change of reportable items within the program.		
5010.14 Overview	Employee Suggestion Program. Suggestion forms, related awards, correspondence and backup materials used in the management of the Employee Suggestion Program and in the review of proposals and development of recommendations for approval/disapproval. This overview is for record series 5010.14.01 through 5010.14.04. Do not use the overview for retention.		
5010.14.01	Employee Suggestion Program: HQ DLA. Documents pertaining to overall policy, procedures and administration of the Employee Suggestion Program.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	N1-361-92-03
5010.14.02	Employee Suggestion Program: Other Activities. Documents pertaining to overall policy, procedures and administration of the Employee Suggestion Program.	Temporary. Cutoff at end of CY. <i>Destroy when superseded, obsolete, or no longer needed for reference.</i>	N1-361-92-03
5010.14.03	Employee Suggestion Program: HQ DLA and Major Subordinate Command (MSC) Suggestion Managers. Proposals, case files, reports and supporting documents.	Temporary. Cutoff at end of CY. <i>Destroy 3 years after disapproval, completion of testing, or permanent implementation, as applicable.</i>	N1-361-92-03
5010.14.04	Employee Suggestion Program: Other Activities. Proposals, case files, reports and supporting documents.	Temporary. Cutoff at end of CY. <i>Destroy when superseded, obsolete, or no longer needed for reference.</i>	N1-361-92-03
5010.15	Organization Modeling Program (OMP). Printouts, instructions, letter guidance, and related correspondence and backup materials used to manage the	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-92-03

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	activity OMP and maintain current data for authorized positions.		
5010.16	Strategic Network Optimization (SNO): HQ DLA. Briefing materials, agendas and minutes of executive group meetings, staff studies, program evaluations, data call responses, system documentation, analysis and comparisons, staff reports, internal and external audit results, copies of reports, forwarded to higher headquarters, correspondence, background materials and other directly related material pertaining of the agency's recommendations to the DoD agencies involved.	Temporary. Cutoff at end of CY. <i>Destroy when 5 years old.</i>	DAA-0361-2013-0007-0001
5010.16.01	Strategic Network Optimization (SNO): Other Activities. Briefing materials, agendas and minutes of executive group meetings, staff studies, program evaluations, data call responses, system documentation, analysis and comparisons, staff reports, internal and external audit results, copies of reports, forwarded to higher headquarters, correspondence, background materials and other directly related material pertaining of the agency's recommendations to the DoD agencies involved.	Temporary. Cutoff at end of CY. <i>Destroy when 5 years old or when no longer needed for reference, whichever is later.</i>	DAA-0361-2013-0007-0002
5010.17	Mobilization Plans (Other Agencies). Mobilization plans of higher headquarters and other DoD activities.	Temporary. <i>Destroy when superseded or canceled, or dispose of in accordance with instructions of the originator, as appropriate.</i>	NC-361-75-3
5010.18	War and Emergency Support Planning: HQ DLA. Plans, policies, procedures, and correspondence relating to preparedness measures taken for general war, limited war, contingencies, domestic emergencies,	PERMANENT. Cutoff at end of CY. <i>Retain in current files area for 3 years, then transfer to Federal</i>	NC1-361-76-5

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	mobilization, and similar activities. Includes the DLA Basic Emergency Plan (BEP) and the Field Activity Basic Emergency Plans (FABEPs).	<i>Records Center. Transfer to the National Archives after 10 years in FRC.</i>	
5010.18.01	War and Emergency Support Planning: Other Offices. Plans, policies, procedures, and correspondence relating to preparedness measures taken for general war, limited war, contingencies, domestic emergencies, mobilization, and similar activities. Includes the DLA Basic Emergency Plan (BEP) and the Field Activity Basic Emergency Plans (FABEPs).	Temporary. <i>Destroy when superseded, obsolete, or no longer needed for planning or emergency purposes.</i>	NC1-361-76-5
5010.19	Situation Report (Sitrep) Files: Sitreps that Impact On-going actions or are Recurring, includes classified and unclassified crisis action operations. Copies of sitreps, messages, facsimile transmissions, fact sheets, records of actions, status sheets, maps, and other related documents used to monitor status of special situations or events.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after no further action is required or when no longer needed for reference, whichever is later.</i>	N1-361-93-8
5010.19.01	Situation Report (Sitrep) Files: Sitreps that deal with Routine Field and HQ Issues, includes daily or weekly updates. Copies of sitreps, messages, facsimile transmissions, fact sheets, records of actions, status sheets, maps, and other related documents used to monitor status of special situations or events.	Temporary. <i>Destroy when no longer needed for reference.</i>	N1-361-93-8
5010.20	Rescinded - use 6055.52		
5010.21	Strategic Planning: HQ DLA & MSC Commanders. Relates to long-range planning information that is intended to provide direction for the Agency in providing logistics and other support and services. • HQ DLA Strategic Plan.	PERMANENT. Cutoff at end of CY. <i>Transfer to National Archives in 5 year blocks when 20 years old</i>	N1-361-92-03

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • MSC Strategic Plans. 		
5010.21.01	<p>Strategic Planning- Other Offices. Relates to long-range planning information that is intended to provide direction for the Agency in providing logistics and other support and services.</p> <ul style="list-style-type: none"> • HQ DLA Strategic Plan. • MSC Strategic Plans. 	Temporary. <i>Destroy when superseded or no longer needed for reference.</i>	N1-361-87-1
5010.22	<p>Program Review and Analysis: HQ DLA. Documents created in the process of review and analysis of progress in program accomplishment, including progress reports, cost and performance reports, statements of analysis, summaries, directed actions, and other documents which reflect actual performance, progress, accomplishments, deficiencies and problems in relation to program goals.</p>	PERMANENT. Cutoff at end of CY. <i>Transfer to the National Archives in 5-year blocks when 30 years old.</i>	N1-361-92-03
5010.22.01	<p>Program Review and Analysis: Other Offices. Documents created in the process of review and analysis of progress in program accomplishment, including progress reports, cost and performance reports, statements of analysis, summaries, directed actions, and other documents which reflect actual performance, progress, accomplishments, deficiencies and problems in relation to program goals.</p>	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	NC1-361-76-5
5010.23	<p>Internal administrative accountability and operational management control records. Internal evaluations of accounting and administrative controls, mandated or governed by OMB Circulars A-123, A-130, and A-76; Government Accountability Office's (GAO) Standards for Internal Control in the Federal Government (the "Green Book"); and similar requirements or directives. Includes:</p> <ul style="list-style-type: none"> • copies of internal and external directives 	Temporary. Cut off closed files annually at end of CY. <i>Destroy 1 year after submission or when superseded, as appropriate, but longer retention is authorized if required for business use..</i>	GRS 5.7, Item 010 (DAA-GRS-2017-0008-0001)

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>outlining management control policy</p> <ul style="list-style-type: none"> • management control plans and records of the planning process • records of management reviews • comprehensive plans documenting agency efforts to comply with OMB Circular A-123 and similar requirements • risk analyses and risk profiles • internal controls over reports • feeder reports and compliance statements from agency components contributing to consolidated reports the agency submits to the President/OMB or Congress (see Exclusion 2) • records tracking assignments, tasks, and responsibilities • administrative correspondence <p>Exclusion 1: Reports related to agency mission activities (agencies schedule these separately).</p> <p>Exclusion 2: Consolidated final agency reports submitted to the President/OMB or Congress (agencies schedule these separately).</p> <p>Exclusion 3: Reports that mandating agencies receive (these agencies must schedule them separately).</p>		
5010.24	Rescinded – Use 5010.23		
5010.25	<p>Internal control review, response, and mitigation management records.</p> <p>Copies of reports and audits identifying internal administrative program weaknesses, mitigation action plans, corrective actions, tracking records,</p>	<p>Temporary. Cut off when no further corrective action is necessary. <i>Destroy 5 years after cutoff.</i></p>	GRS 5.7, Item 020 (DAA-GRS-2017-0008-0002)

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	correspondence, and other records held by the office responsible for coordinating internal control functions. Exclusion: Records held by offices contributing to internal control review, response, and mitigation—but not responsible for overseeing it (GRS 5.1, item 010 covers these).		
5010.25.01	Rescinded per GRS Transmittal 29		
5010.26	Rescinded – Use 5010.23		
5010.27	Memorandums of Policy and Joint Staff Memorandums. Documents relating to both numbered and unnumbered Memorandums of Policy and Staff Memorandums, including comments establishing DLA positions.	Temporary. <i>Destroy when superseded, obsolete, or no longer needed for reference.</i>	NC1-361-77-1
5010.28	Joint Chief of Staff (JCS) Notes and Reports. Documents relating to both numbered and unnumbered notes and reports provided either by or to JCS staff elements. Includes comments and staffing notes establishing a DLA position on the paper.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.</i>	NC1-361-77-1
5010.29	DLA Council Actions: HQ DLA. Documents relating to the establishment, functions, agenda, minutes, recommendations, and other official actions of the DLA Council including significant background and supporting documents accumulated and/or created by the Council in fulfilling its mission relative to program review and analysis.	PERMANENT. Cutoff at end of CY. <i>Transfer to the National Archives in 5-year blocks when 30 years old.</i>	NC1-361-76-5

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5010.29.01	DLA Council Actions: Other Offices. Documents relating to the establishment, functions, agenda, minutes, recommendations, and other official actions of the DLA Council including significant background and supporting documents accumulated and/or created by the Council in fulfilling its mission relative to program review and analysis.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	NC1-361-76-5
5010.30 Overview	Federal Activities Inventory Reform (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 reports, commercial activity codes, challenges, appeals, decisions, planning documents, public announcements, Federal Register notices, standard and streamlined competition documents, accountability statements, cost calculations, and performance measures. NOTE: Procurement files related to Circular No. A-76 solicitations are located in the 400 series. This <u>overview</u> is for record series 5010.30.01 through 5010.30.03. Do not use the overview for retention.		
5010.30.01	FAIR Act Records (created under OMB Circular A-76, Performance of Commercial Activities): HQ DLA Commercial Activity Program Office. Documents pertaining to overall policy, procedures and administration of the CA Program.	PERMANENT. Cutoff at end of CY. <i>Transfer to the National Archives in 5-year blocks when 20 years old.</i>	NC1-361-84-6
5010.30.02	FAIR Act Records (created under OMB Circular A-76, Performance of Commercial Activities): Other Offices. Documents pertaining to overall policy, procedures and administration of the CA Program.	Temporary. Cutoff at end of CY. <i>Destroy when superseded, obsolete, or no longer needed for reference.</i>	NC1-361-84-6
5010.30.03	Mandatory reports to external Federal entities regarding administrative matters. Agency-level reports that external Federal oversight entities such as the White House,	Temporary. Cut off when action is completed. <i>Destroy 6 years after report submission or</i>	GRS 5.7, Item 050 (DAA-GRS-2017-0008-0005)

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>Congress, OMB, the Office of Personnel Management (OPM), and General Services Administration (GSA) require under authorities such as (but not limited to) OMB Circular A-123, the Federal Managers Financial Integrity Act (FMFIA), the Chief Financial Officers Act (CFOA), the Paperwork Reduction Act (PRA), Joint Committee on Printing requirements and the FAIR Act. Examples include:</p> <ul style="list-style-type: none"> • Agency Financial Report (AFR), Performance and Accountability Report (PAR), or equivalent • Annual Performance Plan, Annual Performance Report, or equivalent • Statement of Assurance (per FMFIA), or equivalent • Information Collection Budget • report on financial management systems' compliance with requirements (per FMFIA), or equivalent • report on internal controls for corporations covered by the Government Corporation Control Act (per CFOA) • service organization auditor report, or equivalent • annual strategic review • identified material weaknesses and corrective actions report • improper payments report • premium class travel report • report on property provided to nonfederal recipients, schools, and nonprofit educational institutions • feeder reports to the Status of Telework in the Federal Government Report to 	<p><i>oversight entity notice of approval, as appropriate</i></p>	

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>Congress</p> <ul style="list-style-type: none"> • feeder reports to GSA fleet reports • E-Government status and compliance report (per PRA) <p>Includes ancillary records such as:</p> <ul style="list-style-type: none"> • background and research records • submission packets and compilations • related files <p>Exclusion 1: Oversight entities mandating the reports must separately schedule reports they receive.</p> <p>Exclusion 2: Mandatory external reports on finance matters (GRS 1.1, items 020 and 040 cover these); mandatory external reports on employee ethics (various items in GRS 2.8 cover these); mandatory external reports on information access and protection (GRS 4.2, item 080 covers these).</p>		
5010.30.04	Rescinded – Use 5010.30.03		
5010.31 Overview	<p>Interagency and Inter/Intraservice Agreements. Policy and procedures relating to interservice support agreements; interagency agreements; memoranda of understanding; and similar formal documentation covering transfer or use of real property and facilities; supply management relationships; procurement and production agreements negotiated both at Headquarters and field levels; and cross-servicing agreements between DLA and the owning Military Service governing receipt, storage, and shipment of DLA supply items at depots. Excludes budgeting and financial responsibility agreements which will be filed under Budget and Finance Records Schedule 7000 or if directly related to an action case, then filed functionally with the case.</p> <p>This <u>overview</u> is for record series 5010.31.01 through 5010.30.03. Do not use the overview for retention.</p>		
5010.31.01	Interagency and Inter/Intraservice Agreements. DLA Activities Executing Agreements.	Temporary. Cutoff at end of Event. <i>Destroy 10 years after supersession or expiration of</i>	N1-361-92-03

SCHEDULE 5010 - Management Programs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>agreement.</i>	
5010.31.02	Interagency and Inter/Intraservice Agreements. Other Offices	Temporary. Cutoff at end of CY. <i>Destroy when superseded, obsolete, or no longer needed for reference.</i>	NC1-361-76-8
5010.31.03	Interagency Agreements.	Temporary. Cutoff at end of CY. <i>Destroy when superseded obsolete, or no longer needed for reference.</i>	N1-361-92-03

DLA RECORDS SCHEDULE – 5015
DLA RECORDS MANAGEMENT

This schedule covers records created and maintained by Federal agencies that relate to the management of records and information. It includes records management, historical records, and managing vital or essential records.

SCHEDULE 5015 - Records Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5015.1	<p>File Plan. List of file numbers in use within an office to aid in filing and for reference purposes.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy when 2 years old.</i></p> <p>Note: There must be an active file plan before a superseded file plan can be destroyed.</p>	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)
5015.2	<p>Records Management Program Records. Records related to the policies, procedures, and management of Agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. Activities include:</p> <ul style="list-style-type: none"> • Providing oversight of entire records management program • Transferring, destroying, and retrieving records • Inventorying records and conducting records surveys • Scheduling records • Providing other records management services to customer units (such as records storage/reference assistance, and technical assistance with files plans and other records management questions) • Conducting records "clean out" days • Conducting special projects 	<p>Temporary. Cutoff at end of CY. <i>Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded.</i></p>	GRS 4.1, Item 020 (DAA-GRS-2013-0002-0007)

SCHEDULE 5015 - Records Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>Records include:</p> <ul style="list-style-type: none"> • Agency records management program surveys or evaluations • Reports of surveys or evaluations • Reports of corrective action taken in response to agency program surveys or evaluations • Disposal authorizations (Notice of Disposals NODs), schedules, and reports • Records schedules, legacy records schedules (SF 115, Request for Records Disposition Authority) • SF 135, Records Transmittal and Receipt • OF 11, Reference Request • Transfer Request (TR); Legal Transfer Instrument (LTI); SF 258, Agreement to Transfer Records to the National Archives of the United States 		
5015.3	Consolidated under 5015.2		
5015.4	Historical Program. Documents relating to the DLA Historical Program.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years or when superseded or obsolete, as applicable.</i>	NC1-361-76-4
5015.5	Histories: Historian HQ DLA. Formally prepared histories, including organizational and functional histories produced by DLA historians or by others for DLA.	PERMANENT. Cutoff at end of CY. <i>Transfer to the National Archives when 10 years old.</i>	NC1-361-76-4
5015.5.01	Histories: Other Offices. Formally prepared histories, including organizational and functional histories produced by DLA historians or by others for DLA.	Temporary. Cutoff at end of CY. <i>Destroy when no longer needed for historical reference purposes.</i>	NC1-361-76-4

SCHEDULE 5015 - Records Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5015.6	<p>Historical Background and References: Historian, DLA HQ. Materials accumulated by historians or for historical purposes consisting of documents collected or maintained as source material, such as transcripts of interviews; maps, charts, and statistical compilations, and special collections of policy directives and correspondence; summaries of major problems and events submitted by operating officials; historians' notes regarding organization or material; and manuscripts and related comments. Official record copies of documents proper for filing in offices other than historians' offices will not be incorporated into this record series; however, copies may be included.</p>	<p>PERMANENT. Cutoff at end of CY. <i>Transfer to the National Archives in 5 year blocks when the most recent records are 30 years old.</i></p>	N1-361-99-3
5015.6.01	<p>Historical Background and References: Other Offices. Materials accumulated by historians or for historical purposes consisting of documents collected or maintained as source material, such as transcripts of interviews; maps, charts, and statistical compilations, and special collections of policy directives and correspondence; summaries of major problems and events submitted by operating officials; historians' notes regarding organization or material; and manuscripts and related comments. Official record copies of documents proper for filing in offices other than historians' offices will not be incorporated into this record series; however, copies may be included.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy when no longer needed for activity historical reference purposes.</i></p>	NN-168-94

SCHEDULE 5015 - Records Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5015.7	Activity Historical Records. Locally prepared or collected material of an extra or reproduced nature, not required for submission to higher authority, but appropriate for retention because of its local significance, or potential use in production of future organizational or functional histories, or as a source of historical facts.	Temporary. Cutoff at end of CY. <i>Destroy when no longer needed for activity historical reference purposes.</i>	NN-168-94
5015.8	Activity Memorialization Records. Documents accumulated incident to the naming of a building, group of buildings, street, driveway, area, or facility, and consisting of correspondence, orders, photographs, citations, and related records.	Temporary. Cutoff at end of CY. <i>Destroy when no longer needed for activity historical reference purposes.</i>	NN-168-94
5015.9	Vital or Essential Records Program Records. Records involved in planning, operating, and managing the agency's vital or essential records program. These are official records needed to restore agency functions in case of emergency. Includes: <ul style="list-style-type: none"> • Vital records inventories • Vital records cycling plans • Results of tests, surveys, or evaluations • Reports of corrective action taken in response to agency vital records tests 	Temporary. Cutoff at end of Event. <i>Destroy 3 years after project, activity, or transaction is completed or superseded.</i>	GRS 4.1, Item 030 (DAA-GRS-2013-0002-0008)
5015.10	Copies of Vital Records. Copies of agency records deemed essential to restore agency functions in case of emergency.	Temporary. Review annually. <i>Destroy when superseded by the next cycle.</i>	GRS 4.1, Item 031 (DAA-GRS-2013-0002-0015)

DLA RECORDS SCHEDULE – 5025
FORMS and PUBLICATIONS MANAGEMENT

This schedule relates to records resulting from the planning, promulgation, and execution of concepts and procedures for managing the publications and forms.

SCHEDULE 5025 - Forms and Publications Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5025.1	<p>Forms Management Records. Records involved with ensuring use of standard Federal and agency forms to support effective record-keeping and ensuring that Federal standard forms are available and used as appropriate to support Federal record-keeping requirements. Includes:</p> <ul style="list-style-type: none"> • Registers or databases used to record and control the numbers and other identifying data assigned to each form • Official case files consisting of the record copy of each agency-originated form with related instructions and documentation showing inception, scope, and purpose of the form • Background materials and specifications 	<p>Temporary. <i>Destroy 3 years after form is discontinued, superseded, or canceled.</i></p>	GRS 4.1, Item 040 (DAA-GRS-2013-0002-0009)
5025.2	Rescinded and merged with 5025.1		
5025.3	<p>Publication Master Record Sets and Authentications. Publications master record sets, and related background concurrence documents and correspondence.</p>	<p>PERMANENT. Cutoff at end of CY when superseded or obsolete. <i>One copy of each publication should be designated the record copy. Transfer to the National Archives in 5-year blocks when 20 years old.</i></p>	Pending NARA approval

SCHEDULE 5025 - Forms and Publications Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5025.3.01	Publication Records: Agency Historical Recordkeeping Copy. Copies maintained by the agency for historical reference and research purposes. Includes: Publications master record sets, and related background concurrence documents and correspondence. Master copies of typing layouts for publications, regulations, and other official documents.	Temporary. Cutoff at end of CY when superseded or obsolete. <i>Destroy when no longer needed for business purpose.</i>	Pending NARA approval
5025.4	Rescinded by Office of Record		
5025.4.01	Rescinded by Office of Record		

DLA RECORDS SCHEDULE – 5040
Visual Information (VI)

This schedule relates to technical and logistical aspects of programs and functions involving DLA exhibits, VI productions, graphic presentations, photography, training aids, and audiovisual support of DLA.

SCHEDULE 5040 - Visual Information (VI)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5040.1	Visual Information Production Files. VI production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records. Includes copies of production contracts, scripts, transcripts, and appropriate documentation bearing on the origin, acquisition, release, and ownership of the production.	Temporary. <i>Dispose of according to the instructions covering the related VI records.</i>	N1-361-90-01
5040.2	Finding Aids. Finding aids such as data sheets, shot lists, catalogs, indexes, review sheets, lists of captions, and other textual documentation necessary for the proper identification, retrieval, or use of VI records.	Temporary. <i>Dispose of according to the instructions covering the related VI records.</i>	N1-361-90-01
5040.3	Request for Visual Information Service. Requisitions and other requests for the production of, the use, or information relative to the various items of VI presentations and service.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-90-01
5040.4	Still Photography That Does Not Reflect the Mission of DLA. Includes photographs of routine award ceremonies, social events, and activities not related to the mission of DLA.	Temporary. Cutoff at end of CY. <i>Destroy when 2 years old.</i>	GRS 6.4, Item 050 (DAA-GRS-2016-0005-0006)
5040.5	Still Photography Pertaining to DLA Missions. Includes official portraits of senior agency officials; agency publications, exhibitions, or other media productions; documentary photographs shot for fact-finding purposes, research and development, or other studies; photographs, slides, or filmstrips that depict the program or mission of DLA.	PERMANENT. <i>Transfer directly to the National Archives when no longer needed or in 10 years, whichever is sooner.</i>	N1-361-90-01

SCHEDULE 5040 - Visual Information (VI)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	NOTE: Record Sets consist of: Black and white photographs (original negative and a captioned print), color photographs (original color transparency or color negative, a captioned print, and an internegative if one exists), slide sets (original and a reference set, and the related audio recording and script if one exists), filmstrips (original and a reference print).		
5040.6	Personnel Identification or Passport Photographs.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 2.2, Item 090 (DAA-GRS-2017-0007-0013)
5040.7	Product Production Files Used for handbills, flyers, posters, letterhead, and other graphics.	Temporary. <i>Destroy when no longer needed for publication or reprinting.</i>	GRS 6.4, Item 030 (DAA-GRS-2016-0005-0003)
5040.8	Rescinded - use 5040.7		
5040.9	Rescinded - use 5040.7		
5040.10	Posters Distributed Agency-wide or to the Public. Record set is two copies.	PERMANENT. <i>Transfer 2 copies of each poster to National Archives. Ship the posters flat or in tubes to the Still Pictures Branch (NNSP), National Archives, Washington, DC 20408.</i>	N1-361-90-01
5040.11	Original Artwork. Original drawings, sketches, paintings and similar materials used to produce reproductions, prints and copies.	Temporary. <i>Destroy after reproduction of original has been completed or when no longer needed.</i>	N1-361-90-01
5040.12	Training Productions. Internal personnel and administrative training productions and slides of programs that do not reflect the mission of DLA.	Temporary. Cutoff at end of Event. <i>Destroy when 3 years old or 3 years after</i>	GRS 2.6, Item 010 (DAA-GRS-2016-

SCHEDULE 5040 - Visual Information (VI)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>superseded or obsolete.</i>	0014-0001)
5040.13	Rescinded – use 5040.12		
5040.14	Agency-sponsored Productions Pertaining to DLA Missions. Record set: Motion picture - original negative or color original plus separate optical sound track; intermediate master positive or duplicate negative plus optical track; and sound projection print. Video recording - Original or earliest generation video recording. A kinescope of the recording may be substituted.	PERMANENT. <i>Transfer directly to the National Archives when no longer needed or in 10 years, whichever is sooner.</i>	N1-361-90-01
5040.15	Rescinded – use 5040.12		
5040.16	Rescinded – use 5300.3		
5040.17	Rescinded – use 5300.3		
5040.18	Rescinded - use 5040.7		
5040.19	Exhibit and Demonstration Backup Material. Documents reflecting planned exhibit itineraries, policy on logistical support, programming data, new trends, methods and approaches, commitment papers, exhibit fact sheets, and similar material.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-90-01

DLA RECORDS SCHEDULE – 5100
COMMAND CHAPLAIN

This schedule relates to the programs, functions, and activities of the DLA Command Chaplain.

SCHEDULE 5100 - Command Chaplain			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5100.1	Command Chaplain Program/Project Records. Documents related to the formulation, management, administration and execution of individual religious and/or Command Chaplain programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-97-2
5100.2	Rescinded - use 5300.33		
5100.3	Chaplain Counseling Case Files. Documents relating to counseling of DLA employees and/or their family members. Included are counseling interviews notes, forms, correspondence and other documents related to a specific counseling case.	Temporary. Review annually. <i>Destroy when no longer needed.</i>	N1-361-97-2
5100.4	Chaplain/Religious Activity Records. Information on religious education, training and other needs of faith groups, denominations, or religious sects used for program planning. Included are questionnaire responses, survey results, correspondence, and related material relating to Chaplain sponsored activities.	Temporary. Review annually. <i>Destroy when no longer needed.</i>	N1-361-97-2
5100.5	Audits and Fund Review Reports. Reports of audit, fund reviews, financial statements, correspondence and related information.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-97-2

SCHEDULE 5100 - Command Chaplain			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5100.6	Chaplain Non-appropriated Fund Operating Records. Ledgers, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, finalized purchase orders, investment records, financial statements, petty cash summary vouchers, and similar information related to the receipt, disbursement, and administration of non-appropriated Chaplain funds not maintained by DLA's NAF Accounting Office.	Temporary. Cutoff at end of Event. Destroy 3 years after last entry.	N1-361-97-2
5100.7	Grant Administration Records. Requests, forms, grant source information (including terms and conditions), local source funding documents and similar information relating to the administration of grants secured to finance (in whole or in part) Chaplain's non-appropriated funds.	Temporary. Cutoff at end of Event. Destroy 3 years after expiration of grant.	N1-361-97-2
5100.8	Chaplain Contract Files. Information relating to non-personal service contracts including copies of contracts, agreements, coordination, and similar information NOTE: Original contracts are maintained by the DLA Contracting Office in accordance with Schedule 5000.24.	Temporary. Cutoff at end of Event. Destroy 2 years after final payment.	N1-361-97-2

DLA RECORDS SCHEDULE – 5108
INSPECTOR GENERAL

This schedule relates to the programs, functions, and activities of the DLA Office of Inspector General. It is comprised of the Investigations Division and the Audit Division. The office provides general, administrative and criminal investigative support independent internal and performs independent internal audits, attestations and advisory services.

SCHEDULE 5108 - Inspector General			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5108.1	Hotline Inquiry Policies and Procedures. Documents relating to policies and procedures for handling hotline matters and conducting inquiries into hotlines received from the Defense Hotline; DoD and military service Inspectors General; DLA Enterprise Hotline Program; other sources; and fraud, waste, abuse, or mismanagement awareness material.	Temporary. Cutoff at end of CY. <i>Review annually. Destroy/delete when superseded, obsolete, or no longer needed for reference.</i>	N1-361-87-1
5108.2	Hotline Inquiry Case Files: DLA Enterprise Hotline Program Office. Inquiries, Reports of Investigations, or reviews conducted by HQ DLA Elements, DLA Field Activities, and Investigators, including all related supporting documentation.	Temporary. Cutoff at end of CY. <i>Destroy/delete 10 years after completion of case.</i>	N1-361-97-4
5108.2.01	Hotline Inquiry Case Files: Other Offices. Inquiries, Reports of Investigations, or reviews conducted by HQ DLA Elements, DLA Field Activities, and Investigators, including all related supporting documentation.	Temporary. Cutoff at end of CY. <i>Destroy/delete 3 years after completion of case.</i>	N1-361-08-3
5108.3	Hotline Data Base/Case Log Records: DLA Enterprise Hotline Program Office. Information used to control processing of inquiries.	Temporary. Cutoff at end of CY. <i>Destroy/delete 10 years after completion of case.</i>	N1-361-87-1
5108.3.01	Hotline Data Base/Case Log Records: Other Offices. Information used to control processing of inquiries.	Temporary. Cutoff at end of CY. <i>Destroy/delete 3 years after</i>	N1-361-87-1

SCHEDULE 5108 - Inspector General			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>completion of case.</i>	
5108.4	Internal Review Policies and Procedures. Documents pertaining to policies and procedures for conducting internal reviews of functional areas.	Temporary. Review annually. <i>Destroy when superseded, obsolete, or when no longer needed for reference.</i>	N1-361-90-02
5108.5	Internal Review Working Papers. Documents relating to audit programs, administrative time controls, interview notes, flowchart, results of analysis, spreadsheets, and draft reports used for background information in preparation of final survey reports, and follow-up reviews of recommendation implementation.	Temporary. Cutoff at end of Event. Event is after implementation or follow-up review. <i>Destroy after recommendations have been implemented or follow-up reviews have been completed, whichever is later.</i>	N1-361-90-02
5108.6	Internal Review Case Files. Documents reflecting results of internal audits of program operations and procedures, audit reports, follow-up reviews of management actions, staff summary sheets, and related correspondence used to review internal control systems, systems adequacy, policy compliance, resource safeguards, economic and efficient management.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	N1-361-90-02

DLA RECORDS SCHEDULE – 5122
PUBLIC AFFAIRS

This schedule relates to DLA public affairs programs and activities designed to provide information about DLA activities. Includes information released to the public, participation in community relations programs, and similar actions dealing with positive public relations, as well as internal information programs concerning DLA employees.

SCHEDULE 5122 - Public Affairs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5122.1	Public Affairs Program/Project Files. Records related to the formulation, management, administration and execution of individual public affairs programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-90-3
5122.2	Rescinded - use 5300.33		
5122.2.01	Rescinded - use 5300.33.01		
5122.3	Internal Information Publication Files: HQ DLA Office of Public Affairs. Consists of a Record Set of booklets, pamphlets, employee newspapers, and other similar informational documents published and issued by DLA. Official file copy is maintained by the preparing and issuing office.	PERMANENT. Cutoff at end of CY. <i>Transfer to the National Archives in 5-year blocks when 30 years old.</i>	N1-361-90-3
5122.3.01	Internal Information Publication Files: Other Activities. Consists of a Record Set of booklets, pamphlets, employee newspapers, and other similar informational documents published and issued by DLA. Official file copy is maintained by the preparing and issuing office.	Temporary. Cutoff at end of CY. <i>Retain until no longer needed for reference, then review for historical relevance and maintain in accordance with Activity Historical Records.</i>	N1-361-90-3

SCHEDULE 5122 - Public Affairs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5122.4	<p>Public Affairs-Related Routine Operational Records. Public affairs-related routine operational records. Records related to the routine, day-to-day administration of public affairs activities, including but not limited to:</p> <ul style="list-style-type: none"> • logistics, planning, and correspondence records for routine conferences and events • correspondence and records on speakers and speaking engagements, including biographies • case files and databases of public comments (related to public affairs activities only) 	Temporary. <i>Destroy when 3 years old.</i>	GRS 6.4, Item 010 (DAA-GRS-2016-0005-0001)
5122.5	<p>Public Correspondence and Communications not Requiring Formal Action. Records related to correspondence and communications, including comments, to and from the public that require no formal response or action. Includes:</p> <ul style="list-style-type: none"> • Comments the agency receives but does not act upon or that do not require a response, such as: <ul style="list-style-type: none"> ○ Write-in campaigns ○ Personal opinions on current events or personal experiences ○ Routine complaints or commendations ○ Anonymous communications ○ Suggestion box comments ○ Public correspondence addressed to another entity and copied to the agency or that the agency receives in error ○ Comments posted by the public on an agency website that do not require response or that the agency does not collect for further use 	Temporary. <i>Destroy after 90 days.</i>	GRS 6.4, Item 020 (DAA-GRS-2016-0005-0002)

SCHEDULE 5122 - Public Affairs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Communications from the public that the agency responds to but takes no formal action on • Agency postings on social media accounts and email blasts that consist of information released or captured elsewhere, provided the agency also captures the posting 		
5122.6	Public Affairs Releases: HQ DLA Office of Public Affairs. Records relating to the release of information to the public through various media that pertain to new agency programs or termination of old agency programs, major shifts in policy, changes in senior personnel, and similar documents. Includes news releases, articles, speeches, testimonies, audiovisual, television, and radio productions.	PERMANENT. Cutoff at end of CY. <i>Transfer to the National Archives in 5-year blocks when 30 years old.</i>	N1-361-90-3
5122.6.01	Public Affairs Releases: Other Activities. Records relating to the release of information to the public through various media that pertain to new agency programs or termination of old agency programs, major shifts in policy, changes in senior personnel, and similar documents. Includes news releases, articles, speeches, testimonies, audiovisual, television, and radio productions.	Temporary. Cutoff at end of CY. <i>Retain until no longer needed for reference, then review for historical relevance and maintain in accordance with Activity Historical Records.</i>	N1-361-90-3
5122.7	Public affairs product production files. Records related to developing speeches, publications, educational materials, audiovisual materials including posters, public conferences and other public outreach materials, including but not limited to: <ul style="list-style-type: none"> • News clippings • Marketing research 	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	GRS 6.4, Item 030 (DAA-GRS-2016-0005-0003)

SCHEDULE 5122 - Public Affairs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Copies of records used for reference in preparing products • Research notes • Printers galleys • Drafts and working copies (see Exclusion 3) • Preparatory or preliminary artwork or graphics • Bibliographies, checklists, and indexes of agency publications and releases (see Exclusion 4) • Clearances related to release of products (see Exclusion 5 and 6) <p>Note: Now-obsolete forms of printing production materials (e.g., line and halftone negatives, screened paper prints, and offset lithographic plates), line copies of graphs and charts, as well as cartographic records prepared during Intermediate stages of publication that may be found in older project files are temporary under this item.</p> <p>Exclusion 1: Final products such as speeches, publications, educational materials, agency histories, mission-related audiovisual materials including posters, conference and public outreach materials. The agency must schedule these records on an agency-specific schedule.</p> <p>Exclusion 2: This item does not include unique collections of records or original materials (such as interviews or oral histories) the agency assembles for research or final product development purposes. These records may have permanent value and the agency should schedule them on an agency-specific schedule.</p> <p>Exclusion 3: This item does not include working papers or files that propose and evaluate options or alternatives and their</p>		

SCHEDULE 5122 - Public Affairs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>implications in the development of high-level policies and decisions or that document findings or support recommendations.</p> <p>Exclusion 4: This item does not include bibliographies, checklists or indexes relating to records scheduled as permanent, such as permanent publications.</p> <p>Exclusion 5: Records relating to obtaining approval or clearance for releasing information from other agencies or outside organizations, such as foreign governments, must be scheduled on an agency specific schedule.</p> <p>Exclusion 6: This item does not cover clearances for release of information related to declassification review.</p>		
5122.8	<p>Routine Media Relations Records. Records of interactions with the press or media that contain duplicate, minimal, or limited information, such as:</p> <ul style="list-style-type: none"> • Requests and responses for interviews • Requests and responses for information or assistance for media stories • Daily or spot news recordings or videos available to local radio and TV stations • Notices or announcements of media events • Public service announcements • Copies or articles created by the agency for publication in news media <p>Exclusion: Transcripts of press conferences or press briefings, briefing books, and press releases are not covered by this item and must be scheduled by the agency on an agency-specific schedule.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i></p>	GRS 6.4, Item 040 (DAA-GRS-2016-0005-0004)

SCHEDULE 5122 - Public Affairs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5122.9	Biography Files. Biographies, photographs, and related documents pertaining to leading military and civilian personalities used to provide information to various public organizations and groups.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after retirement, transfer, separation, or death of the person concerned.</i>	N1-361-90-3
5122.10	Rescinded - use 5122.8		
5122.11	Special Events. Records relating to participation in public ceremonies and affairs such as parades, public displays, observances of local and national holidays, and comparable events.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-90-3
5122.12	External Information Publication Files. Informational material of various types distributed to trade and special-interest organizations, contractor firms, and military customers.	Temporary. Cutoff at end of CY. <i>Retain until superseded or obsolete, then review for historical relevance and maintain in accordance with Activity Historical Records.</i>	N1-361-90-3
5122.13	Speech Files: Speeches delivered by the Agency Director and Deputy Directors. Copies of official speeches delivered by DLA personnel, internally and externally. Includes related records created in the process of writing, editing, and clearing speeches.	PERMANENT. Cutoff at end of CY. <i>Transfer to National Archives in 5-year blocks when 30 years old.</i>	N1-361-90-3
5122.13.01	Speech Files: Other Speeches. Copies of official speeches delivered by DLA personnel, internally and externally. Includes related records created in the process of writing, editing, and clearing speeches.	Temporary. Cutoff at end of CY. <i>Retain 3 years, then review for historical relevance and maintain in accordance with Schedule 5015.7, Activity Historical Records.</i>	N1-361-90-3

SCHEDULE 5122 - Public Affairs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5122.14	Speech Reference Files. Source material for speeches consisting of background material from varied sources.	Temporary. <i>Destroy when no longer needed for reference.</i>	N1-361-90-3
5122.15	Web 2.0 Social Media Program Records. Records relating to the application, implementation and certification of social media platforms.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of platform or agreement.</i>	DAA-0361-2013-0006

DLA RECORDS SCHEDULE – 5240
INTELLIGENCE / COUNTERINTELLIGENCE

This schedule relates to DLA Intelligence programs and activities designed to provide enterprise wide intelligence, counterintelligence (CI) and special security support to DLA assigned personnel.

SCHEDULE 5240 - Intelligence/Counterintelligence			
Record Series	Records Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5240.1	<p>Access and Disclosure Request Files. Case files created in response to requests for information under Mandatory Declassification Review (MDR) process, Classification Challenge, and similar access programs, and completed by</p> <ul style="list-style-type: none"> • granting the request in full • granting the request in part • denying the request for any reason including: <ul style="list-style-type: none"> o inability to fulfill request because records do not exist o inability to fulfill request because request inadequately describes records o inability to fulfill request because search or reproduction fees are not paid • final adjudication on appeal to any of the above original settlements • final agency action in response to court remand on appeal Includes: <ul style="list-style-type: none"> • requests (either first-party or third-party) • replies and copies of requested records • administrative appeals • related supporting documents (such as sanitizing instructions) <p>Exclusion: Record copies of requested records are not covered by this item. They remain covered by their original disposal authority with the originating program office.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later.</i></p>	GRS 4.2, Item 020 (DAA-GRS-2016-0002-0001)

SCHEDULE 5240 - Intelligence/Counterintelligence			
Record Series	Records Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5240.1.06	Rescinded by GRS 4.2		
5240.1.07	Rescinded – use 5240.1		
5240.2 and 5240.2.01	Rescinded – use 5240.1 in accordance with GRS 4.2, Item 020		
5240.3	<p>Internal Information access and protection program operation records. General Administrative records, including:</p> <ul style="list-style-type: none"> • Records documenting security-approved container access • Records documenting receipt, internal routing, dispatch, and destruction of classified, unclassified-but-controlled, and unclassified records relating to classified or controlled unclassified document containers, such as forms placed on safes, cabinets or vaults that record opening, closing, and routine checking of container security • Tracking databases and other records used to manage overall program • Requests and authorizations for individuals to have access to classified materials. 	<p>Temporary. Cutoff at end of CY. <i>Destroy 2 years after last form entry, reply or submission; or when associated documents are declassified or destroyed; or when authorization expires, whichever is appropriate.</i></p>	GRS 4.2, Item 030 (DAA-GRS-2016-0002-0002)
5240.4	Realigned to 5240.3 in accordance with GRS 4.2, Item 030		
5240.5	Realigned to 5240.3 in accordance with GRS 4.2, Item 030		
5240.6	Realigned to 5240.3 in accordance with GRS 4.2, Item 030		
5240.7	<p>Access Control Records. Includes:</p> <ul style="list-style-type: none"> • Records of safe and padlock combinations • Names or other personal identifiers of individuals who know combinations • Comparable data used to control access into classified document container. 	<p>Temporary. Cutoff at end of Event. <i>Destroy when superseded or obsolete</i> <i>NOTE: Forms involved in investigations will be retained until</i></p>	GRS 4.2, Item 031 (DAA-GRS-2013-0007-0020)

SCHEDULE 5240 - Intelligence/Counterintelligence			
Record Series	Records Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>completion of the investigation.</i>	
5240.8	<p>Classified Container Security Records. Records Relating to classified or controlled unclassified document containers. Includes forms (such as SF 701 / 702) placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security. Note: Forms involved in investigations are not covered by this item. They are retained according to the schedule item for records of the investigation.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 90 days after last entry on form.</i></p>	GRS 4.2, Item 032 (DAA-GRS-2016-0002-0003)
5240.9	<p>Accounting for and control of access to classified, controlled unclassified and unclassified records and records regarding Mandatory classification review. Records documenting identity, internal routing, and final disposition of classified documents. Also, records documenting control points and accountability for information relating to access requests: Includes;</p> <ul style="list-style-type: none"> • Forms, registers, ledgers, logs and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request • Inventories of controlled records • Forms accompanying documents to ensure continuing control, showing names of people handling the documents, intra-office routing and comparable data • Agent and researcher files 	<p>Temporary. Cutoff at end of Event. <i>Destroy or delete 5 years after date of last entry, final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final adjudication by courts as may apply, whichever is later.</i></p>	GRS 4.2, Item 040 (DAA-GRS-2016-0002-0004)
5240.10	<p>Intelligence Reports. Documents and reports originated or compiled by a DLA activity or by others (CIA, FBI, DIA, or military services) to fill specific DLA requirements.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i></p>	NN-168-94

SCHEDULE 5240 - Intelligence/Counterintelligence			
Record Series	Records Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5240.11	Intelligence Reference Files. Published, printed, or processed materials, photographs, or maps, not filed in Intelligence Reports (5240/R10), and used as a reference file or library for intelligence purposes.	Temporary. Cutoff at end of CY. <i>Destroy when superseded or obsolete.</i>	NN-168-94
5240.12	Security Violations. Documents relating to reports and investigations of security violations, including final disposition.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after completion of final corrective or disciplinary action, except that records of violations of a sufficiently serious nature to be classed as felonies will be destroyed 10 years after all legal and disciplinary actions have been taken.</i>	N1-361-91-7
5240.13	Security Inspections: Areas Requiring Highest Level Security Awareness. <i>Includes areas designated by the Interagency Security Committee as Facility Security Level V.</i> Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies. Includes: <ul style="list-style-type: none"> • Facility notes • Inspector notes and reports • Vulnerability assessments 	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	GRS 5.6, Item 080 (DAA-GRS-2017-0006-0010)

SCHEDULE 5240 - Intelligence/Counterintelligence			
Record Series	Records Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5240.13.01	<p>Security Inspections: All other Security areas. <i>Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.</i> Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies. Includes:</p> <ul style="list-style-type: none"> • Facility notes • Inspector notes and reports • Vulnerability assessments 	<p>Temporary. Cutoff at end of CY. <i>Destroy after 3 years after updating the security assessment or terminating the security awareness status.</i></p>	GRS 5.6, Item 081 (DAA-GRS-2017-0006-0011)
5240.14	<p>Major Subordinate Command (MSC) Security Profiles. Documents reflecting status of security of MSC and secondary and tertiary field activities, including internal inspection reports, reports of preliminary inquiry, violation reports, correspondence on special security matters of problems within the activity, and reports of investigation.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy when superseded, obsolete, or no longer needed for reference.</i></p>	N1-361-91-7
5240.15	<p>Security Regarding Cases. Documents relating to the review of specific case files of classified documents or equipment for the purpose of regarding the document or the equipment.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i></p>	N1-361-91-7
5240.16	<p>Top Secret Inventories. Registers, lists, comparable documents, and related paper accumulated in connection with the periodic inventory of Top Secret documents.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 1 year after completion of the next inventory, provided all material has been accounted for at that time</i></p>	N1-361-91-7
5240.17	<p>Classified Nondisclosure Agreements. Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information which is classified</p>	<p>Temporary. <i>Maintained separately from the individual's official personnel folder. Destroy when 50 years old.</i></p>	GRS 4.2, Item 121 (DAA-GRS-2015-0002-0003)

SCHEDULE 5240 - Intelligence/Counterintelligence			
Record Series	Records Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	under standards put forth by executive orders governing security classification. Legal citation: ICD 703, Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii)		
5240.18	Personnel Security Folders: Upon transfer to another DLA activity. Copies of requests for and certificates of personnel security clearance related transactions, and certificates of security briefing/debriefing, authorized for maintenance by Command Security Officers, and superseded forms serving related purposes; documents pertaining to limited access authorizations; case resumes and other documents relating to the processing of security clearances. Includes comparable transcripts of data in lieu of retaining documents relating to the processing of security clearances. Includes comparable transcripts of data in lieu of retaining copies of documents.	Temporary. <i>Forward to gaining activity.</i>	N1-361-91-7
5240.18.01	Personnel Security Folders: Upon separation or transfer to a non DLA organization. Copies of requests for and certificates of personnel security clearance related transactions, and certificates of security briefing/debriefing, authorized for maintenance by Command Security Officers, and superseded forms serving related purposes; documents pertaining to limited access authorizations; case resumes and other documents relating to the processing of security clearances. Includes comparable transcripts of data in lieu of retaining documents relating to the processing of security clearances. Includes comparable transcripts of data in lieu of retaining copies of documents.	Temporary. Cutoff at end of CY. <i>Place in inactive file, cut off at end of calendar year, retain in current files area, and destroy after 2 years.</i>	N1-361-91-7
5240.19	Personnel Security Folders. Case resumes of reports of investigation, when	Temporary. Cutoff at end of CY. <i>Upon</i>	N1-361-91-7

SCHEDULE 5240 - Intelligence/Counterintelligence			
Record Series	Records Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	relating to cases where derogatory information is involved, including documents reflecting actions taken and copies of documents similar to those described in (5240/R18 and 18.01). Records documenting personnel clearances by HQ DLA will have the same disposition as similar records described.	<i>separation, place remaining documents in inactive file, cut off at end of calendar year, retain in a current files area, and destroy after 2 years.</i>	
5240.20	Security Awareness. Documents accumulated in connection with systems designed to obtain compliance with security regulations by all personnel, such as a system requiring that each individual periodically read applicable security regulations and sign a statement indicating that he understands them.	Temporary. Cutoff at end of Event. <i>Destroy after the next periodic application of the system or upon inactivation of the office or system, whichever occurs first.</i>	N1-361-91-7
5240.21	Foreign Visitors. Documents accumulated in connection with visit of foreign nationals to military installations and activities, including documents such as requests and authorizations to visit or receive training, notifications of security clearances, itineraries, reports, and related documents.	Temporary. Cutoff at end of Event. <i>Retain in current files area and destroy 2 years after expiration of approval.</i>	N1-361-91-7
5240.22	Counterintelligence Investigative Files. Documents that reflect results of counterintelligence complaint or incident investigations involving DLA personnel or facilities, including reports of investigations from DoD and U.S. Government agencies.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after date of last action.</i>	N1-361-91-7
5240.23	Counterintelligence Information Files. Documents including counterintelligence threat assessments, reports on organization, mission, and modus operandi of hostile intelligence services, periodic counterintelligence summaries and similar non-investigative reports.	Temporary. <i>Destroy upon supersession or obsolescence.</i>	N1-361-91-7

SCHEDULE 5240 - Intelligence/Counterintelligence			
Record Series	Records Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5240.24	Technical Surveillance Countermeasures (TSCM) Surveys/ Correspondence. Documents relating to the requesting, scheduling, coordinating, conducting and reporting of results of inspections and surveys accomplished to determine vulnerability of DLA facilities to technical surveillance, including documents reflecting follow-up action to comply with recommendations.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after next comparable survey or inspection.</i>	N1-361-91-7
5240.25	Antiterrorism Reports. Documents concerning reports on terrorism, counterterrorism originated by DoD and other Government agencies and by private sector organizations, including hard copy and electrical messages.	Temporary. <i>Destroy when superseded, obsolete or no longer needed for reference.</i>	N1-361-91-7
5240.26	Terrorism Threat Requests/Assessments. Documents concerning terrorism threat assessment requests and assessments originated and disseminated by Headquarters, Office of Command Security to DLA facilities or to DLA personnel assigned to, temporarily detailed to, or in transit to a particular area.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-7
5240.27	Terrorist Threat Assessment Information Files. Terrorist threat assessments originated outside DLA and transmitted to DLA for information.	Temporary. <i>Destroy when superseded, obsolete or no longer needed for reference.</i>	N1-361-91-7
5240.28	Antiterrorism Action: DLA Involvement in actual terrorist incidents. Documents reflecting actions in implementation of DoD and DLA antiterrorism programs and related materials.	Temporary. Cutoff at end of Event. <i>Destroy 7 years after incident is closed.</i> <i>Retain in CFA 5 years then retire to FRC.</i>	N1-361-91-7
5240.28.01	Antiterrorism Action: Other Documents. Documents reflecting actions in implementation of DoD and DLA antiterrorism programs and related materials.	Temporary. <i>Destroy when superseded, obsolete or no longer needed for reference.</i>	N1-361-91-7

SCHEDULE 5240 - Intelligence/Counterintelligence			
Record Series	Records Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5240.29	OPSEC Survey Files. Documents relating to preparation for and participation in OPSEC surveys within DLA Headquarters and primary level field activities.	Temporary. <i>Destroy upon obsolescence or supersession.</i>	N1-361-91-7
5240.30	OPSEC Training Files. Documents relating to the preparation, conduct and follow-up analysis of formal and informal training and awareness instruction designed to acquaint individuals with the objectives, principles and methods of OPSEC programs and to maintain a sense of OPSEC awareness among military and civilian personnel assigned to DLA and MSCs.	Temporary. Cutoff at end of Event. <i>Destroy after 5 years or upon obsolescence or supersession.</i>	N1-361-91-7

DLA RECORDS SCHEDULE – 5300
OFFICE AND ADMINISTRATIVE RECORDS

This schedule describes records that are generally common to all offices and includes categories covering office and command administration records, supervisor's personnel files, standard operating procedures and correspondence files.

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5300.1	General Information Request File. Requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research. Also includes acknowledgements, replies, and referrals of inquiries to other offices for response.	Temporary. Cutoff when action completed. <i>Destroy when 90 days old.</i>	GRS 4.2, Item 010 (DAA-GRS-2013-0007-0001)
5300.1.01	Rescinded – Use 5300.1		
5300.1.02	Rescinded – Use 5300.1		
5300.1.03	Rescinded – Use 5300.1		
5300.2	Reading Files. Copies of outgoing communications, including joint message forms, arranged chronologically, and maintained for reference.	Temporary. Cutoff at end of CY. <i>Destroy 1 year after cutoff.</i>	DAA-0361-2015-0005-0007
5300.3	Intermediary Records. Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record. <u>To qualify as an intermediary record, the record must also not be required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making.</u> Records include: non-substantive working files: collected and created materials not coordinated or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These working papers do not result directly in a final product or an approved finished report. Included are	Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>such materials as rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion, reference, or consultation, and associated transmittals, notes, reference, and background materials.</p> <ul style="list-style-type: none"> • Audio and video recordings of meetings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created) • Dictation recordings • Input or source records, which agencies create in the routine process of creating, maintaining, updating, or using electronic information systems and which have no value beyond the input or output transaction: <ul style="list-style-type: none"> ○ hardcopy input source documents where all information on the document is incorporated in an electronic system (See Exclusion 1 and Note 1) ○ Electronic input source records such as transaction files or intermediate input/output files • Ad hoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report • Data files output from electronic systems, created for the purpose of information sharing or reference (see Exclusion 2) <p>Exclusion 1: This item does not allow destruction of original hardcopy still pictures, graphic materials or posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video</p>		

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	recordings once they are digitized. Agencies must follow agency-specific schedules for these records. If the records are unclassified, the agency must submit a schedule for them.		
5300.4	<p>Reference Library. Copies of policy or publications, correspondence, specialized references, inquiries, and information that is used for general reference within individual offices. Excludes issuing office record sets of publications and policy documents – file under Schedule 5025.3. Includes copies maintained for reference:</p> <ul style="list-style-type: none"> • DLA and Component publications and policy (Instructions, Manuals, etc.,) • DoD publications • Major Subordinate Command (MSC) Supplements • Standard Operating Procedures (SOPs) • Job aids or Desk procedures • Congressional Inquiries • GAO/Inspector General Reports • Hotline, Fraud, Waste and abuse awareness material • Reviews and audits and related responses and backup material • Other similar reports and reference material used by offices 	Temporary. Review Annually. Destroy when superseded, obsolete, or no longer needed for reference.	DAA-0361-2015-0005-0001
5300.5	<p>Transitory Records. Records required only for a short time (generally less than 180 days) and that are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Messages coordinating schedules, appointments, and events • Transmittal documents such as e-mail, letters, cover memos, and facsimile cover sheets that do not provide evidence of approval, concurrence, or decision-making, or 	Temporary. Destroy immediately, or when no longer needed for reference.	GRS 5.2, Item 010 (DAA-GRS-2017-0003-0001)

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>include substantive comments</p> <ul style="list-style-type: none"> • Received copies of circulated internal information such as agency instructions, notifications, circulars, newsletters, and email blasts to employees • Messages received from agency distribution lists or listservs • "to-do" or task lists and assignments 		
5300.6	<p>Tracking and Control Records. Records used to provide access to and control of records authorized for destruction by the GRS or a NARA-approved records schedule: Includes:</p> <ul style="list-style-type: none"> • Indexes • Lists • Registers • Inventories • Logs • Reports • Routine requests for information or publications which require no administrative action, no policy decision, no special compilation or research for reply • Other records in progress and not appropriate for filing with related records under other series. 	Temporary. Review Annually. Destroy when no longer needed.	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)
5300.7	Rescinded and merged with 5300.4		
5300.8	Rescinded and merged with 5300.4		
5300.9	<p>Meeting Documentation. Documentation created and used by participants and staff offices for briefing presentations, in-house training, executive briefings to document meeting and conference events and related actions. Excludes copies retained by office of primary responsibility. Includes, but not limited to, records:</p> <ul style="list-style-type: none"> • Working group participants 	Temporary. Cutoff at end of CY. <i>Destroy no sooner than 1 year after cutoff but longer retention is authorized..</i>	DAA-0361-2015-0005-0002

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Process action teams • Ad hoc committees • Briefing charts and spreadsheets • Similar records used for work assigned projects and tasks • Meeting minutes and agendas 		
5300.10	Unidentified (Unscheduled) Files. Records for which an appropriate file number has not been assigned.	Temporary. Authorized for use ONLY after approval by records management officer and on an interim basis not to exceed 1 year until a permanent number is developed. These records will be retained in CFA until disposition authority is established.	N1-361-91-2
5300.11	Rescinded- use 5300.1		
5300.11.01	Rescinded - use 5300.1		
5300.11.02	Schedule of Daily Activities: High Level Management Officials. Calendars, appointment books, schedules, logs and diaries documenting meetings, appointments, telephone calls, trips, visits and other activities that contain substantive information relating to the official activities of the DLA Director and DLA Vice Director.	PERMANENT. Cutoff at end of CY. Paper – Retain in office for five years then transfer to FRC. FRC will transfer to the National Archives in 5 year blocks 20 years after cutoff. Electronic – Transfer electronic records to the National Archives for pre-accessioning 3 year(s) after cutoff.	DAA-0361-2014-0008-0001
5300.12	Administrative Records. Information accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists.	Temporary. <i>Destroy when 2 years old.</i>	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>Records include:</p> <ul style="list-style-type: none"> • Staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1) • Office-level administrative policies and procedures and files related to their development (see Note 1) • Calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level) • Informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182) • Internal office activity and workload reports • Studies and analyses of office administrative functions and activities • Non-mission related management reviews and surveys • Minutes of meetings related to administrative activities. <p>Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.</p> <p>Note 1: This item covers administrative policies and procedures at the office/unit level.</p>		
5300.13	Office Studies and Analyses. Records created as a result of studies and analyses conducted within an office that pertain to	Temporary. Cutoff at end of CY.	GRS 5.4, Item 010 (DAA-GRS-2016-

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	organization, workload, manpower, space requirements, office layouts, costing data, budgets, and similar records not directly related to mission.	<i>Destroy when 2 years old.</i>	0011-0001)
5300.14	Rescinded and merged with 5300.9		
5300.15	Staff Visits. Correspondence, reports written after visits with findings and recommendations, and other similar records relating to staff or technical assistance visits to an activity.	Temporary. Cutoff at end of Event. <i>Event is completion of visit. Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.</i>	DAA-0361-2015-0005-0003
5300.16	Office Time Keeping Records. Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work. Legal Citation: 29 U.S.C 516.5a	Temporary. Cutoff at end of CY. <i>Destroy after GAO audit or when 3 years old, whichever is sooner.</i>	GRS 2.4, Item 030 (DAA-GRS-2016-0015-0003)
5300.17	Rescinded - use 5300.16		
5300.17.01	Rescinded - use 5300.16		
5300.18	Rescinded - use 5300.16		
5300.19	Rescinded - use 8120.11.02		
5300.19.01	Rescinded - use 8120.11.02		
5300.19.02	Rescinded - use 1400.69		
5300.20	Rescinded and merged with 5300.4		
5300.21	Supervisor's Personnel Files. Records on positions, authorizations, pending actions, position descriptions, training records, Individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These	Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1	GRS 2.2, Item 080 (DAA-GRS-2017-0007-0012)

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files	<i>year after separation or transfer.</i>	
5300.22	Supervisor's Military Personnel Files. Informational documents accumulated on individual military personnel by offices not having custody of the individual personnel records. Includes copies of military position descriptions.	Temporary. <i>Review annually, destroy superseded or obsolete documents. On transfer or separation of individual, place in inactive file. Cut off inactive file at end of calendar year, hold 1 year, then destroy.</i>	N1-361-91-2
5300.23	Rescinded - use 1400.45.01		
5300.24	Rescinded - use 5300.33		
5300.25	Rescinded - use 5300.33.01		
5300.26	<p>Administrative Control Records. Mail, printing, and telecommunication services control records. Records of general day-to-day communication service administration and specific transmission tracking. Includes:</p> <ul style="list-style-type: none"> Records that track shipment, routing, registration, certification, declared value, insurance, and receipt of incoming and outgoing mail, including overnight, express, special delivery, and specially tracked packages Messenger and courier service logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records documenting messenger and courier service activity Reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper mail treatment 	<p>Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i></p>	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> Records that document requisitioning and receiving stamps and postage meter balances Documentation and tracking to intended destination of valuables (e.g. checks, cash, stamps, money orders, etc.) the agency receives by mail or private delivery/messenger Staff and office directories the agency uses to ensure correct mail and package delivery Printing requisitions, work orders, samples, manuscript clearances, and related documents Mailing and contact lists a mailroom or similar office manages Telephone message registers and logs 		
5300.27	Metered Mail Records. Official metered mail reports such as GSA-1390A, "Quarterly Postage Mail Report / Record of Accountable Metered Mail Report," and all related papers.	Temporary. Cutoff at end of CY. <i>Destroy when 6 years old.</i>	GRS 5.5, Item 030 (DAA-GRS-2016-0012-0003_
5300.28	Rescinded - use 5300.26		
5300.29	Rescinded. Micrographics Systems.		
5300.30	General Travel and Transportation Files. Financial management and reporting administrative records. Records related to managing financial activities and reporting. Records include: <ul style="list-style-type: none"> Correspondence Subject files Feeder reports Workload management and assignment records 	Temporary. Cutoff at end of FY. <i>Destroy when 3 years old.</i>	GRS 1.1, Item 001 (DAA-GRS-2016-0013-0001)
5300.30.01	Rescinded - use 5300.26		
5300.30.02	Transportation Subsidy Program Administrative Records. Records related to managing the program, including: <ul style="list-style-type: none"> Workload management and 	Temporary. Cutoff at end of FY. <i>Destroy when 3 years old.</i>	GRS 2.4, Item 130 (DAA-GRS-2016-0015-0017)

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	assignment records <ul style="list-style-type: none"> • Determining subsidy amount available to employees • Publicity and program announcements • Records of program-wide benefit delivery and receipt • Statistical and narrative reports • Similar records not linked to individual employee participation. 		
5300.30.03	Transportation Subsidy Program Individual Case Files. Case files of individual employee participation in transportation subsidy programs, such as: <ul style="list-style-type: none"> • Similar records not linked to individual employee participation • Applications and supporting documents • Eligibility verification • Notice of approval or denial of participation in program • Participant training documentation • Periodic estimates of transit expenses • Record of individual benefit delivery and receipt • De-enrollment documents • Settlement of outstanding debts by employee or Government when employee leaves program. 	Temporary. Cutoff at end of Event. <i>Destroy 2 years after employee participation concludes.</i>	GRS 2.4, Item 131 (DAA-GRS-2016-0015-0018)
5300.31	Official Passport Records: Application Files. Records related to administering the application or renewal of official passports and visas, including: <ul style="list-style-type: none"> • Copies of passport and visa applications • Passport and visa requests • Special invitation letters • Visa authorization numbers • Courier receipts 	Temporary. Cutoff at end of CY or Event. <i>Destroy when 3 years old or upon separation of the bearer, whichever is sooner.</i>	GRS 2.2, Item 090 (DAA-GRS-2017-0007-0013)

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> Copies of travel authorizations 		
5300.31.01	Official Passport of transferred or separated agency personnel.	Temporary. Transfer to new agency or return to the Department of State upon expiration or upon separation of the employee.	None; filing instruction only
5300.31.02	Official Passport Records: Passport Registers. Registers and lists of agency personnel who have official passports.	Temporary. Review annually. <i>Destroy when superseded or obsolete.</i>	GRS 2.2, Item 091 (DAA-GRS-2017-0007-0014)
5300.32	Command Issues and Oversight Documentation: Retained by MSC Commanders and Above (or the office designated to maintain the documentation). Documentation on matters of critical interest to organizational commanders such as: <ul style="list-style-type: none"> Policy memorandums and correspondence Organization and mission changes Resource Management Mission Performance Similar matters retained for oversight on key areas of organizational performance 	PERMANENT. Cutoff at end of CY. <i>Transfer hardcopy to WNRC when 3 years old; Transfer to National Archives in 5 year blocks 15 years after cutoff. Transfer electronic records to the National Archives for pre-accessioning 15 years after cutoff.</i>	DAA-0361-2015-0005-0008
5300.32.01	Command Issues and Oversight Documentation: Retained Below MSC level. Documentation on matters of critical interest to organizational commanders such as: <ul style="list-style-type: none"> Policy memorandums and correspondence Organization and mission changes Resource Management Mission Performance 	Temporary. Cutoff at end of CY. <i>Destroy 1 year after cutoff or when no longer needed for reference.</i>	DAA-0361-2015-0005-0009

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Similar matters retained for oversight on key areas of organizational performance 		
5300.33	<p>Correspondence: Originating Office for Program and Mission Functions (Program Office Correspondence). Correspondence that pertains to the missions and functions for which the office exists. Includes:</p> <ul style="list-style-type: none"> • Letters, memoranda, endorsements • Reports • Related data involving a variety of subjects created or received that documents policy making • Program management guidance for the missions and functions within the individual program offices not appropriate for filing with other series. Includes: <ul style="list-style-type: none"> ○ Interpretations and decisions on applicability ○ Request for waivers and exceptions ○ Data calls ○ Periodic reporting and similar documents. 	<p>Temporary. Cutoff at end of CY. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i></p>	DAA-0361-2015-0005-0006
5300.33.01	<p>Correspondence: Other Offices. Copies of official records maintained elsewhere or records that do not document policy and program guidance. Includes:</p> <ul style="list-style-type: none"> • Letters, memoranda, endorsements • Reports • Related data involving a variety of subjects created or received that documents policy making • Program management guidance for the missions and functions within the individual program offices not appropriate for filing with other series. Includes: 	<p>Temporary. Cutoff at end of Calendar Year. <i>Destroy when 2 years old.</i></p>	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> ○ Interpretations and decisions on applicability ○ Request for waivers and exceptions ○ Data calls ○ Periodic reporting and similar documents. 		
5300.34	Standard Operating Procedures (SOP). Procedural documentation, to include: job aides or desk guides, developed by the office of primary responsibility (Division or Office level), that provides detailed, written instructions issued to achieve uniformity of the performance of a specific function. These documents do not establish policy, but are instructions for implementing policy in a consistent, effective and efficient manner that are prescribed by Agency Instructions, Directives or Manuals.	Temporary. Cutoff at end of CY when superseded or obsolete. <i>Destroy or delete 5 years after cutoff or when no longer needed for business purposes.</i>	DAA-0361-2015-0005-0004
5300.35	Appointment, Delegation and Designation of Authority. Includes forms, memoranda, letters and similar documents used to assign specific rolls, such as collateral duties, not covered elsewhere by an approved program schedule. Excludes position descriptions and similar formal human resource records covered by the General Records Schedule.	Temporary. Cutoff annually when canceled or terminated. <i>Destroy 6 years after cutoff.</i>	DAA-0361-2015-0005-0005
5300.36	Electronic Mail (Email) Capstone Official - Capstone Officials are senior officials designated by account level or by email addresses, whether the addresses are based on an individual's name, title, a group, or a specific program function. Capstone officials include all those listed on an approved NARA form 1005 (NA-1005), <i>Verification for Implementing GRS 6.1</i>	PERMANENT. Cutoff annually. <i>Transfer to NARA 15 years after cutoff.</i>	GRS 6.1, item 010 (DAA-GRS-2014-0001-0001)

SCHEDULE 5300 - Office and Administrative Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5300.36.01	Electronic Mail (Email) Non-Capstone Official. Email of all other officials, staff, and contractors not included in item 5300.36 Not media neutral; applies to records managed in an electronic format only. This item applies to the majority of email accounts/users within an agency adopting a Capstone approach.	Temporary. Cutoff annually. <i>Delete when 7 years old.</i>	GRS 6.1, Item 011 (DAA-GRS-2014-0001-0002)
5300.36 and 36.01 NOTES	<p>Note 1: Emails that are needed longer than 7 years must be saved to an approved records management repository under an approved record series.</p> <p>Note 2: Personal accounts should not be used to conduct official government business except in exceptional circumstances (44 USC 2911 as amended by Pub. L. 1130-187). If there is a requirement to use a personal account to conduct official government business, the employee must:</p> <ol style="list-style-type: none"> 1. Copy an official electronic messaging account in the original creation or transmission of the record or 2. Forward a complete copy of the record to an official electronic messaging account not later than 20 days after the original creation or transmission of the record. 		
5300.37	Lost, Destroyed, or Damaged Shipment Records. Records documenting shipment of valuables under the Government Losses in Shipment Act, including consignee and carrier identification; shipment description; value or replacement value declaration, and registry or lock number; date and time of delivery; registry and carrier receipts; shipment notice; shipment inspection; report of loss, destruction, or damage; and claim for replacement.	Temporary. Cutoff at end of CY of Incident. <i>Delete when 6 years old.</i>	GRS 5.5, Item 040 (DAA-GRS-2016-0012-0004)

DLA RECORDS SCHEDULE – 5307
General Counsel (Legal)

This schedule relates to providing legal advice and services in all matters involving or affecting DLA such as legislation; procurement and contract claims, appeals, and litigation; other litigation; standards of conduct; and legal assistance for military personnel and dependents.

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5307.1	Legal Program/Project Files. Documents related to the formulation, management, administration and execution of individual Office of General Counsel programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-91-5
5307.2	Rescinded - use 5300.33		
5307.2.01	Rescinded - use 5300.33.01		
5307.3	Legislation Files. Records accumulated as a result of preparing and processing legislation, Executive Orders, and proclamations proposed by or of interest to DLA. Includes staff summaries/coordinating actions, proposals, correspondence, draft DLA legislation, comments to legislative proposals drafted by other agencies or DoD, and related background and supporting documentation.	Temporary. Cutoff at end of Event. <i>Cutoff at close of each Congress. Destroy after 5 years.</i>	N1-361-91-5
5307.4	Legal Opinions. Legal opinions and related documentation on plans, programs, systems, and operations not appropriate for inclusion in other files.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years or when no longer needed for reference, whichever is later.</i>	N1-361-91-5
5307.5	Contract Review Files. Logs, checklists, comments, and similar records relating to the review of solicitations and proposed contract awards for legal sufficiency.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after contract terminated or completed. Exception: Files that</i>	N1-361-91-5

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>pertain to contract award protests and/or appeals proceedings, transfer to appropriate litigation file.</i>	
5307.6	Post-award Contract Files. Case files containing contractor complaints and disputes, attorney notes, conversation records, Contracting Officer Decisions, copies of cases and other supporting documentation relating to resolution of matters outside litigation.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after final resolution of the complaint or dispute.</i>	N1-361-91-5
5307.7	Potential Claim Files. Accident reports, investigation reports, attorney notes, correspondence, and similar documentation relating to potential claims. If actual claim is initiated, transfer file contents to appropriate litigation series.	Temporary. Cutoff at end of CY. <i>Destroy after 6 years and 3 months.</i>	N1-361-91-5
5307.8	Novation Files. Forms, attorney notes, and correspondence relating to contractor ownership changes used to transfer legal obligations.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after completion of contract.</i>	N1-361-91-5
5307.9	Bid Mistake Allegation Files. Correspondence, determinations and findings, and similar records accumulated as a result of reviewing contractor allegations of mistakes in bids on procurement contracts.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after completion of contract.</i>	N1-361-91-5
5307.10	Court Contract Litigation. Case files consisting of litigation reports, court pleadings, motions, legal research memos, Department of Justice (DOJ) correspondence, agency correspondence, copies of contracts, decisions, transcripts of trial, transcripts of depositions of witnesses, court decisions, settlement agreements, withdrawal notices and	Temporary. Cutoff at end of Event. <i>Destroy 6 years after final settlement.</i>	N1-361-91-5

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	related documentation used in contract litigation actions.		
5307.11	Administrative Contract Litigation. Case files consisting of witness lists, interview notes, pleadings, motions, affidavits, correspondence, hearing transcripts, copies of final decisions and related documentation used in administrative law proceedings, such as appearances before the Armed Services Board of Contract Appeals.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after case closing.</i>	N1-361-91-5
5307.12	Other Litigation. Case files relating to the processing of tort claims, personnel actions, and other such litigation related to matters other than contracts.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after case closing.</i>	N1-361-91-5
5307.13	Bankruptcy Files. Notices, proofs of claim, DOJ correspondence, pleadings, reports/findings, judgments (court decision), cash collection vouchers, copies of check(s) received, and similar records relating to contractor insolvencies and bankruptcies.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after remuneration received or final judgment, whichever is later.</i>	N1-361-91-5
5307.14	Agency Protest Files. Contracting Officer final decision papers, protest documents, attorney notes, correspondence, protest decision papers, and similar records used to support Agency legal position relating to contract award protests.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after final action.</i>	N1-361-91-5
5307.15	GAO Protest Files. Notices, logs, reports, GAO conference transcripts and comments, pleadings, GAO decisions, requests for reconsideration, record of attorney costs, case confirmations, and similar records used to support Agency legal position relating to contract award protests filed with GAO.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after final settlement of the claim.</i>	N1-361-91-5

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5307.16	Contract Fraud Files. Report of fraud, referral letters, conversation records, investigative reports, conclusions /recommendations, synopsis, research material, and related records pertaining to matters of potential contract fraud, improper conduct, violations of conflict of interest laws, and similar matters. When such cases result in litigation, use 170.28, Court Contract Litigation, or other applicable litigation series.	Temporary. Cutoff at end of Event. <i>Destroy/erase 6 years after completion.</i>	N1-361-91-5
5307.17	Debarment, Suspension Files. DFARS Report from field, copies of indictments (including evidence), conversation records, memoranda of decisions, copies of notices of suspension and debarment, correspondence, contractor replies, termination notices of suspension, judgment sheets, and similar records relating to debarred, ineligible, or suspended contractors.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after date of DFARS Report.</i>	N1-361-91-5
5307.18	Inventions Disclosure: HQ DLA Office of General Counsel. Documents relating to inventions on which patent applications are not prepared. Such documents result from the disclosure of inventions by military personnel, civilian employees of the Government, and from research and development under DoD contracts.	Temporary. Cutoff at end of CY. <i>Destroy after 26 years.</i>	NN-168-94
5307.18.01	Inventions Disclosure: Other Activities. Documents relating to inventions on which patent applications are not prepared. Such documents result from the disclosure of inventions by military personnel, civilian employees of the Government, and from research and development under DoD contracts.	Temporary. Cutoff at end of CY. <i>Destroy after 7 years.</i>	NN-168-94

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5307.19	Patent Case Files. Documents relating to actions involving the acquiring of patent rights of inventions.	Temporary. Cutoff at end of CY. <i>Destroy after 26 years.</i>	NN-168-94
5307.20	Patent Licenses and Assignments. Documents concerning licensing and assignment arrangements for use of patents owned by non-governmental organizations or individuals, including clearances to procure licenses or assignments; and consisting of correspondence on license negotiations, requests for clearance, license agreements, reports submitted under the terms of the license, and similar papers.	Temporary. Cutoff at end of CY. <i>Destroy after 26 years.</i>	NN-168-94
5307.21	Patent Infringement. Documents concerning the potential or actual infringement of patent rights or measures taken to preclude such infringement.	Temporary. Cutoff at end of CY. <i>Destroy after 26 years.</i>	NN-168-94
5307.22	Patent Royalties. Documents concerning contractor royalty reports and refund or adjustment of reported royalties.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	NC-361-75-1
5307.23	Copyrights. Documents relating to the copyrighting of material, the obtaining of permission to use copyrighted material, or the infringement of a copyright.	Temporary. Cutoff at end of CY. <i>Destroy after 56 years.</i>	NN-168-94
5307.24	General Ethics Program Records. Records created and maintained to coordinate and manage an agency's ethics program. Records relate to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics-related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other	Temporary. Cutoff at end of CY. <i>Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment, or when no longer needed for</i>	GRS 2.8, Item 010 (DAA-GRS-2014-0005-0001)

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>agency ethics-related regulations and directives. Includes:</p> <ul style="list-style-type: none"> • Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records. • Determinations, including advice and counseling to individual employees, and supporting records. • Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities. 	<i>an active investigation; whichever is later.</i>	
5307.25	<p>Public Financial Disclosure Reports: Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.</p> <p>Reports for individuals filing in accordance with the Ethics in Government Act, as amended (5 U.S.C. app.), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105), and not subsequently confirmed by the U.S. Senate.</p> <p>Legal Citation: 5 U.S.C. app. section 105, 5 CFR 2634.603.</p>	<p>Temporary. Cutoff at end of Event.</p> <p><i>Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.</i></p>	GRS 2.8, Item 060 (DAA-GRS-2014-0005-0007)
5307.25.01	<p>Public Financial Disclosure Reports: All Other Reports. Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.</p> <p>Legal Citation: 5 U.S.C. app. Section 105, 5 CFR part 2634.603.</p>	<p>Temporary. Cutoff at end of Event.</p> <p><i>Destroy 6 years after receipt of the OGE Form 278 or 278e by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is</i></p>	GRS 2.8, Item 061 (DAA-GRS-2014-0005-0008)

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>mandatory; deviations are not allowed.</i>	
5307.26	<p>Confidential Financial Disclosure Reports: Reports for individuals not subsequently confirmed by the U.S. Senate. Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A), and related records.</p> <p>Legal Citation: 5 CFR 2634.604.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.</i></p>	GRS 2.8, Item 070 (DAA-GRS-2014-0005-0011)
5307.26.01	<p>Confidential Financial Disclosure Reports: All Other Reports. Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A), and related records.</p> <p>Legal Citation: 5 CFR 2634.604.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 6 years after receipt of the OGE Form 450 by the agency, except when the OGE Form 450 supports one or more subsequent Optional OGE Form 450-As then destroy 6 years after receipt of the last related OGE Form 450-A by the agency, or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.</i></p>	GRS 2.8, Item 071 (DAA-GRS-2014-0005-0012)

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5307.26.02	<p>Confidential Financial Disclosure Reports: OGE Optional Form 450-A reports. Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A), and related records.</p> <p>Legal Citation: 5 CFR 2634.604, 5 CFR 2634.905</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 6 years after receipt of the OGE Form 450-A report by the agency, along with the associated OGE Form 450, or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.</i></p>	GRS 2.8, Item 072 (DAA-GRS-2014-0005-0013)
NOTE:	The OGE Form 450-A, filed for up to 3 consecutive years following the filing of an OGE Form 450, is an alternative disclosure report to the OGE Form 450 when there are no new interests to be reported by the filer. The “supporting OGE Form 450” cannot be destroyed until the last OGE Form 450-A report is ready for destruction.		
5307.27	<p>Alternative or additional financial: Disclosure reports and related records. Reports for individuals not subsequently confirmed by the U.S. Senate.</p> <p>Legal Citation: 5 U.S.C. app. section 105</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.</i></p>	GRS 2.8, Item 080 (DAA-GRS-2014-0005-0014)
5307.27.01	<p>Alternative or additional financial: All other reports. Reports for individuals not subsequently confirmed by the U.S.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 6 years after</i></p>	GRS 2.8, Item 081 (DAA-GRS-2014-

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	Senate. Legal Citation: 5 U.S.C. app. section 105	<i>receipt of the financial disclosure report by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.</i>	0005-0015)
5307.28	Ethics Agreement Records: Agreements for employees who do not file financial disclosure reports . Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest, including: <ul style="list-style-type: none"> • review of recusals, resignations, reassignments, and divestitures • determinations • authorizations • waivers • waivers of disqualifications Note: Ethics Pledges and associated waiver certifications are filed in the political appointee's Official Personnel Folder or equivalent folder under the authority of Executive Order 13490 (Jan. 21, 2009): <i>Prescribing Standards of Ethical Conduct for Government Officers and Employees.</i>	Temporary. Cutoff at end of Event. <i>Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken, or 6 years after it is no longer in effect, or when no longer needed for active investigation, whichever is later.</i>	GRS 2.8, Item 100 (DAA-GRS-2014-0005-0017)
5307.28.01	Ethics Agreement Records: Agreements for employees who file financial disclosure reports. Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or	Temporary. Cutoff at end of Event. <i>Destroy at the same time as the employee's last related financial</i>	GRS 2.8, Item 101 (DAA-GRS-2014-0005-0018)

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>actual financial conflicts of interest, including:</p> <ul style="list-style-type: none"> • review of recusals, resignations, reassignments, and divestitures • determinations • authorizations • waivers • waivers of disqualifications <p>Note: Ethics Pledges and associated waiver certifications are filed in the political appointee's Official Personnel Folder or equivalent folder under the authority of Executive Order 13490 (Jan. 21, 2009): <i>Prescribing Standards of Ethical Conduct for Government Officers and Employees.</i></p>	<p><i>report is destroyed or when no longer needed for active investigation, whichever is later.</i></p>	
5307.29	<p>Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files. Referrals to Inspectors General or the Department of Justice concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution, and copies of OGE Form 202, <i>Notification of Conflict of Interest Referral.</i></p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 6 years after final disposition of the referral to either the IG or DOJ.</i></p>	GRS 2.8, Item 020 (DAA-GRS-2014-0005-0002)
5307.30	<p>Reports of payments accepted from non-Federal sources. Agency reports. Reports, including the "Semiannual Report of Payments Accepted from a Non-Federal Source," submitted by agencies to the Office of Government Ethics and reported on the OGE Form 1353 (SF 326). Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 3 years following submission of the report to OGE.</i></p>	GRS 2.8, Item 030 (DAA-GRS-2014-0005-0003)

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	attends a meeting or similar function relating to official duties.		
5307.30.01	Reports of payments accepted from non-Federal sources. Supporting documentation. Documentation, such as statements submitted reports.	Temporary. Cutoff at end of Event. <i>Destroy 1 year following submission of the report to OGE.</i>	GRS 2.8, Item 031 (DAA-GRS-2014-0005-0004)
5307.31	Ethics program review records. Records relating to OGE reviews of agency compliance with executive branch ethics laws and regulations in such areas as financial disclosure, education and training, and advice and counseling. This includes OGE program review reports, notes and background materials produced during OGE program reviews, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after all outstanding ethics program review deficiencies have been resolved or when the documentation for the next program review is on file, whichever is later.</i>	GRS 2.8, Item 050 (DAA-GRS-2014-0005-0006)
5307.32	Office of Government Ethics program questionnaire records. Questionnaires completed by ethics officials, such as the "Annual Agency Ethics Program Questionnaire," the "Annual Agency Ethics Officer (DAEO) Survey," and other questionnaires and surveys, including records created or collected to prepare responses to ethics program questionnaires and surveys.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after submission.</i>	GRS 2.8, Item 040 (DAA-GRS-2014-0005-0005)
5307.33	Ethics Program Employee Training and Education Files. <u>Records relating to the administration of new employee ethics orientations, annual, and other types of ethics training and education.</u> Records include, but are not limited to, annual plans, schedules of classes, rosters of employees required to attend, verification of training completion and other related records.	Temporary. Cutoff at end of CY. <i>Destroy when 6 years old.</i>	GRS 25, Item 8a

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5307.33.01	Ethics Program Employee Training and Education Files. <u>Record copy of materials used in providing new employee ethics orientations, annual, and other types of ethics training and education</u> including, but not limited to, instructions, guides, handbooks, handouts and other materials used in training classes, bulletins, and newsletters.	Temporary. Cutoff at end of CY. <i>Destroy when 6 years old or when superseded or obsolete, whichever is later.</i>	GRS 25, Item 8b
5307.34	Realigned with 5307.24 of this schedule per GRS Transmittal 24, GRS 2.8		
5307.35	Legal Assistance. Correspondence, memoranda, attorney opinions, and similar records accumulated as a result of providing legal advice and assistance to military personnel and their dependents.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after completion of case except legal instruments withdrawn for use as precedents may be held until no longer needed for reference.</i>	N1-361-91-5
5307.36	Military Justice. Documents relating to military justice such as investigations of alleged offenses, copies of documents furnished to Military Services regarding offenses, and similar material. Excludes non-judicial punishment records that should be filed in 310.25, Non-judicial Punishment.	Temporary. Cutoff at end of CY. <i>Destroy after 6 years.</i>	N1-361-91-5
5307.37	ADR Program Files. This item refers to the program management and routine activities of offices running ADR processes. Includes: <ul style="list-style-type: none"> • program-related correspondence (excludes case-related correspondence) • copies of statutes, regulations • meeting minutes • final reports provided to senior management, oversight agencies, and related records and data created, received, and maintained for 	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 2.3, Item 010 (DAA-GRS-2015-0007-0001)

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>purposes of tracking agency compliance with relevant Executive Order(s), as amended</p> <ul style="list-style-type: none"> • copies of records of financial payments and authorizations to mediators and/or facilitators (excludes copies held by financial offices) • evaluation records of the ADR program • other records relating to the agency's overall administration of its ADR program. 		
5307.37.01	<p>ADR case files: Informal process. This item includes records that are not associated with another employee dispute, complaint or grievance process. Includes:</p> <ul style="list-style-type: none"> • agreements to use ADR • documentation of the settlement or discontinuance of the ADR case • parties' written evaluations of the process and/or the neutral third party mediator • correspondence related to intake, process, settlement, and evaluations (excluding evaluations of ADR program). 	<p>Temporary. Cutoff at end of CY. <i>Destroy 3 years after case is closed.</i></p>	GRS 2.3, Item 011 (DAA-GRS-2015-0007-0002)
5307.37.02	<p>ADR Case Files: Formal process. This item includes originals and copies of records generated in response to a referral from another dispute, grievance or complaint process (like EEO complaints or grievances). Includes:</p> <ul style="list-style-type: none"> • agreements to use ADR • documentation of the settlement or discontinuance of the ADR case • parties' written evaluations of the process and/or the neutral third party mediator • correspondence related to intake, process, settlement, and evaluations (excluding evaluation records of ADR programs). 	<p>Temporary. Cutoff at end of CY. <i>Destroy 7 years after case is closed.</i></p>	GRS 2.3, Item 012 (DAA-GRS-2015-0007-0003)

SCHEDULE 5307 - General Counsel (Legal)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5307 Note:	The records covered by this schedule relate to techniques and processes used in an agency's ADR program in resolving disputes with or between its own employees or between the agency and the union(s).		

DLA RECORDS SCHEDULE – 5330
PRINTING and COPYING

This schedule relates to Printing, Binding, Duplication, Distribution, and Automated Document Management Records. The principal records documenting these functions are:

- (a) Records pertaining to requests for service, control, production, and distribution of individual jobs or projects. This material normally consists of requisitions requesting service and registers or similar media utilized to control the receipt of the requisitions and to record the production, distribution, and cost analysis of the unit responsible for handling, printing, binding, duplication, distribution, and automated document management matters within the agency; and
- (b) Correspondence and report files reflecting the activities of the unit responsible for handling, printing, binding, duplication, distribution, and automated document management matters within the agency. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition instructions. Not covered are the record copy of printed material; records retained by agencies for onsite audit by the General Accounting Office, and agency memorandum copies which are part of the accountable officers accounts records that reflect agency programs (such as those of the Government Printing Office and the Bureau of Engraving and Printing), rather than administrative management functions. All records described in this series are authorized for disposal in both hard-copy and electronic forms.

SCHEDULE 5330 - Printing and Copying			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5330.1	Rescinded - use 5300.33		
5330.2	<p>Printing Administrative and Operational Records. Records of printing/duplication services. Includes:</p> <ul style="list-style-type: none"> • Agreements and related background data and other records regarding, printing, that the agency retains for administrative (not fiscal) use • Records that document acquiring, installing, changing, removing, printing equipment • Statistical reports • Related correspondence <p>Exclusion: Agreements used to support payment vouchers are filed under 7000.1.</p>	Temporary. <i>Destroy when 3 years old, or 3 years after applicable agreement expires or is canceled, as appropriate.</i>	GRS 5.5, Item 010 (DAA-GRS-2016-0012-0001)
5330.2.01	<p>Printing Control Records. Records pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of requisitions on the Public Printer and</p>	Temporary. Cutoff at end of Event. <i>Destroy 1 year after completion of job.</i>	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)

SCHEDULE 5330 - Printing and Copying			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>related records; and exclusive of records relating to services obtained outside the agency. Job or project records containing information relating to planning and execution of printing, binding, duplication, distribution, and automated document management jobs. Includes mailing and contact lists.</p> <p>NOTE: This record series does not cover the publications themselves. Transfer master Publication Records to the National Archives in accordance with record series 5025.3 Extra copies are non-records and may be destroyed when no longer needed.</p> <p>Exclusion: Requisitions used to support payment vouchers are filed under 7000.1.</p>		
5330.3	Rescinded - use 5330.2.01		
5330.4	Rescinded - use 5330.2.01		
5330.4.01	Rescinded - use 5330.2.01		
5330.5	JCP Reports Records. Reports to Congress and related records. Agency report to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	N1-361-98-2
5330.5.01	JCP Reports Records. Reports to Congress and related records. Copies in subordinate reporting units and related work papers.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after date of report.</i>	N1-361-98-2
5330.6	Internal Management Records. Records relating to internal management and operation of the unit.	Temporary. Cutoff at end of CY. <i>Destroy when 2 years old.</i>	N1-361-98-2

DLA RECORDS SCHEDULE – 5335
SUPPLIES and EQUIPMENT

This schedule relates to the administration of operating equipment maintenance and consolidated equipment pools.

SCHEDULE 5335 - Supplies and Equipment			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5335.1	Operating Equipment Program/Project Files. Documents related to the formulation, management, administration and execution of individual Operating Equipment programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-90-01
5335.2	Rescinded - use 5300.33		
5335.2.01	Rescinded - use 5300.33.01		
5335.3	Equipment Management. Documentation consisting of equipment requests and requirements, installation planning papers, historical equipment utilization documents, mission requirement interpretations, customer feedback notations, computer listings, and related papers.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-90-01
5335.4	Plans and Procedures. Documents outlining programs and reporting procedures for supervisors and staff to execute the equipment mission, schedules, work orders, and related papers providing guidance on manpower deployment, preventive maintenance, and work request execution.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year or when no longer needed for reference.</i>	N1-361-90-01
5335.5	Equipment Utilization. Records of equipment use, maintenance, servicing, repair and modifications physically maintained with each equipment item.	Temporary. Cutoff at end of Event. <i>Destroy upon final disposition of related equipment.</i>	N1-361-90-01

SCHEDULE 5335 - Supplies and Equipment			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5335.6	Equipment Performance. Charts and graphs reflecting status for job orders, cost performance and related operational activities. Documents define frequency and duration of data collections, establishes desired reporting formats, and directs performance related data.	Temporary. Cutoff at end of CY. Destroy after 1 year.	N1-361-90-01
5335.7	Equipment Administrative and Operational Records. Records relating to administering and operating equipment, stocks, and supplies. Includes: <ul style="list-style-type: none"> • Statistical and narrative reports • Studies • Requests for space using Standard Form 81 or equivalent • Space assignments and directories • Inventories of, equipment, furnishings, stock, and supplies • Reports of survey regarding lost, damaged, missing, or destroyed property • Requisitions for supplies and equipment • Records tracking supply and procurement requirements • Records scheduling and dispatching vehicles, monitoring use, and reporting use • Related correspondence <p>Note: Records of supply and property procurement are filed under 7000.1.</p>	Temporary. Cutoff at end of CY. Destroy after 5 years.	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)
5335.8	Equipment Inspection, Maintenance and Service Records: Long-term Maintenance. Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property. Includes: <ul style="list-style-type: none"> • Repair and maintenance work orders, requisitions, and related papers • Maintenance and inspection logs and 	Temporary. Cutoff at end of CY. Destroy when 3 years old.	GRS 5.4, Item 070 (DAA-GRS-2016-0011-0008)

SCHEDULE 5335 - Supplies and Equipment			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	reports <ul style="list-style-type: none"> • Job orders, service call records, action sheets, and repair logs • Work, shop, or job schedules 		
5335.8.01	Equipment Inspection, Maintenance and Service Records: Tracking Completion of Minor Repair Work. Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property. Includes: <ul style="list-style-type: none"> • Repair and maintenance work orders, requisitions, and related papers • Maintenance and inspection logs and reports • Job orders, service call records, action sheets, and repair logs • Work, shop, or job schedules 	Temporary. Cutoff at end of CY. Destroy when 90 days old.	GRS 5.4, Item 071 (DAA-GRS-2016-0011-0009)
5335.9	Equipment Ownership Records, Operation Manuals and Warranties. Equipment identification, registration, and warranty records. Also, manuals and similar documentation, whether produced locally or by the manufacturer.	Temporary. Transfer with item to new owner or destroy when item is excessed as appropriate.	GRS 5.4, Item 030 (DAA-GRS-2016-0011-0003)
5335.10	Equipment Acquisition. Statements of work, purchase requests, quality acceptance criteria, certification of funds and related material required for acquisition of equipment.	Temporary. Cutoff at end of CY. Destroy after 2 years	N1-361-90-01
5335.11	Equipment Requirements. DLA Form 1475, Operating Equipment Requirements, and reports of operating equipment.	Temporary. Cutoff at end of CY. Destroy after 3 years or when no longer needed for reference	N1-361-90-01
5335.12	Supply Requests. Documents related to supply and material requirements.	Temporary. Cutoff at end of CY. Destroy after 1 year.	N1-361-90-01

SCHEDULE 5335 - Supplies and Equipment			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5335.13	Tools and Equipment. Documents related to the authorization for the procurement of tools and equipment, developed controls and accountability records.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-90-01
5335.14	Equipment Pool Management. Papers related to providing heavy cargo, personnel, and material transport vehicles, and drivers throughout the base.	Temporary. <i>Destroy after 3 months.</i>	N1-361-90-01
5335.15	Schedules and Controls. Papers related to the administration of manpower and equipment for the accomplishment of material movement for the mission, records of fuel use, meters, off base miles, downtime, preventive and unscheduled maintenance, and percentage availability data.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-90-01
5335.16	Motor Vehicle Accident and Incident Files. Records about vehicle accidents—that vehicle management offices maintain, including: <ul style="list-style-type: none"> • Standard Form 91, Motor Vehicle Accident Report • Standard Form 94, Statement of Witness • Standard Form 95, Claim for Damage, Injury, or Death • <i>copies</i> of investigative reports (see Exclusion for original investigative reports) 	Temporary. Cutoff at end of Event. <i>Destroy 6 years after case is closed.</i>	GRS 5.4, Item 140 (DAA-GRS-2016-0011-0017)
5335.17	Motor Vehicle Release Files. Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes: <ul style="list-style-type: none"> • Excess property inventories and lists • Lists and other records identifying approved receivers of excess property • Donation receipts • Destruction certificates • Documentation of vehicle transfer by sale, donation, or exchange, including Standard Form 97, United States 	Temporary. Cutoff at end of Event. <i>Destroy 4 years after vehicle leaves agency custody.</i>	GRS 5.4, Item 040 (DAA-GRS-2016-0011-0004)

SCHEDULE 5335 - Supplies and Equipment			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	Government Certificate to Obtain Title to a Motor Vehicle • Related correspondence		
5335.18	Vehicle/Equipment Operator Files. Records of individual employee operation of Government-owned vehicles and equipment, including tests, certifications, use authorization, safe driving/use awards, and related records.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after separation of employee or 3 years after rescision of authorization to operate Government-owned vehicles, whichever is sooner.</i>	GRS 5.4, Item 110 (DAA-GRS-2016-0011-0014)
5335.19	Equipment Utilization. Equipment utilization forms, DD Form 1970, Motor Equipment Utilization Records.	Temporary. <i>Destroy after 3 months.</i>	N1-361-90-01
5335.20	Furnished Services. Papers related to the assignment and use of rigging and crane support services and equipment to base activities.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year or when no longer needed for reference.</i>	N1-361-90-01
5335.21	Equipment History. Documents and papers that provide a history of individual pieces of equipment. Included are specifications, contracts, acceptance tests, description of unit, lubrication and servicing plans, modifications, maintenance and repair, and test and inspection records.	Temporary. Cutoff at end of Event. <i>Destroy when equipment item has been disposed of.</i>	N1-361-90-01
5335.22	Rescinded - use 5335.8		
5335.23	Warehouse Equipment. Documents relating to the maintenance, repair, renovation and erecting of miscellaneous warehouse storage equipment.	Temporary. <i>Retain on historical record.</i>	N1-361-90-01
5335.24	Rescinded - use 5335.8		
5335.25	Base Supply Program/Project Files. Documents related to the familiarization, management, administration, and execution of individual Base Supply	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of</i>	N1-361-90-01

SCHEDULE 5335 - Supplies and Equipment			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	programs and projects such as program plans, studies and analysis, reports, letter guidance, documentation, and related documents.	<i>program effort, or when no longer required, whichever is sooner.</i>	
5335.26	Rescinded - use 5300.33		
5335.26.01	Rescinded - use 5300.33.01		
5335.27	Supply/Equipment Order Forms/Listings. Forms providing a list of supplies ordered, providing records of equipment purchases, lists of equipment ordered from a particular vendor, equipment ordered by organizations, related forms and documents which list purchase request and supplies ordered providing vendors, terms, delivery dates, source, etc.	Temporary. Cutoff at end of Event. <i>Destroy 10 years after final payment or cancellation.</i> <i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i>	GRS 1.1, Item 010 (DAA-GRS-2016-0013-0001)
5335.28	IMPREST Fund. Documents which provide a list of items ordered and IMPREST Fund expenditures, and related cashier reimbursement vouchers.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-90-01
5335.29	Stock Requirements. Documents which provide a report of new stock requirements, and listings of potential stock items.	Temporary. Review annually. <i>Destroy when no longer needed for reference.</i>	N1-361-90-01
5335.30	Balance File. Forms which record the status of base supply balances, listed by National Stock Number, location of supplies, and item manager, respectively; and reports providing identification of items stocked.	Temporary. Review annually. <i>Destroy when superseded.</i>	N1-361-90-01
5335.31	Supply/Equipment Requisition. Forms, property records, equipment justifications, order documents which relate to the request or order of supplies and equipment.	Temporary. Review annually. <i>Destroy when obsolete.</i>	N1-361-90-01

SCHEDULE 5335 - Supplies and Equipment			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5335.32	Supply/Equipment Withdrawals. Forms, screeners tally request to freeze excess/surplus property, copies of order documents, shipping documents, requisitions and invoices, and copies of equipment justifications which relate to the withdrawal of supplies and equipment.	Temporary. Destroy after 60 days.	N1-361-90-01
5335.33	Voucher Register. Voucher register forms.	Temporary. Cutoff at end of CY. Destroy after 1 year.	N1-361-90-01
5335.34	Receiving. Copies of supply or services order forms, and shipping documents containing data required for processing receiving reports.	Temporary. Review annually. Destroy when superseded.	N1-361-90-01
5335.35	Excess Supplies and Equipment. Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes: <ul style="list-style-type: none"> • Excess property inventories and lists • Lists and other records identifying approved receivers of excess property • Donation receipts • Destruction certificates • Related correspondence 	Temporary. Cutoff at end of CY. Destroy after 3 years.	GRS 5.4, Item 040 (DAA-GRS-2016-0011-0004)
5335.36	Supply/Equipment Returns. Standard return forms, and equipment transfer or return forms which contain information regarding the return of excess supplies and/or equipment.	Temporary. Review annually. Destroy when no longer needed.	N1-361-90-01
5335.37	Fuel Products Inventories. Documents relating to monthly inventories of fuel products, base operating support system balance records, inventory adjustment vouchers, and inventory reconciliation logs.	Temporary. Cutoff at end of CY. Destroy after 3 years.	N1-361-90-01
5335.38	Equipment Inventories. Correspondence requesting hand receipt inventories.	Temporary. Cutoff at end of CY. Destroy when superseded.	N1-361-90-01

SCHEDULE 5335 - Supplies and Equipment			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5335.39	Petroleum Prices. Documentation prepared and maintained reporting standard prices for bulk petroleum prices.	Temporary. Cutoff at end of Event. <i>Destroy when conditions of contract have been met.</i>	N1-361-90-01
5335.40	Rescinded - use 5300.4 or 5025.3.01		
5335.40.01	Rescinded - use 5300.4 or 5025.3.01		
5335.41	Publications and Blank Form Stock Records. Control records or cards maintained to assure maintenance of stocks on-hand sufficient to meet requirements.	Temporary. Cutoff at end of Event. <i>Destroy after card is filled, or on supersession, rescission, or obsolescence of items indicated thereon, whichever is sooner.</i>	N1-361-90-01
5335.42	Supply Loss/Damage. Office initiated reports of survey forms recording the loss, damage or destruction of stocked supplies/equipment, control registers, authorizations for release of equipment or vehicles for repair.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-90-01
5335.43	Equipment Records. Correspondence and forms which account for non-expendable property issued to hand receipt accounts. Forms documenting equipment records which include turn-ins, issues, master hand receipt listings by class codes, stock numbers, or issues and turn-ins. Correspondence relating to changes for station property hand receipts.	Temporary. Review annually. <i>Destroy when superseded.</i>	N1-361-90-01
5335.44	Furniture Requirements. Forms which document justifications for replacement or purchase of additional equipment.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after receipt of item.</i>	N1-361-90-01
5335.45	Rescinded - use 7000.1		

SCHEDULE 5335 - Supplies and Equipment			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5335.46	Property Pass Files. Records authorizing removal of Government and privately owned property or materials off premises owned or leased by the Federal Government. Also includes hand receipts when used by staff to physically remove property.	Temporary. Cutoff at end of Event. <i>Destroy 3 months after expiration or revocation.</i>	GRS 5.6, Item 040 (DAA-GRS-2017-0006-0005)

DLA RECORDS SCHEDULE – 5400
Privacy Act and Freedom of Information Act (FOIA)

This schedule relates to the program oversight for DLA Privacy and FOIA functions.

SCHEDULE 5400 - Privacy Act and Freedom of Information Act (FOIA)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5400.1	<p>Access and Disclosure Request Files. Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by:</p> <ul style="list-style-type: none"> • granting the request in full • granting the request in part • denying the request for any reason including: <ul style="list-style-type: none"> ○ inability to fulfill request because records do not exist ○ inability to fulfill request because request inadequately describes records ○ inability to fulfill request because search or reproduction fees are not paid • final adjudication on appeal to any of the above original settlements • final agency action in response to court remand on appeal Includes: <ul style="list-style-type: none"> • requests (either first-party or third-party) • replies • copies of requested records • administrative appeals • related supporting documents (such as sanitizing instructions) <p>Exclusion: Record copies of requested records are not covered by this item. They remain covered by their original disposal authority with the originating program office.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later.</i></p>	GRS 4.2, Item 020 (DAA-GRS-2016-0002-0001)

SCHEDULE 5400 - Privacy Act and Freedom of Information Act (FOIA)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5400.2	<p>Control Files for FOIA and Privacy Act. Records documenting control points and accountability for information relating to access requests. Includes:</p> <ul style="list-style-type: none"> • Forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature of purpose of request • Inventories of controlled records • Forms accompanying documents to ensure continuing control, showing names of people handling the documents, intra-office routing, and comparable data • Agent and researcher files 	<p>Temporary. Cutoff at end of Event. <i>Destroy 5 years after date of last entry, final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final adjudication by courts, as may apply, whichever is later.</i></p>	GRS 4.2, Item 040 (DAA-GRS-2016-0002-0004)
5400.3	<p>Accounting or Privacy Act Disclosure Files. Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency includes:</p> <ul style="list-style-type: none"> • Forms with the subject individual's name • Records of the requester's name and address • Explanations of the purpose for the request • Date of disclosure • Proof of subject individual's consent 	<p>Temporary. Cutoff at end of Event. <i>Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.</i></p>	GRS 4.2, Item 050 (NC1-64-77-1 item 27)

SCHEDULE 5400 - Privacy Act and Freedom of Information Act (FOIA)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5400.4	<p>FOIA, Privacy Act, Administrative Records. Records on managing information access and protection activities. Records include:</p> <ul style="list-style-type: none"> • Correspondence related to routine implementation of the FOIA and Privacy Act and administration of security classification, control, and accounting for classified documents • Associated subject files • Feeder and statistical reports 	<p>Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i></p>	GRS 4.2, Item 001 (DAA-GRS-2016-0013-0003)
5400.5	<p>Privacy Act System of records Notices (SORNS). Agency copy of notices about the existence and character of systems of records, documenting publication in the Federal Register when the agency establishes or revises the system, per the Privacy Act of 1974 [5 U.S.C. 552a(e)(4) and 5 U.S.C. 552a(e)(11)], as amended. Also significant material documenting SORN formulation, other than Privacy Impact Assessment records (see 5400.13).</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 2 years after supersession by a revised SORN or after system ceases operation.</i></p>	GRS 4.2, Item 150 (DAA-GRS-2016-0003-0002)
5400.6	<p>Privacy Act Report Files. Annual reports prepared by office performing DLA-wide responsibility. Documents consisting of recurring reports and onetime information requirements relating to agency implementation of the Privacy Act. Included are annual reports to OMB and Congress, similar reports, and related documents.</p>	<p>PERMANENT. <i>Transfer to National Archives in 5- year blocks when 30 years old.</i></p>	N1-361-90-01
5400.7	Realigned with 5400.1 per GRS Transmittal 24, GRS 4.2		
5400.8	Realigned with 5400.1 per GRS Transmittal 24, GRS 4.2		
5400.9	Realigned with 5400.1 per GRS Transmittal 24, GRS 4.2		
5400.10	Realigned with 5400.2 per GRS Transmittal 24, GRS 4.2		
5400.11	<p>FOIA and Privacy Act Report Files. Documents relating to recurring reports to Congress, Department of Justice (DOJ) or other entities regarding FOIA, Privacy Act and similar access and disclosure programs.</p>	<p>Temporary. Cutoff after Event. <i>Destroy 2 years after date of report.</i></p>	GRS 4.2, Item 070 (DAA-GRS-2013-0007-0006)

SCHEDULE 5400 - Privacy Act and Freedom of Information Act (FOIA)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	Note: This item does not apply to summary reports incorporating government-wide statistics. These must be scheduled separately by the summarizing agent.		
5400.12	<p>Privacy Act Amendment Request Files. Files relating to an individual's request to amend a record pertaining to that individual under 5 U.S.C. § 552a(d)(2), to the individual's request for review of an agency's refusal to amend a record under 5 U.S.C. §552a (d) (3), and to any civil action or appeal brought by the individual against the refusing agency under 5 U.S.C. § 552a (g). Includes:</p> <ul style="list-style-type: none"> • Requests to amend and to review refusal to amend • Copies of agency's replies • Statement of disagreement • Agency justification for refusal to amend a record • Appeals • Related materials 	<p>Temporary. Cutoff after Event. <i>Destroy with the records for which amendment was requested.</i></p>	GRS 4.2, Item 090 (DAA-GRS-2013-0007-0007)
5400.13 Overview	<p>Records Analyzing Personally Identifiable Information (PII). Records documenting whether certain privacy and data security laws, regulations, and agency policies are required. How the agency collects, uses, shares, and maintains PII; and incorporation of privacy protections into records systems as required by the E-Government Act of 2002 (Public Law 107-347, section 208), the Privacy Act of 1974 (5 U.S.C. 552a), and other applicable privacy laws, regulations, and agency policies. Includes significant background material documenting formulation of final products.</p> <p>Overview do not use for records retention.</p>		
5400.13.01	<p>Records of Privacy Threshold analyses (PTAs) and Initial Privacy Assessments (IPAs). Records of research on whether an agency should conduct a Privacy Impact Assessment (PIA).</p>	<p>Temporary. <i>Destroy 3 years after associated PIA is published or determination that PIA is unnecessary.</i></p>	GRS 4.2, Item 160 (DAA-GRS-2016-0003-0003)

SCHEDULE 5400 - Privacy Act and Freedom of Information Act (FOIA)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5400.13.02	Records of Privacy Impact Assessment (PIA)	Temporary. <i>Destroy 3 years after a superseding PIA is published, after system ceases operation, or (if PIA concerns a website) after website is no longer available to the public, as appropriate.</i>	GRS 4.2, Item 161 (DAA-GRS-2016-0003-0004)
5400.14	Legal and Regulatory Compliance Reporting Records. Reports prepared in compliance with Federal laws and regulations, such as the E-Government Act (Public Law 107-347), Title III (Federal Information Security Management Act), and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101. Overview do not use for retention		
5400.14.01	Annual Reports by Agency CIO, Inspector General, or Senior Agency Official for Privacy. Legal citation: OMB M-07-16.	Temporary. <i>Destroy 5 years after submission of report.</i>	GRS 4.2, Item 080 (DAA-GRS-2013-0007-0022)
5400.14.02	All Other Agency Reports and Internal Reports by individual system owners to the Senior Agency Official for Privacy (SAOP).	Temporary. <i>Destroy 2 years after submission of report.</i>	GRS 4.2, Item 081 (DAA-GRS-2013-0007-0023)

DLA RECORDS SCHEDULE – 5401
LEGISLATIVE AFFAIRS

This schedule relates to the program and functions involving liaison between DLA and Congress.

SCHEDULE 5401 - Legislative Affairs			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
5401.1	Congressional Affairs Program/Project Files. Documents related to the formulation, management, administration and execution of individual Congressional Affairs programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-91-3
5401.2	Rescinded - use 5300.33		
5401.3	Congressional Inquiries. Correspondence and related backup material resulting from inquiries by members of Congress and Congressional committees concerning DLA matters and Agency responses to these inquiries.	Temporary. Cutoff at end of CY. <i>Destroy after 8 years.</i>	N1-361-91-3
5401.4	Congressional Hearings and Testimonies. Hearing schedule statements, inquiries from committees, witness lists, copies of other witness's statements, transcripts, and related materials accumulated as a result of preparing and presenting testimonies before Congress.	PERMANENT. <i>Cutoff at close of each Congress, hold in CFA 2 years, and retire to FRC. Transfer to the National Archives when 30 years old.</i>	NC1-361-76-5
5401.5	Biography Files. Pictures, biographies, district information, and similar data accumulated on each member of Congress for use by Agency personnel appearing before congressional hearings.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years or when no longer needed for reference.</i>	N1-361-91-3

DLA RECORDS SCHEDULE – 6000
SAFETY and HEALTH

This schedule relates to development and managing programs that assure safe working conditions and to activities that promote the health of employees and others.

SCHEDULE 6000 - Safety and Health			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
6000.1	Safety and Health Program/Project Files. Documents related to the formulation, management, administration and execution of individual Safety and Health programs/projects such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-91-15
6000.2	Rescinded - use 5300.33		
6000.2.01	Rescinded - use 5300.33.01		
6000.3	Safety and Health Case Files. Safety Program Report, mishap reports, accident analysis reports, other similar reports, printouts, and related backup materials used to investigate, record and report hazards and accidents involving Government personnel, vehicles and facilities, and recommend action to prevent recurrences. Note: Contract Administration /Quality functions should use 4155.13, Contractor Mishaps	Temporary. Cutoff at end of Event. <i>Destroy 5 years after all aspects of the case are closed.</i>	N1-361-91-15
6000.4	Lactation Coordinator Records. Lactation program participant files consisting of participant personal information, doctors slips, agreements, information release authorizations, and similar materials used to document agreement to terms of room use, provide doctors information when conditions warrant, properly label and collect stored milk, release DLA from adverse event accountability and ensure program	Temporary. Cutoff at end of Event. <i>Destroy 6 months after participant ceases program participation.</i>	N1-361-05-1

SCHEDULE 6000 - Safety and Health			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	compliance.		
6000.5	Hazard Report File. Program Safety Reports, annual Occupational Safety and Health Administration (OSHA) reports, personnel strength listings, quarterly reports, logs, correspondence, notes and related backup materials used to identify hazardous conditions and recommend corrective actions.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-91-15
6000.6	Industrial Hygiene Survey Reports. Reports of the data and results of surveys conducted to evaluate employee exposures to workplace health hazards such as noise, toxic chemicals, or radiation	Temporary. Cutoff at end of CY. <i>Destroy after 40 years.</i>	NC1-361-80-1
6000.7	Security Inspections: Areas Requiring Highest Level Security Awareness. <i>Includes areas designated by the Interagency Security Committee as Facility Security Level V.</i> Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies. Includes: <ul style="list-style-type: none"> • Facility notes • Inspector notes and reports • Vulnerability assessments 	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	GRS 5.6, Item 080 (DAA-GRS-2017-0006-0010)
6000.7.01	Security Inspections: All other Security areas. <i>Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.</i> Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies. Includes: <ul style="list-style-type: none"> • Facility notes • Inspector notes and reports • Vulnerability assessments 	Temporary. Cutoff at end of CY. <i>Destroy after 3 years after updating the security assessment or terminating the security awareness status.</i>	GRS 5.6, Item 081 (DAA-GRS-2017-0006-0011)

SCHEDULE 6000 - Safety and Health			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
6000.8	Confined Space Entry Permit. A written and approved certification that verifies pre-entry measures were completed to ensure that a space is safe to entry of personnel to perform inspections, maintenance, or other assigned work. Each permit documents compliance with the Occupational Safety & Health Administration (OSHA) requirements including the identification of all the required data elements in accordance with 29 CFR 1910.146.	Temporary. Cutoff after permit expires/cancels. <i>DESTROY after completion of the annual review of the permit space program.</i> <i>The DLA component Office of Primary Responsibility (OPR) will retain the official record copy of the Confined Space Entry Permit.</i>	DAA-0361-2014-0007-0001
NOTE: 6000.8	If a hazard/accident to personnel or equipment were encountered during a Confined Space Entry, the DLA component OPR will retain the official record copy of the Confined space entry permit with the associated Mishap report		
6000.9	Individual Non-Occupational Health Record Files. Forms, correspondence, and other records, including summary records, documenting an individual employee's medical history, physical condition, and visits to Government health facilities, for non-work-related purposes. EXCLUDING records covered by Schedule 6000.11.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after date of last entry.</i>	GRS 1, Item 19
6000.10	Health Unit Control Files: Information is Summarized on Statistical Report. Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.	Temporary. Cutoff at end of Event. <i>Destroy 3 months after last entry.</i>	GRS 1, Item 20a
6000.10.01	Health Unit Control Files: Information is Not Summarized. Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after last entry.</i>	GRS 1, Item 20b

SCHEDULE 6000 - Safety and Health			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
6000.11 Overview	<p>Employee Medical Folder (EMF).</p> <p>NOTE: Electronic master files and data bases created to supplement or replace the records covered by GRS 1, Item 21 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115</p> <p>This overview is for record series 6000.11.01 through 6000.11.03. Do not use the overview for retention.</p>		
6000.11.01	Long-term medical records as defined in 5 CFR Part 293, Subpart E – Transferred Employees.	<i>See 5 CFR Part 293, Subpart E for instructions</i>	GRS 1, Item 21a(1)
6000.11.02	Long-term medical records as defined in 5 CFR Part 293, Subpart E – Separated Employees.	Temporary. <i>Transfer to NPRC, St. Louis, MO 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.</i>	GRS 1, Item 21a2
6000.11.03	Temporary or short-term records as defined in the Federal Personnel Manual (FPM).	Temporary. Cutoff at end of Event. <i>Destroy 1 year after separation or transfer of employee.</i>	GRS 1, Item 21b
6000.12	<p>Statistical Summaries. (see note) Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit.</p> <p>NOTE: Electronic master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115</p>	Temporary. Cutoff at end of Event. <i>Destroy 2 years after date of summary of report.</i>	GRS 1, Item 22

DLA RECORDS SCHEDULE – 6055
DLA SECURITY AND EMERGENCY SERVICES

This schedule relates to; programs involving policies, plans, procedures and conduct of Reports of Initiative, Crime Vulnerability Assessments, Reports of Investigation, Response to Leads, Reports of Corrective Action, Commander or Director's Reports of Corrective Action, Reports of Post Sale Investigation, Criminal Information Reports, Reports of Preliminary Inquiry, Reports of Referral, Trade Security Assessment Records, Reports of Outreach, and Police Incident Reports, and recording and reporting of criminal incidents in the DLA Criminal Incident Reporting System (DCIRS) and into the national crime records system.

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
6055.1	Security Program/Project Files. Documents related to the formulation, management, administration, and execution of individual security programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of program effort.</i>	N1-361-91-07
6055.2	Rescinded - use 5300.33		
6055.3	Designation of Security Officials. Documents relating to the designation or assignment of individuals as security control officers, documents control officers, and custodians of classified documents.	Temporary. Review annually. <i>Destroy when superseded or obsolete.</i>	N1-361-91-7
6055.4	Index to the Personnel Security Case Files. Lists or reports showing the current security clearance status of individuals. Excludes copies of clearances included in HR Civilian Personnel Schedule 1300.59, Official Personnel Folders or in Intelligence/Counterintelligence Schedule 5240.18, Personnel Security Folders.	Temporary. Cutoff at end of Event. <i>Destroy when superseded or obsolete.</i>	GRS 5.6, Item 190 (DAA-GRS-2017-0006-0026)
6055.5	Criminal Incident/Investigations File: When Entered into DCIRS. Reports of investigation; messages; statements of witnesses, subjects and victims; photographs; laboratory reports; data	Temporary. Cutoff at end of Event. <i>Destroy/erase 25 years after completion.</i>	N1-361-91-7

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
	<p>collection reports; and other related papers. Records pertain to civilian and military personnel of DLA, contractor employees and other persons who committed or are suspected of having committed a felony or misdemeanor on DLA controlled activities or facilities; or outside of those areas in cases where DLA is or may be a party of interest.</p> <ul style="list-style-type: none"> • Reports of Investigation • Response to Leads • Reports of Corrective Action • Commander or Director's Reports of Corrective Action • Reports of Preliminary Inquiry • Reports of Referral • Police Incident Reports. 		
6055.5.01	<p>Criminal Incident/Investigations File: When NOT Entered into DCIRS. Reports of investigation; messages; statements of witnesses, subjects and victims; photographs; laboratory reports; data collection reports; and other related papers. Records pertain to civilian and military personnel of DLA, contractor employees and other persons who committed or are suspected of having committed a felony or misdemeanor on DLA controlled activities or facilities; or outside of those areas in cases where DLA is or may be a party of interest.</p> <ul style="list-style-type: none"> • Reports of Investigation • Response to Leads • Reports of Corrective Action • Commander or Director's Reports of Corrective Action • Reports of Preliminary Inquiry • Reports of Referral • Police Incident Reports. 	<p>Temporary. Cutoff at end of Event. <i>Destroy/erase 10 years after completion.</i></p>	N1-361-91-7

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
6055.6	Crime Vulnerability Assessments, Reports of Post Sale Investigation, and Criminal Information Reports.	Temporary. Cutoff at end of Event. <i>Destroy/erase 10 years after completion.</i>	N1-361-08-3
6055.7	Trade Security Controls Assessment Records. Not related to a specific transaction	Temporary. Cutoff at end of Event. <i>Destroy/erase 6 years after last transaction.</i>	N1-361-08-3
6055.7.01	Trade Security Controls Assessment Records. Related to a specific transaction	Temporary. Cutoff at end of Event. <i>Destroy/erase 6 years after last transaction.</i>	N1-361-08-3
6055.7.02	Trade Security Controls Assessment Records. Reports of Outreach	Temporary. Cutoff at end of Event. <i>Destroy/erase 5 years after completion.</i>	N1-361-08-3
6055.8	Reports of Polygraph Examination. Temporary Records (Non-historical, as determined by the Defense Criminal Investigative Service (DCIS)).	Temporary. Cutoff at end of Event. <i>Destroy/erase 35 years after receipt from DCIS.</i>	N1-361-08-3
6055.8.01	Reports of Polygraph Examination. Permanent Records (Historical, as determined by DCIS).	PERMANENT. 35 years after receipt from DCIS, transfer to NARA for permanent retention.	N1-361-08-3
6055.9	Analysis of Criminal Offenses and Trends. Summaries, charts, graphs and statistical data reflecting trends in crime.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-91-7
6055.10	Protective Services Agreements and Authorizations. Documents reflecting memorandums of understanding agreements, and authorizations concerning physical security, law enforcement, and criminal investigative matters with Military Departments and	Temporary. Cutoff at end of Event. <i>Destroy 3 years after supersession or obsolescence.</i>	N1-361-91-7

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
	Federal and State agencies.		
6055.11	Protective Services Special Equipment. Documents relating to requirements for procurement and use of equipment, other than those described under 6055.20, Physical Barriers and 6055.24, Protective Communications, such as speed detection radars, identification cameras and related equipment, tear gas masks, and specialized transportation equipment.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after acquisition of the equipment to which the documents relate or when no longer needed if equipment is not obtained.</i>	N1-361-91-7
6055.12	Visitor Processing Records: Areas Requiring Highest Level Security Awareness. <i>Includes areas designated by the Interagency Security Committee as Facility Security Level V.</i> Registers or logs recording names of outside contractors, service personnel, foreign national and other visitors, employees admitted to areas, and reports on vehicles and passengers.	Temporary. Cutoff at end of Event. <i>Destroy when 5 years old.</i>	GRS 5.6, Item 110 (DAA-GRS-2017-0006-0014)
6055.12.01	Visitor Processing Records: All Other Facility Security Areas. <i>Includes areas designated by the Interagency Security Committee as Facility Security Level I through IV.</i> Registers or logs recording names of outside contractors, service personnel, foreign national and other visitors, employees admitted to areas, and reports on vehicles and passengers.	Temporary. Cutoff at end of Event. <i>Destroy when 2 years old.</i>	GRS 5.6, Item 111 (DAA-GRS-2017-0006-0015)
6055.13	Rescinded - use 6055.12		
6055.13.01	Rescinded - use 6055.12.01		

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
6055.14	<p>Personal Identification Credentials and Cards: Application and Activation Records. Records about credential badges (such as smart cards) that are (1) based on the HSPD12 standards for identification cards issued to Federal employees, contractors, and affiliates, and (2) used to verify the identity of individuals seeking physical access to Federally controlled Government facilities, and logical access to Government information systems. Also referred to as:</p> <ul style="list-style-type: none"> • Common Access Cards (CAC) cards, • Personal Identity Verification (PIV) cards, • Homeland Security Presidential Directive 12 (HSPD-12) credentials. 	<p>Temporary. Cutoff at end of Event. Event is after employee or contractor's departure or termination. <i>Destroy mandatory and optional data elements housed in the agency identity management system and printed on the identification card 6 years after terminating an employee or contractor's employment.</i></p>	GRS 5.6, Item 120 (DAA-GRS-2017-0006-0016)
6055.14.01	<p>Personal Identification Credentials and Cards: Cards. Records about credential badges (such as smart cards) that are (1) based on the HSPD12 standards for identification cards issued to Federal employees, contractors, and affiliates, and (2) used to verify the identity of individuals seeking physical access to Federally controlled Government facilities, and logical access to Government information systems. Also referred to as:</p> <ul style="list-style-type: none"> • Common Access Cards (CAC) cards, • Personal Identity Verification (PIV) cards, • Homeland Security Presidential Directive 12 (HSPD-12) credentials. 	<p>Temporary. <i>Destroy after expiration, confiscation, or return.</i></p>	GRS 5.6, Item 121 (DAA-GRS-2017-0006-0017)
6055.15	<p>Motor Vehicle Registration. Documents and records relating to permanent registration of private vehicles to include commercial vehicles.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy upon normal expiration or supersession of</i></p>	N1-361-91-7

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
		<i>registration or 3 years after revocation of registration.</i>	
6055.16	Motor Vehicle Liability Insurance. Documents pertaining to requirements for motor vehicle liability insurance coverage, accepted and accredited insurers, solicitation and sale, suspension or withdrawal of solicitation or accreditation privileges, reports, notices, certificates and other related documents.	Temporary. Cutoff at end of Event. <i>Destroy after 1 year, or when superseded or no longer needed, whichever is later except that documents pertaining to suspension or withdrawal actions initiated by DLA activities will be retained and destroyed after 3 years.</i>	N1-361-91-7
6055.17	Vehicle Accident Investigation. Reports, sketches, and related papers concerning accident investigations.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-7
6055.18	Traffic Violations. Documents relating to traffic tickets for moving and nonmoving violations, withdrawal of driver permits, and related papers.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-91-7
6055.19	Seizure and Disposition of Property. Documents pertaining to acquisition and disposition of contraband and physical evidence.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after final action, except criminal cases in which retention and disposition will be as in series 6055.5, Criminal Incident / Investigations File.</i>	N1-361-91-7
6055.20	Firearms Registration. Documents relating to registration of privately owned weapons and firearms.	Temporary. Cutoff after cancellation of registration or departure of registrant from jurisdiction of the registering activity. <i>Destroy 1 year after</i>	DAA-0361-2014-0003

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
		<i>cancellation of registration or departure of registrant from jurisdiction of the registering activity.</i>	
6055.21	Loss and Recovery of Firearms and Ammunition: HQ DLA Command Security. Documents and reports relating to the loss and recovery of firearms and ammunition including equipment designed to increase the efficiency or destructiveness of firearms. Includes reports made by HQ DLA to the National Crime Information Center.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	N1-361-91-7
6055.21.01	Loss and Recovery of Firearms and Ammunition: Other Offices. Documents and reports relating to the loss and recovery of firearms and ammunition including equipment designed to increase the efficiency or destructiveness of firearms. Includes reports made by HQ DLA to the National Crime Information Center.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-91-7
6055.22	Physical Security Area. Documents, plans, and related papers pertaining to classification designation, procedures, and requirements for sensitive areas requiring special protective measures.	Temporary. Cutoff at end of CY. <i>Retain in CFA. Destroy after 3 years or when the area no longer requires special protective measures, whichever is later.</i>	N1-361-91-7
6055.23	Physical Barriers. Documents relating to use, design, installation, and maintenance of physical barriers.	Temporary. Cutoff at end of CY. <i>Retain in CFA. Destroy after 3 years or when the area no longer requires special protective measures, whichever is later.</i>	N1-361-91-7

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
6055.24	Protective Lighting. Documents relating to use, design, installation, and maintenance of protective and emergency lighting.	Temporary. Cutoff at end of CY. <i>Retain in CFA. Destroy after 3 years or when the area no longer requires special protective measures, whichever is later.</i>	N1-361-91-7
6055.25	Routine Surveillance Recordings. Surveillance recordings sufficient for physical security/law enforcement requirements. Copy records that provide evidence of an incident into the appropriate investigative file.	Temporary. <i>Destroy or delete after 30 days.</i>	GRS 5.6, Item 090 (DAA-GRS-2017-0006-0012)
6055.26	Protective Alarm System. Documents relating to use, design, installation, and maintenance of alarms and intrusion detection systems.	Temporary. Cutoff at end of CY. <i>Retain in CFA. Destroy after 3 years or when the alarm system is removed, whichever is later.</i>	N1-361-91-7
6055.27	Protective Communications. Documents relating to use, design, installation, maintenance, and security of communication nets used by protective services forces.	Temporary. Cutoff at end of CY. <i>Retain in CFA. Destroy after 3 years or when the communications net is removed, whichever is later.</i>	N1-361-91-7
6055.28	Police Force Records. Documents relating to operation and use of a police force; clearances, qualifications, training, examination, uniforms, and weapons of personnel; and order, supervision, records, and reports.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year or when superseded or obsolete, as applicable.</i>	N1-361-91-7
6055.29	Police Blotter. DLA Form 1620 or similar records listing incidents and actions taken. May include ledger records of arrests, cars ticketed, and outside police contacts.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after final entry.</i>	N1-361-91-7

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
6055.30	<p>Key and Card Access Accountability Record: Areas Requiring Highest Level Security. Includes areas designated as Facility Security Level V.</p> <ul style="list-style-type: none"> Records accounting for keys and electronic access cards Documents relating to the use of locks, keys, and combinations Security storage areas and bins Inspections and movements of vehicles with Government materiel onto, within, and off of installations or facilities. 	Temporary. Cutoff at end of Event. <i>Destroy 3 years after turn-in of key.</i>	GRS 5.6, Item 020 (DAA-GRS-2017-0006-0002)
6055.30.01	<p>Key and Card Access Accountability Record: All Other Facility Security Areas. Includes areas designated as Facility Security Levels I through IV.</p> <ul style="list-style-type: none"> Records accounting for keys and electronic access cards Documents relating to the use of locks, keys, and combinations Security storage areas and bins Inspections and movements of vehicles with Government materiel onto, within, and off of installations or facilities. 	Temporary. Cutoff at end of Event. <i>Destroy 6 months after turn-in of key.</i>	GRS 5.6, Item 021 (DAA-GRS-2017-0006-0003)
6055.31	Physical Security Surveys. Documents including schedules pertaining to annual, semiannual, or special surveys to determine adequacy of physical security of activities, facilities, or sensitive areas or operations.	Temporary. Cutoff at end of CY. <i>Retain in CFA. Destroy after 3 years or when obsolete or no longer needed, whichever is later</i>	N1-361-91-7
6055.32	<p>Security and Protective Services Administrative Records. Records about routine facility security, protective services, and personnel security program administration. Includes:</p> <ul style="list-style-type: none"> Status reports on cleared individuals and other reports 	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 5.6, Item 010 (DAA-GRS-2017-0006-0001)

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
	<ul style="list-style-type: none"> Staffing level and work planning assessments, such as guard assignment records Standard operating procedures manuals. 		
6055.33	Safety Hazards. Correspondence and meeting minutes relating to the identification and recording of potential safety hazards and recommendations for correction.	Temporary. Cutoff at end of CY. Destroy after 1 year.	N1-361-90-01
6055.34	Fire Prevention and Protection Equipment. Pamphlets, catalogs, and papers containing information for ordering equipment parts and maintenance products; manufacturer provided information on equipment warranties; checklists and inspection lists identifying equipment and supplies as accounted for and in serviceable condition; hand receipts and records pertaining to the issuance of Government equipment and property.	Temporary. Destroy when obsolete or no longer needed.	N1-361-90-01
6055.35	Rescinded - use 5335.9		
6055.36	Rescinded - use 5335.8 or 5335.8.01		
6055.37	Equipment Control. Hand-receipts and records pertaining to the issuance of Government equipment and property.	Temporary. Destroy when no longer needed.	N1-361-90-01
6055.38	Rescinded - use 5300.4		
6055.39	Firemen Logs. Log books, records, forms, and documentation of fire department actions and activities pertaining to duty assignments, inspections, fire calls and evacuation drills.	Temporary. Cutoff at end of CY. Destroy after 7 years.	N1-361-90-01
6055.40	Engineer Logs. Logbooks and records of overtime hours worked.	Temporary. Cutoff at end of CY. Destroy after 3 years.	N1-361-90-01
6055.41	Work Schedules. Charts and lists assigning personnel to specific hours and dates of duty.	Temporary. Destroy when superseded.	N1-361-90-01

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
6055.42	Inspections. Building fire inspection reports and records.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	N1-361-90-01
6055.43	Fire Extinguishers. Inventory, test, inspection and location records of fire extinguishers.	Temporary. Cutoff at end of CY. <i>Pending NARA Approval</i>	Do Not Destroy
6055.44	Sprinkler Systems. Inspection, maintenance, and cleaning records for sprinkler systems.	Temporary. Cutoff at end of CY. <i>Pending NARA Approval</i>	Do Not Destroy
6055.45	Hazardous Materials. Records, lists, and correspondence relating to existing hazardous materials, their monitoring, elimination, and accident/spill reports.	Temporary. Cutoff at end of CY. <i>Destroy after 75 years.</i>	N1-361-90-01
6055.46	Ambulance Calls. Reports and records of ambulance calls and response actions.	Temporary. Cutoff at end of CY. <i>Pending NARA Approval</i>	Do Not Destroy
6055.47	Fire Calls. Reports pertaining to individual fire calls, damage, injuries and similar information.	Temporary. Cutoff at end of CY. <i>Pending NARA Approval</i>	Do Not Destroy
6055.48	Fire Incidents. Reports and records of all fire losses over \$1000.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-90-01
6055.49	Physical Security: Access Control. Records relating to implementation and compliance with physical security requirements. Includes: <ul style="list-style-type: none"> • Access control records (sign-in logs, listing of authorized individuals, etc.,) • Lock combinations (up-to-dated record of door combination – change as required) 	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	GRS 4.2, Item 031 (DAA-GRS-2013-0007-0020)

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
6055.50	<p>After Action Reports (AAR). Documents, intended to serve as aids to performance evaluation and improvement, by registering situation-response interactions, analyzing critical procedures, determining their effectiveness and efficiency, and proposing adjustments and recommendations. An AAR reviews all aspects of the preparations for, immediate response to, and initial recovery from serious or significant incidents or training exercises. The response and recovery from a serious incident or training exercise provides a significant test of the capabilities of the installation and community partners. The final AAR document identifies strengths, weaknesses and areas for improvement and provides recommendations for future response and recovery efforts. Types of AARs are (1) Actual Serious Incidents (includes but not limited to bomb threats, active shooter, hostage, fires, chemical spills/leaks, adverse weather conditions (i.e. hurricane, flooding), and (2) Training Exercises (i.e. full scale exercises).</p> <p>NOTE: Serious Incidents may need to be scheduled separately with NARA as Permanent Records. Check with NARA Archivist.</p>	Temporary. Cutoff at end of CY. Destroy when 5 years old.	GRS 5.3, Item 010 (DAA-GRS-2016-0004-0001)
6055.51	Rescinded - use 5335.46		
6055.52	<p>Continuity of Operations (COOP) Planning and Related Emergency Planning Files. Records may include:</p> <ul style="list-style-type: none"> • Records on continuity and emergency planning administrative and operational activities for: <ul style="list-style-type: none"> ○ Briefing materials and presentations 	Temporary. Cutoff at end of CY. Destroy when 3 years old.	GRS 5.3, Item 010 (DAA-GRS-2016-0004-0001)

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
	<ul style="list-style-type: none"> ○ Status reports ○ Informational papers ○ Files documenting policy or plan development, including policy studies procedures, operational manuals, and related development records ○ Implementation guidance ○ Related correspondence ○ Memorandum (s) of Understanding ○ Delegations of Authority/Orders of Succession ● Continuity plans or directives and supporting documentation, including but not limited to: GRS <ul style="list-style-type: none"> ○ Continuity of Operations (COOP) plans ○ Devolution Plans ○ Occupant Emergency Plans (OEP) ○ Emergency Action Plans (EAP) ○ Facility Emergency Action Plans (FEAPS) ○ Records Emergency Plans (REMT) ○ Disaster Recovery Plans (DRP) ○ Pandemic Influenza Plans ● Records on continuity or emergency tests or exercises, such as: <ul style="list-style-type: none"> ○ Instructions to members participating in tests ○ Staffing assignments ○ Records of tests of communications and facilities ● Evaluative reports on continuity or emergency tests or exercises, such as: <ul style="list-style-type: none"> ○ Result reports ○ Readiness reports 		

Schedule 6055 - DLA Security and Emergency Services			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instruction	Disposition Authority
	<ul style="list-style-type: none"> ○ Risk and vulnerability assessments ○ Site evaluations and inspections ○ Corrective action plans ○ Improvement plans <p>Note 1: Continuity or emergency plans that are acted upon in the event of a national emergency may be of permanent value. If an agency has such records that document response to significant events, it may submit a records schedule for NARA review. If an agency believes its continuity records generally warrant permanent retention, it must submit a records schedule to NARA to cover these records.</p> <p>Note 2: Records on employee training for COOP are scheduled under 1400.5. Records on essential records management are scheduled in 5015.2.</p> <p>Note 3: Email records for Capstone officials are scheduled under 5300.36.</p>		

DLA RECORDS SCHEDULE – 7000
BUDGET AND FINANCE

This schedule relates to overall financial management plans, accounting, disbursement, and collection of appropriated funds and includes records created from these functions as well as from auditing and cost accounting activities and military and civilian pay administration. See Non-Appropriated Financial Management Schedule 7305.

Definitions for 7000.1 – Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity, per the following definitions.

Procuring goods and services is the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel services to be used by the Federal Government.

Paying bills means disbursements of federal funds for goods and services, and fulfilling financial obligations to grant and cooperative agreement recipients.

Collecting debts includes the collection of income from all sources (excluding taxation).

Accounting is the recording, classifying and summarizing of financial transactions and events related to assets, liabilities, revenue from all sources, and expenses to all payees to support financial reporting, enable audit, and accumulate and generate management information to assist in establishing an agency's resource allocation priorities.

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7000.1	<p>Financial transaction records related to <i>procuring goods and services, paying bills, collecting debts, and accounting: <u>Official Records held in the Office of Record.</u></i></p> <p>Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit.</p> <p><u>Procurement and payment records</u> include those such as:</p> <ul style="list-style-type: none"> • Requisitions • Purchase orders • Interagency agreements • Military Interdepartmental Purchase Requests (MIPRs) • Printing requisitions to the Government Printing Office • Memoranda of agreement specifying a 	<p>Temporary. Cutoff at end of Event. <i>Destroy 10 years after final payment or Final invoice/IPAC.</i></p> <p><i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i></p>	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>financial obligation</p> <ul style="list-style-type: none"> • Solicitations/requests for bids, quotations or proposals for contracts and competitive grants • Proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants • Contingent fee justifications • Legal and financial instruments such as bond and surety records • Data submitted to the Federal Procurement Data System (FPDS) • FAIR Act (A-76) records linked directly to specific procurement actions • Credit card/purchase card/charge card statements and supporting documentation • Vendor tax exemption records • Invoices • Leases • Recurring financial transactions such as utility and communications invoices • Documentation of contractual administrative requirements submitted by contractors such as status reports • Correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list • Records of financing employee relocations <p><u>Collections records</u> document collection of monies from all sources excluding administrative claims, taxation (not covered under the GRS), and Congressional appropriation, such as:</p> <ul style="list-style-type: none"> • Records documenting administration, receipt, and deposit of user fees for entry into and/or use of public facilities; for recovering costs of providing government services; and receipt of donations, bequests, and 		

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>other collections from the public, including:</p> <ul style="list-style-type: none"> ○ Cash register transaction records ○ Credit card and charge cards receipts ○ Records documenting deposits ○ Records documenting allocation of fees to funds/accounts ○ Deposit lists and logs ○ Customer orders ○ Revolving fund records • Fee and find collection records • Garnishments • Sale of excess and surplus personal property • Fee or rate schedules and supporting documentation • Out-leases of Federal property • Debt collection files and cash receipts • Write-offs • Copies of checks • Payment billing coupons • Money orders • Journal vouchers • Collection schedules <p><u>Accounting records</u> include those such as:</p> <ul style="list-style-type: none"> • Accountable officers' records concerned with the accounting for, availability, and status of public funds and maintained for Government Accountability Office (GAO) or other authority site audit, but excluding payroll records and accounts pertaining to American Indians. Includes: <ul style="list-style-type: none"> ○ Statement of transaction ○ Statements of accountability ○ Collection schedules and vouchers ○ Disbursement schedules and vouchers 		

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Vouchers • Certificates of closed accounts • Certificates of periodic settlements • General fund files • General accounting ledgers • Appropriation, apportionment, and allotment files • Commercial freight vouchers • Unused ticket redemption forms 		
7000.1 NOTE 1:	Procurement and other financial files that stand out because of high dollar value, media attention, historical value, research value, or other extenuating circumstances may have permanent value. Agencies that believe they hold such files should submit a records schedule to NARA.		
7000.1 NOTE 2:	Accounts and supporting documents pertaining to American Indians are not authorized for disposal by this schedule. Such records should be reviewed and scheduled appropriately by the agency since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians.		
7000.1 NOTE 3:	The Comptroller General has the right to require an agency to retain any portion of these records for a period of up to 10 years.		
7000.1 NOTE 4:	Retain key supporting documents (KSDs) for the following financial statement line items (FSLIs): Accounts Payable; Accounts Receivable; Uncollected payments; federal sources, brought forward; Unpaid obligations, brought forward; Unobligated balance, brought forward; Other liabilities; Revenue; Gross Cost.		
7000.1 NOTE 5:	SHIPPING INSTRUCTIONS: When shipping records to the FRC include on the SF-135 the following, if applicable: "Records do not Include Documents pertaining to American Indians" Include GRS 1.1, Item 10 in the disposition authority column.		
7000.1.01	<p>Financial transaction records: <u>All other copies maintained by other offices.</u> related to <i>procuring goods and services, paying bills, collecting debts, and accounting.</i></p> <p>(see 7000.1 for description)</p>	<p>Temporary. Cutoff at end of FY. Keep until no longer needed for business, but not longer than 6 years after final payment and then destroy.</p>	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)
7000.2	<p>Records supporting compilation of agency financial statements and related audit, and all records of all other reports. Includes records such as:</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 2 years after completion of audit or</i></p>	GRS 1.1, Item 020 (DAA-GRS-2013-0003-0011)

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Schedules and reconciliations prepared to support financial statements. ○ Fund Balance with Treasury • Documentation of decisions re accounting treatments and issue resolutions • Audit reports, management letters, notifications of findings, and recommendations • Documentation of legal and management representations and negotiations • Correspondence and work papers • Interim, quarterly and other reports • Retain Key supporting documentation for: <ul style="list-style-type: none"> ○ Financial Reporting ○ Other Adjustments • Audit, Reviews and Surveys 	<p><i>closure of financial statement/ accounting treatment.</i></p> <p><i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i></p>	
7000.3	<p>Property, plant and equipment (PP&E) and other asset accounting. Records necessary for documenting the existence, acquisition, ownership, cost, valuation, depreciation, and classification of fixed assets such as real property, capitalized personal property, internal use software, equipment, and other assets and liabilities reported on an agency's annual financial statements (agency net worth or financial position), and non-capitalized but monitored PP&E, such as:</p> <ul style="list-style-type: none"> • Purchase orders • Invoices • Appraisals • Costing and Pricing data • Transactional Schedules • Titles • Transfer, acceptance and inspection records 	<p>Temporary. Cutoff at end of Event. <i>Destroy 2 years after asset is disposed of and/or removed from agency's financial statement.</i></p>	GRS 1.1, Item 030 (DAA-GRS-2013-0003-0004)

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Asset, retirement, excess and disposal records • Plant account cards and ledgers pertaining to structures • Correspondence and work papers. <p>Exclusion: Records concerning a historically significant structure or other stewardship assets (for instance, the structure appears on the National Register of Historic Places) are not authorized for disposal. Agencies must submit a records schedule to NARA to cover these records or apply an existing schedule.</p>		
7000.4	<p>Cost accounting for stores, inventory, and materials. Records providing accountability for receipt and custody of materials and showing accumulated cost data, including the direct and indirect costs of production, administration, and performance of program functions of the agency; such as:</p> <ul style="list-style-type: none"> • Invoices or equivalent papers used for inventory accounting purposes • Inventory accounting returns and reports • Working files used in accumulating inventory accounting data • Plant account cards and ledgers, other than those pertaining to structures • Cost accounting reports and data • Depreciation lists/costs • Contractor cost reports re contractor-held-government-owned materials and parts • Receiving, inspection, and acceptance documentation 	Temporary. Cutoff at end of Event and/or FY. Destroy when 3 years old.	GRS 1.1, Item 040 (DAA-GRS-2013-0003-0012)
7000.5	Construction contractors' payroll files.	Temporary. Cutoff	GRS 1.1, Item

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	Agency copy of contractors' payrolls for construction contracts submitted in accordance with Department of Labor regulations, with related certifications, anti-kickback and other affidavits, and other related papers.	at end of Event. <i>Destroy 3 years after completion of contract or conclusion of contract being subject to an enforcement action. Functional SME needs to contact DLA records Manager to identify if DLA uses this record series.</i>	050 (DAA-GRS-2013-0003-0003)
7000.6	Defense Working Capital Fund (DWCF) Budget Development (formerly Defense Business Operations Fund (DBOF)). Program budget decisions, justifications, call letters, narratives, budget formats, DLA projected guidance, inflation rates and related correspondence and materials used in the development, preparation, formulation, justification and execution of the DWCF budget.	Temporary. Cutoff at end of FY. <i>Destroy after 5 years.</i>	N1-361-92-03
7000.7	DWCF Annual Operating Budget. Unit cost goals, obligations, analyses, letters requesting changes in goals, related correspondence and backup materials used to establish the annual DWCF budget.	Temporary. Cutoff at end of FY. <i>Destroy after 5 years.</i>	N1-361-92-03
7000.8	Standard Pricing. Standard price bulletins and related standard price information related to National Stock Numbers, spreadsheets, and related correspondence used to establish and review standard unit prices for DWCF items, and evaluate actual DWCF costs and trends.	Temporary. Cutoff at end of FY. <i>Destroy after 5 years.</i>	N1-361-92-03
7000.9	DWCF Operational Integrity. Charts tracking planned/actual costs, monthly cost letters, spreadsheets, analyses, reports of expenses, change requests, related correspondence and backup	Temporary. Cutoff at end of FY. <i>Destroy after 5 years.</i>	N1-361-92-03

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	materials used to determine adequacy of pricing and surcharges, and evaluate DWCF operational variances and trends.		
7000.10	DWCF Inventory Transactions. Inventory reports, computer printouts, journal voucher summaries, and related correspondence used to analyze financial results of inventory transactions and initiate corrective actions.	Temporary. Cutoff at end of FY. <i>Destroy after 5 years.</i>	N1-361-92-03
7000.11	DWCF Operating Performance. Printouts, spreadsheets, journal vouchers, trial balances, performance summaries, letters, correspondence and other inventory and financial data materials used to conduct analyses of operating performance of DWCF operations.	Temporary. Cutoff at end of FY. <i>Destroy after 5 years.</i>	N1-361-92-03
7000.12	Activity Budget Administration. Copies of Annual Operating Budget (AOB) documents, fund authorizations, service orders, fund transfer vouchers, instructions, guidance, notices, messages, related correspondence and backup materials used to administer the activity budget.	Temporary. Cutoff at end of FY. <i>Destroy 2 years after end of fiscal year.</i>	GRS 5, Item 1
7000.13	Budget Expenditures. Copies of reimbursement claims, special equipment requests, travel orders, correspondence and related materials used to track and control expenditures during budget year.	Temporary. Cutoff at end of FY. <i>Destroy 3 years after end of fiscal year.</i>	GRS 1.1, Item 001 (DAA-GRS-2016-0013-0001)
7000.14	Budget Histories. Year-end closeout reports, general ledger account and cost/obligation reports, Monthly Management Reviews (MMR), manpower summaries, and related budget history data used for reference purposes in trend development, special studies and reports, development of statistical data, and similar uses.	Temporary. Cutoff at end of FY. <i>Destroy 3 years after end of fiscal year.</i>	GRS 5, Item 3b

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7000.15	Resource Allocation. Quarterly fund authorizations, Advice of Obligation Authority forms, status of operating budget and tracking documents, revised budgets, program papers, and related correspondence used to allocate financial resources to activity and subordinate field activity managers.	Temporary. Cutoff at end of FY. <i>Destroy 2 years after end of fiscal year.</i>	N1-361-92-03
7000.16	Reimbursement Files. Billings, detail man-hour/labor data and related cost data pertaining to reimbursements.	Temporary. Cutoff at end of FY. <i>Destroy 2 years after end of fiscal year.</i>	N1-361-92-03
7000.17	Master Account Record (MAR): Fiscal Yearend MAR Printout and Backup Materials. Transcript sheets, facsimile records, correspondence, and copies of MAR printouts used to administer the activity Master Account Record.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	N1-361-92-03
7000.17.01	Master Account Record (MAR): Monthly MAR Printouts and Backup Materials. Transcript sheets, facsimile records, correspondence, and copies of MAR printouts used to administer the activity Master Account Record.	Temporary. Cutoff at end of Month. <i>Destroy when superseded.</i>	N1-361-92-03
7000.18	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks. Includes: <ul style="list-style-type: none"> • Additions to paychecks <ul style="list-style-type: none"> ○ Child care subsidies ○ Internal Revenue Service form W-9 (Request for Taxpayer Identification Number) ○ Other additions • Deductions from paychecks <ul style="list-style-type: none"> ○ Insurance ○ Retirement accounts (e.g. Thrift Savings Plan, <i>my</i> Retirement Account, etc.) 	Temporary. <i>Destroy 2 years after employee separation or retirement.</i>	GRS 2.4, Item 010 (DAA-GRS-2016-0015-0001)

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> ○ Flexible spending accounts, such as medical savings and dependent care assistance ○ Union dues ○ Combined Federal Campaign ○ garnishments (IRS form 668A—Notice of Levy—and similar records) ○ Treasury bond purchases ○ Other deductions ● Authorizations for deposits into bank accounts ● Changes or corrections to previous transactions either at paying agency or payroll processor 		
7000.18.01	Rescinded - use 7000.18		
7000.18.02	Rescinded - use 7000.18		
7000.18.03	Rescinded - use 7000.18		
7000.18.04	Rescinded - use 7000.18		
7000.19	Rescinded per GRS Transmittal 28		
7000.20	Payroll Transaction Registers. Printouts containing record of payroll changes input into Automated Payroll, Cost, and Personnel System (APCAPS) maintained to verify input accuracy.	Temporary. Cutoff at end of FY. Destroy after 1 year.	N1-361-92-03
7000.21	Accounting Transaction Registers. Printouts containing record of daily accounting transactions input into APCAPS system and subsystems and maintained to verify input accuracy.	Temporary. Cutoff Daily. Destroy after 3 months.	N1-361-92-03
7000.22	Monthly Management Reports. Copies of monthly APCAPS reports pertaining to un-liquidated obligations, undelivered orders, and un-obligated commitments used for research and verification purposes.	Temporary. Cutoff Monthly. Destroy after 1 year.	N1-361-92-03
7000.23	Military Manpower Report. Copies of APCAPS reports containing records of military personnel authorized to certify on-line.	Temporary. Cutoff daily. Destroy after 3 months.	N1-361-92-03

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7000.24	Finance. Documents relating to overall financial matters.	Temporary. Cutoff at end of FY. <i>Destroy after 10 years.</i>	NN-168-94
7000.25	Appropriations-Financial Management. Documents relating to overall financial management of appropriations. Excluded are those documents relating to a single phase of financial management reflected elsewhere within this schedule.	Temporary. Cutoff at end of FY. <i>Destroy after 10 years.</i>	NN-168-94
7000.26	Industrial Fund-Financial Management. Documents relating to overall financial management of industrial funds. Excluded are those documents relating to a single phase of financial management reflected elsewhere.	Temporary. Cutoff at end of FY. <i>Destroy after 10 years.</i>	NN-168-94
7000.27	Inter-service Cross and Common Service Agreements: Offices Executing Agreements. Documents relating to the budgeting and financial responsibilities provided for in inter-service agreements between DLA, the Military Departments, and others.	PERMANENT. Cutoff at end of FY. <i>Transfer to National Archives in 5-year blocks when 30 years old.</i>	NN-168-94
7000.27.01	Inter-service Cross and Common Service Agreements: Other Offices. Documents relating to the budgeting and financial responsibilities provided for in inter-service agreements between DLA, the Military Departments, and others.	Temporary. Cutoff at end of FY. <i>Destroy when superseded, obsolete, or no longer needed.</i>	NN-168-94
7000.28	Budget Apportionment Files. Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation. NOTE: The following budget files are not covered by this record series:	Temporary. Cutoff at end of FY. <i>Destroy 2 years after the close of the fiscal year.</i>	GRS 5, Item 4

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Budget office correspondence or subject files documenting budget policy and procedures and reflecting policy decisions affecting expenditures for agency programs. • Budget estimates and justifications of formally organized budget offices at the bureau (or equivalent) or higher organizational level. 		
7000.29	Rescinded .		
7000.30	Subsidiary Files. DO cash accounts subsidiaries; advances to employees, progress payments to contractors, and advances to contractor's subsidiary records and cash blotters and check ledgers.	Temporary. Cutoff at end of FY. Destroy after 3 years.	NN-168-94
7000.31 & 7000.31.01	Rescinded – use 7000.2 in accordance with GRS 1.1, Item 020		
7000.32	Integrated Command Accounting and Reporting (ICAR). Feeder reports and related documents submitted by the DLA/Army disbursing offices in accordance with the provisions of AR 37-108 and DLAM 7000.1, Accounting and Finance Manual, and of the consolidated financial statements, reports and listings prepared therefrom by the DLA Accounting & Finance Division in accordance with the provisions of AR 37-151 and related Department of Army directives.	Temporary. Cutoff at end of FY. Destroy after 3 years.	NN-168-94
7000.33	Fund Utilization Reports and Listings. Copies of fund authorizations, status of allotment/sub-allotment, reports on reimbursable transactions, and monthly reports of obligations by object class furnished by the HQ DLA Office of Comptroller for consolidation, and of	Temporary. Cutoff at end of FY. Destroy after 1 year.	NN-168-94

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	related consolidated listings furnished to that office for use in preparation of HQ DLA financial accounting reports and statements.		
7000.34	Miscellaneous Central Accounting. Feeder reports and documents accumulated in the performance of specific central accounting operations as assigned by HQ DLA, including such documents as are applicable to the centralized billing of the Federal Republic of Germany for price review services and feeder reports and consolidated reports of DoD International Balance of Payments-Accounting Report #1, Federal Outlay by Geographic Location; and Payroll Report of Federal Civilian Employment.	Temporary. Cutoff at end of FY. Destroy after 1 year.	NN-168-94
7000.35	Accounting Classification Audit. Decks or tabulating cards and master numerical lists reflecting valid accounting classifications received each fiscal year from all Finance and Accounts Offices, U.S. Army and furnished to DLA/Army disbursing offices.	Temporary. Cutoff at end of FY. Destroy each year after receipt of new fiscal year's listing and cards.	NN-168-94
7000.36	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.	Temporary. Cutoff at end of FY. Destroy after 10 years.	NN-168-94
7000.37	IMPREST Funds. Documents accumulated by IMPREST fund cashiers which reflect the receipt and accounting for imprest funds. Included are copies of reimbursement vouchers and receipts for funds entrusted to agent officer which also reflect acknowledgment of return of funds and statement of balance.	Temporary. Cutoff at end of FY. Destroy after 2 years.	NN-168-94

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7000.38	Monetary Collections and Payments. Documents relating to the overall administration of funds disbursements, reimbursement, collections, and adjustments functions.	Temporary. Cutoff at end of FY. <i>Destroy when superseded, obsolete, or after 10 years, whichever is sooner.</i>	NN-168-94
7000.39	Disbursing Accounts. Records maintained by disbursing officers including money accounts, vouchers, ledgers, and registers covering all phases of the disbursement and accounting for obligations paid and the collection and crediting of funds due.	Temporary. <i>Effect disposition in accordance with the pertinent regulations of the Military Department from which the disbursing station number was obtained, except as otherwise indicated under file numbers 7000.1.</i>	NN-168-94
7000.40	Shipment Control Records. Documents maintained to ensure prompt receipt of Material Inspection and Receiving Reports and invoices.	Temporary. Cutoff after completion of related contract or transferred contracts or contract number changes. <i>Destroy upon completion of related contract, except that those relating to transferred contracts and contract number changes will be held 1 year and then destroyed.</i>	NN-168-94
7000.41 and 7000.41.01	Record of travel payment is rescinded. This information is captured in Defense Travel System (DTS).		
7000.42	Reports and Returns. Reports reflecting the status of disbursing accounts.	Temporary. Cutoff at end of FY. <i>Destroy after 4 years.</i>	NN-168-94
7000.43	Documents Receipts. Records compiled to indicate, by means of identifying symbols and date periods, the documents	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	NN-168-94

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	transferred by a disbursing officer to an accounts office.		
7000.44	Advice of Correction Files. Documents utilized by the accounts office to notify field installations and/or disbursing offices of corrections made in accounting classifications.	Temporary. Cutoff after notice of correction. <i>Destroy after 6 months.</i>	NN-168-94
7000.45	Reimbursements. Documents relating to the transfer of funds or payment to other departments or agencies for material or services furnished DLA activities.	Temporary. Cutoff at end of FY. <i>Destroy after 10 years.</i>	NN-168-94
7000.46 Overview	Payroll Program Administrative Records. Records produced in administering and operating payroll functions of a general nature and not linked to an individual employee's pay. This is an overview for 7000.46 and 7000.46.01. Do not use the overview series for retention.		
7000.46.01	Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes.	Temporary. <i>Destroy when 2 years old.</i>	GRS 2.4, Item 060 (DAA-GRS-2016-0015-0006)
7000.46.02	Payroll system reports providing fiscal information on agency payroll	Temporary. <i>Destroy when 3 years old or after GAO audit, whichever comes sooner.</i>	GRS 2.4, Item 061 (DAA-GRS-2016-0015-0007)
7000.47	Military Payroll. Military payroll documents, such as individual pay records and substantiating documents which due to their specialized nature are not appropriate for including under 7000.35 or which are required to be separately maintained.	Temporary. <i>Transfer with individual or retire on separation in accordance with regulations of the appropriate Military Department.</i>	NN-168-94
7000.48	Agency Payroll Record for Each Pay Period. Aggregate records documenting payroll disbursed in each pay period: base pay, additions to and deductions from pay, and leave balances of all civilian employees within an agency or	Temporary. <i>Destroy when 56 years old.</i>	GRS 2.4, Item 040 (DAA-GRS-2016-0015-0004)

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	employing entity. Legal Citation: 5 U.S.C. 8466.		
7000.48.01	Rescinded - use 7000.48		
7000.49	Individual Retirement Records. Individual retirement records reflect the amounts that have been deducted from the pay of each individual civilian employee subject to the retirement Act (46 Stat. 468; 5 USC 691-738, as amended, for deposit to the Civil Service Retirement and Disability Funds).	PERMANENT. <i>These records will be maintained at the installation during active employment of the individual concerned. Upon transfer of the employee to another DLA activity, the SF 2806 will be forwarded to that installation. Instructions for transfer of individual retirement records are contained in paragraphs 12-1 through 12-10, AR 37-105.</i>	NN-168-94
7000.50	Realigned to Record Series 1400.36 and 1400.36.01		
7000.51 and 7000.51.01	Realigned to Record Series 1400.60.03		
7000.52	Rescinded per GRS Transmittal 28		
7000.53	Rescinded - use 7000.46		
7000.53.01	Rescinded - use 7000.46.01		
7000.53.02	Rescinded - use 7000.46.01		
7000.53.03	Rescinded - use 7000.46.02		
7000.53.04	Rescinded - use 7000.18		
7000.53.05	Rescinded per GRS Transmittal 28		
7000.54	Rescinded per GRS Transmittal 28		
7000.54.01	Rescinded per GRS Transmittal 28		
7000.54.02	Rescinded per GRS Transmittal 28		
7000.54.03	Rescinded per GRS Transmittal 28		
7000.54.04	Rescinded – use 7000.18		
7000.54.05	Rescinded – use 7000.18		

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7000.54.06	Rescinded – use 7000.18		
7000.54.07	Rescinded – use 7000.18		
7000.55	<p>Tax withholding and adjustment documents. Employee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and expense reimbursements provided to employees.</p> <p>Legal citation: IRS Publication 15 (2015), (Circular E), Employer's Tax Guide, section on Recordkeeping.</p>	<p>Temporary. Destroy 4 years after superseded or obsolete or upon separation of employee.</p>	GRS 2.4, Item 020 (DAA-GRS-2016-0015-0002)
7000.56	<p>Decedent Claims. Documents consisting of retained copies of vouchers with supporting documents, including SF 1152, Designation of Beneficiary - Unpaid Compensation or Deceased Civilian Employee; SF 1153, Claim for Unpaid Compensation of Deceased Civilian Employee; SF 1012, Travel Voucher; payroll change slip, and original documents which are the basis for making non-routine deductions from amounts due decedents</p>	<p>Temporary. Cutoff at end of FY. Destroy after 10 years.</p>	NN-168-94
7000.57	Rescinded - use 5300.33 or 5300.33.01		
7000.58	Rescinded - use 5015.2		
7000.59	Rescinded - use 7000.46.01		
7000.60	<p>Wage and tax statements. Agency copies of IRS form W-2 (Wage and Tax Statement, IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents.</p> <p>Legal citations: Form W-3, Purpose of Form section states, "The IRS recommends retaining copies of these forms for four years." Agencies attach their copies of form W-2 to form W-3. IRS Publication 15 (2014), (Circular E), Employer's Tax Guide, section on Recordkeeping (copies of returns filed and confirmation numbers).</p>	<p>Temporary. Cutoff at end of CY. Destroy after 4 years.</p>	GRS 2.4, Item 050 (DAA-GRS-2016-0015-0005)

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7000.61	Rescinded per GRS Transmittal 28		
7000.62	Rescinded - use 7000.46.01		
7000.63	Unemployment Compensation Data Requests. Documents relating to requests for wage and separation data to be used in connection with unemployment compensation claims. Included are requests for information and replies thereto, notices of determination, notices of refusal of work offer, and related documents.	Temporary. Cutoff at end of CY. <i>Retain in current files area and destroy after 2 years.</i>	NN-168-94
7000.64	Rescinded - use 7000.46.01		
7000.65	Rescinded - use 7000.46.01		
7000.66	Pay Tables. Record sets of pay tables supplementing the official Government salary tables.	Temporary. <i>Destroy on discontinuance of office or activity. Do Not Retire.</i>	NN-168-94
7000.67	Reports of Survey. Documents concerning the loss, un-serviceability, or destruction of Government property, created to determine the question of pecuniary or other responsibility for the absence or condition of articles, including reports of survey, boards of officers proceedings, control registers, and other related papers. Approved copies of such documents serving as property or fiscal vouchers will be handled as such and thus will not be filed under this number.	Temporary. Cutoff at end of FY. <i>Destroy after 10 years, except that Report of Survey Files not involving pecuniary liability will be destroyed 3 years after completion of final action.</i>	NN-168-94
7000.68	Charges Collection Records. Case files accumulated in connection with the collection of pecuniary charges against individuals as a result of approved reports of survey or other adjustments procedures.	Temporary. Cutoff after final action. <i>Destroy 2 years after final action.</i>	NN-168-94
7000.69	Rescinded - use 7000.1 or 7000.4 as applicable		
7000.70	Rescinded - use 5300.34		
7000.71	Rescinded - use 7000.1		
7000.72	Rescinded - use 7000.1 or 7000.4 as applicable		

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7000.73	Rescinded - use 7000.1 or 7000.4 as applicable		
7000.74	Labor and Workload. Documents containing initial entries of cost data serving as the basis for summary vouchers, including distribution of military payroll, individual time tickets, foreman's daily reports, record of working time, records of work units, initial summaries of work units, man-hours, and labor costs, distribution of working time, civilian time records, loan slips, labor charges to operating costs, and similar documents.	Temporary. Destroy after 2 months.	NN-168-94
7000.75	Rescinded - use 7000.1 or 7000.4 as applicable		
7000.76	Financial Inventory Accounting (FIA). Documents relating to the overall administration of the financial inventory accounting system.	Temporary. Cutoff at end of FY. Destroy after 10 years.	NN-168-94
7000.77	FIA Procedures. Documents prescribing the methods and procedures for operating the DLA financial inventory accounting system.	Temporary. Destroy 10 years after supersession or obsolescence.	NN-168-94
7000.78	Financial Inventory Accounts. Documents serving as an integral part of the accounts such as category journals, category ledgers, general ledgers, financial inventory control records, financial statements, and related posting media.	Temporary. Cutoff at end of FY. Destroy after 10 years.	NN-168-94
7000.79	FIA Reports. Reports reflecting the financial values of inventories together with related analyses.	Temporary. Cutoff at end of FY. Destroy after 10 years.	NN-168-94
7000.80	Materiel Pricing. Documents reflecting the pricing of items, included in the FIA system.	Temporary. Cutoff at end of FY. Destroy after 10 years	NN-168-94
7000.81	Audits, Reviews, and Surveys. Relates to audits, reviews and surveys of DLA functions and operations performed by	Temporary. Cutoff at end of CY. Destroy after 2 years.	N1-361-87-2

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	the DoD Inspector General for Auditing, DLA Internal Review Staff, the General Accounting Office (GAO), and congressional staff representatives. Contains documents relating to the overall administration of audits, reviews, and surveys not filed elsewhere in the Finance Schedule 7000.		
7000.82	Rescinded - use 5300.33 or 5300.33.01 as applicable		
7000.83	Inspector General Reviews /Surveys. Documents pertaining to reviews/surveys of DLA operations performed by Inspector General auditors which are terminated without conducting an audit.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	N1-361-87-2
7000.84	Inspector General Reports: HQ DLA Comptroller. Reports pertaining to audits performed by the Inspector General, including documents accumulated during the review, survey, and audit as well as follow-up documents relating to recommendations.	Temporary. <i>Destroy 2 years after all necessary actions pertaining to the report are completed.</i>	N1-361-87-2
7000.84.01	Inspector General Reports: Other Offices. Reports pertaining to audits performed by the Inspector General, including documents accumulated during the review, survey, and audit as well as follow-up documents relating to recommendations.	Temporary. Destroy 5 years after all necessary actions pertaining to the report are completed.	N1-361-87-2
7000.85	Rescinded - use 5300.34		
7000.86	Rescinded - use 7000.2		
7000.87	GAO Reports: HQ DLA Comptroller. Reports pertaining to GAO audits, including follow-up documents relating to recommendations contained in the reports.	Temporary. <i>Destroy 2 years after all necessary actions pertaining to the report are completed.</i>	N1-361-87-2
7000.87.01	GAO Reports: Other Offices. Reports pertaining to GAO audits, including follow-up documents relating to recommendations contained in the	Temporary. <i>Destroy 5 years after all necessary actions pertaining to the</i>	N1-361-87-2

SCHEDULE 7000 - Finance			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	reports.	<i>report are completed.</i>	
7000.88	Terminated Indemnity Bonds. Original indemnity bonds and related documents furnished by educational institutions for care and safekeeping of Government property and terminated by the return of the property by the institution to DLA.	Temporary. <i>Destroy 3 years after termination of the bond.</i>	NN-168-94

DLA RECORDS SCHEDULE – 7120
LOGISTICS STANDARDS

This schedule relates to the Defense Standardization and Specification and Parts Control Programs for assigned Federal Supply Classes to include standardization in support of engineering, procurement and supply management.

SCHEDULE 7120 - Logistics Standards			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7120.1	Specification History Files. Commercial item descriptions, copies of specifications and proposed revisions, communication control records, records of document actions, action sheets, coordination letters, correspondence with manufacturers and related materials used to manage the Defense Standardization and Specification Program.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after specification is canceled or superseded.</i>	N1-361-91-16
7120.2	Federal Supply Classification (FSC) Files. Program plans and related backup materials related to analysis of FSCs or Defense Standardization and Specification Program.	Temporary. Cutoff at end of Event. <i>Destroy when plan expires or is superseded.</i>	N1-361-91-16
7120.3	Defense Standardization and Specification Program Policies, Procedures and Instructions (DoD 4120.3-M) Updates. Commercial item descriptions, coordinations, changes and related items and backup materials used to recommend changes to DoD 4120.3-M for improvement of the standardization mission performance.	Temporary. Cutoff at end of Event. <i>Destroy when change is published.</i>	N1-361-91-16
7120.4	Standardization Liaison. Telephone records, meeting minutes, trip reports, correspondence, and related information acquired as a result of participation as DoD representative at industry/military standardization meetings, and maintaining liaison with military services.	Temporary. Cutoff at end of CY. <i>Destroy when 2 years old, or when no longer needed, whichever is sooner.</i>	N1-361-91-16

SCHEDULE 7120 - Logistics Standards			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7120.5	Project Register. Project registers used to identify, schedule and monitor standardization projects.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after all actions on register are completed.</i>	N1-361-91-16
7120.6	Parts Control History File. Recommendations and/or requests for parts use, parts selection lists, related technical inputs, updates, and responses used to support equipment design organizations in the selection and application of standard parts in equipment design programs.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after part is superseded, obsolete, or no longer needed.</i>	N1-361-91-16
7120.7	Parts Control Publicity. Copies of Government-furnished base lines, MIL-STD 965A, Military Parts Control Advisory Group (MPCAG) Directory, related publicity items and publications, and cover letters sent to contractors to publicize the Parts Control Program and the MPCAG concept.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-16
7120.8	Engineering Consultation. Copies of parts selection lists, justifications for parts selection, drawings, specifications, recommendations to use parts, technical data; trip reports, board meeting minutes and related materials used to record history of engineering consultations to parts control boards, advisory groups, committees, panels, and contractors.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after consultation or when no longer needed for reference.</i>	N1-361-91-16
7120.9	Engineering Design and Logistics. Source lists for supply, standardized parts drawings, requests for specification updates, and related correspondence and backup materials used to notify contractors of parts meeting specific design application requirements.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after specification is canceled or superseded.</i>	N1-361-91-16

SCHEDULE 7120 - Logistics Standards			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7120.10	Manufacturing Techniques and Procedures. Meeting minutes, trip reports, catalogs, procedures and techniques, information received at conferences, correspondence, and related materials obtained and used to supply information on state-of-the-art manufacturing techniques and procedures being developed that impact parts selection.	Temporary. Review annually. <i>Destroy when superseded, obsolete, or no longer needed.</i>	N1-361-91-16
7120.11	Government-Furnished Baseline (GFB) Listings. Computer listings reflecting the history of standardized parts.	Temporary. Review annually. <i>Destroy when superseded or obsolete.</i>	N1-361-91-16
7120.12	Nonstandard Parts Evaluations. Current program parts selection list, latest standard military drawings, analyses and related backup materials, recommendations, and resulting decisions used in the analysis and evaluation of nonstandard part requests and analyses of contractor control drawings.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after completion of related contract.</i>	N1-361-91-16
7120.13	Cost Avoidance Reports. Status reports, copies of cost avoidance reports, parts matches, coordinations and documentation of creations of new NSNs, bin space arrangements and related materials used to identify potentials for cost avoidance.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-91-16
7120.14	Standardization Audits. Audit reports and records of corrective actions taken and responses to audit findings.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after succeeding audit is conducted.</i>	N1-361-91-16
7120.15	Item Standardization Studies. Item reduction studies, reviews of engineering practices, concurrences, and non-concurrences, requests for project numbers, research information and	Temporary. Review annually. <i>Destroy after study recommendations have been</i>	N1-361-91-16

SCHEDULE 7120 - Logistics Standards			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	related materials used to maintain currency of standardization status of items and assign item standardization codes.	<i>implemented, or when no longer needed for reference.</i>	
7120.16	Item Standardization Reviews. Study and control cards, drawings, item descriptions, transmittal sheets, study notes, listings, correspondence, concurrences/non-concurrences, and related materials used or created in the conduct of item standardization reviews.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	N1-361-91-16
7120.17	Maintenance Files. Drawings, item descriptions, listings, correspondence, backup materials for Federal Supply Codes and related materials on items not covered by 7120.15, Item Standardization Studies.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-91-16
7120.18	Item Reduction File. Studies of proposed item reductions, related listings, correspondence, and related materials.	Temporary. Cutoff at end of Event. <i>Destroy when study results have been implemented.</i>	N1-361-91-16
7120.19	Cataloging Referrals. Cataloging requests, letters to the Military Services and responses, and similar correspondence used to refer cataloging actions as a result of item standardization reviews.	Temporary. <i>Destroy when cataloging action is completed.</i>	N1-361-91-16

DLA RECORDS SCHEDULE – 7303
Morale, Welfare, and Recreation (MWR)

This schedule relates to activity operations and services relating to Morale, Welfare and Recreation.

SCHEDULE 7303 - Morale, Welfare, and Recreation			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7303.1	Morale, Welfare and Recreation (MWR). Information relating to morale, welfare, and recreation matters and activities sponsored, monitored, or publicized in the interests of employees. Excluded are the actual records of clubs or functions operated with non-appropriated funds; nonappropriated schedule 7305.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years after cutoff or when obsolete, superseded, or no longer needed, whichever is sooner.</i>	DAA-0361-2015-0003-0001
7303.2	Morale, Welfare and Recreation (MWR) Work Order Tracking. FMWR requests for Marketing, Sponsorship and Advertising Support. Used for tracking facilities, cost and progress.	Temporary. Cutoff at end of FY. <i>Destroy 3 years after cutoff.</i>	DAA-0361-2015-0003-0002
7303.3	Morale, Welfare and Recreation (MWR) Local Advertisements. MWR Local Advertisements not connected to Commercial Sponsorship Agreements. These records are used to secure advertisement within the local community for MWR events that are open to the public.	Temporary. Cutoff at end of FY. <i>Destroy 7 years after cutoff.</i>	DAA-0361-2015-0003-0003
7303.4	Morale, Welfare and Recreation (MWR) Sponsorship Agreements and Advertisements. MWR Commercial Sponsorship Agreements and Advertisements. These records may be presented on flyers, banners, tabletops, websites, Facebook, inside facilities, a promotional booth at an event, on-site expo or demonstration. Different forms of sponsorship and advertisement can include monetary, in-kind (trade of service/product) or both.	Temporary. Cutoff at end of FY. <i>Destroy 7 years after cutoff.</i>	DAA-0361-2015-0003-0004

SCHEDULE 7303 - Morale, Welfare, and Recreation			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7303.5	Morale, Welfare and Recreation (MWR) Donations. MWR Donations not connected to Commercial Sponsorship Agreements. These records are used to track gifts provided to MWR.	Temporary. Cutoff at end of FY. <i>Destroy 7 years after cutoff.</i>	DAA-0361-2015-0003-0005
7303.6	Food Inspection Records. Food operation inspection report, audit or visit documentation. Includes DD Form 2973, reports, responses and related correspondence.	Temporary. Cutoff at end of CY. <i>Destroy 1 year after cutoff.</i>	DAA-0361-2017-0002-0001

DLA RECORDS SCHEDULE – 7304
Morale, Welfare, and Recreation (MWR)
Child Development Center

This schedule relates to activity operations and services relating to the Morale, Welfare and Recreation Child Development Center (CDC).

SCHEDULE 7304 - MWR Child Development Center			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7304.1	Child Development Center. Child records with <u>no serious accident or injury</u> requiring emergency consultation or treatment.	Temporary. Cutoff at end of Event. <i>Maintain records as long as a child is enrolled. Upon termination from the program, forward records to Child Development Services Coordinator.</i>	N1-361-99-2
7304.1.01	Child Development Services Coordinator. Child records with <u>no serious accident or injury</u> requiring emergency consultation or treatment.	Temporary. Cutoff at end of CY. <i>Upon receipt of records from Center, place in inactive file. Destroy 1 year after child no longer attends CDC.</i>	N1-361-99-2
7304.1.02	Child Development Center. Child records <u>with serious accident or injury</u> requiring emergency consultation or treatment.	Temporary. Cutoff at end of Event. <i>Upon termination from the program, forward records to Child Development Services Coordinator.</i>	N1-361-99-2
7304.1.03	Child Development Services Coordinator. Child records <u>with serious accident or injury</u> requiring emergency consultation or treatment.	Temporary. Cutoff at end of CY. <i>Upon receipt of records from Center, place in inactive file. Destroy 3 years after incident or 1 year after child no longer</i>	N1-361-99-2

SCHEDULE 7304 - MWR Child Development Center			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>attends CDC, whichever is later.</i>	
7304.1 NOTE:	Child Records are non-electronic individual records maintained for each child enrolled at the CDC. Each file will contain the following records: registration forms; parent consent forms; health records to include health assessments, immunization records, medical power of attorney, medical dispensation records; allergy information; any restrictions or special precautions concerning diet, medication, or allergies; child and family profile; reports of unusual occurrences, parent complaints, parent conference data, illness, injury, communicable diseases; reports of serious accident, injury, or unusual occurrence requiring emergency consultation or treatment at a medical treatment facility; and related records.		
7304.2 Overview	<p>CDC Employee Records. Individual personnel files for each CDC employee. Includes name and address, telephone number, training, and other related experiences; employment references, verification of background checks, and medical examinations; job performance standards; copies of appraisals, awards and promotions, and grievance actions; copies of notifications of personnel actions; training records including Individual Education Plan (IEP) forms; counseling statements as appropriate.</p> <p>This overview is for record series 7304.2.01 through 7304.2.04. Do not use the overview for retention.</p>		
NOTE:	This category does not include official personnel files of appropriated fund or non-appropriated fund employees maintained under the Human Resource or Non-appropriated fund series, respectively. CDC employee background check records. Maintain separately with office responsible for personnel security clearances.		
7304.2.01	<p>Personnel Security Folders: Upon Transfer to Another DLA Activity. Copies of requests for and certificates personnel security clearance related transactions, and certificates of security briefing/debriefing, authorized for maintenance by Command Security Officers, and superseded forms serving related purposes; documents pertaining to limited access authorizations; case resumes and other documents relating to the processing of security clearances. Includes comparable transcripts of data in lieu of retaining copies of documents.</p>	<p>Temporary. <i>Forward to gaining activity.</i></p>	N1-361-91-7

SCHEDULE 7304 - MWR Child Development Center			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7304.2.02	Personnel Security Folders: Upon Separation or Transfer to a Non-DLA Organization.	Temporary. Cutoff at end of CY. <i>Place in inactive file, cut off at end of calendar year, retain in current files area, and destroy after 2 years.</i>	N1-361-91-7
7304.2.03	Personnel Security Folders: Case resumes of reports of investigation, when relating to cases where derogatory information is involved, including documents reflecting actions taken and copies of documents similar to those described above. Records documenting personnel clearances by HQ DLA will have the same disposition as similar records described.	Temporary. Cutoff at end of CY. <i>Upon separation, place remaining documents in inactive file, cut off at end of calendar year, retain in a current files area, and destroy after 2 years.</i>	N1-361-91-7
7304.2.04	Personnel Security Folders: Other CDC employee records.	Temporary. Cutoff at end of Event. <i>Maintain at Child Development Center. Destroy 3 years after termination of employment.)</i>	N1-361-91-7
7304.3	Child Care Operations. Registers. Automated or manual system(s) used to capture patron reservations, daily attendance records, fee collection, sign-in/out of patrons, and related records.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-99-2
7304.3.01	Child Care Operations. Activities. Records such as developmental activity schedules for age-group categories, courses of instruction, approved lesson plans detailing weekly activities for children, and similar records.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-99-2
7304.3.02	Child Care Operations. Reports. Copies of CDC program reports provided to higher HQ with related background materials used in report preparation. Includes facility inspection reports,	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-99-2

SCHEDULE 7304 - MWR Child Development Center			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	certification inspections, child injury logs, and other reports and related records.		
7304.4	Digital Monitoring Recordings. Digital monitoring recordings of DLA Child and Youth Program activities used for administrative purposes.	Temporary. Cutoff at end of CY. <i>Destroy/erase after 5 years.</i>	N1-361-09-01

DLA RECORDS SCHEDULE – 7305
Non-Appropriated Financial Management (NAF)

This schedule relates to non-appropriated funds and activities financed thereby, established primarily for morale, welfare, and recreational facilities and activities, such as military messes and clubs, civilian clubs, cafeterias, snack bars, and recreational activities. Files in this series may be retained in current files areas until eligible for disposal. Documents described in this series which are involved in unsettled claims, incomplete investigations, pending litigation, criminal action, or disciplinary action will not be destroyed until completion of claim, investigation, litigation, or other necessary action.

SCHEDULE 7305 - Non-Appropriated Financial (NAF) Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7305.1	NAF Establishment. Documents relating to the establishment of non-appropriated funds, establishment of disbursement limitations, appointment of custodians and council members, and establishment of constitutions and bylaws. Included are orders, bylaws, constitutions, and changes thereto, and similar official fund establishment documents.	Temporary. Cutoff at end of Event. Event is upon supersession or destroy with related fund account records on dissolution of the fund, as appropriate. <i>Keep in Central Filing Area (CFA) until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</i>	DAA-0361-2015-0002-0001
7305.2	NAF Minutes of Meetings. Minutes of meetings of councils and boards of governors appointed to administer non-appropriated funds as prescribed by directives, regulations, constitutions, bylaws, and similar regulatory media. Included are minutes of meetings and directly related documents.	Temporary. Cutoff at end of Event. Event is action prescribed within the recorded minutes of meeting if completed. <i>Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event,</i>	DAA-0361-2015-0002-0002

SCHEDULE 7305 - Non-Appropriated Financial (NAF) Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
		<i>then destroy.</i>	
7305.3	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 the preparing activity which will be disposed of in accordance with appropriate standards in this section applicable to non-appropriated fund account files.	Temporary. Cutoff at end of FY. <i>Destroy 10 years after final payment or cancellation.</i> <i>*Note- Retention extension is in concurrence with DoD Memo for financial records and is authorized by NARA GRS 1.1, Item 010.</i>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)
7305.4	NAF Accounts. Information on the receipt, disbursement, and administration of non-appropriated funds, such as Installation MRW Fund, Post Restaurant Fund, and Civilian Welfare Fund. Included are ledgers, journals, council books, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, investment records, financial statements and reports safekeeping deposits, petty cash vouchers, petty cash summary vouchers, authorization control records, and other documents constituting an integral part of the accounting system for such funds.	Temporary. Cutoff at end of Event. Event is after completion of next comparable audit or for bound books, ledgers, and journals after date of last entry therein. <i>Destroy 10 years after final payment or cancellation or after event, whichever is sooner.</i> <i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)

SCHEDULE 7305 - Non-Appropriated Financial (NAF) Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
NOTE:	Before authorized destruction, a careful search of the files will be made for any cash, U.S. Treasury checks, Government securities and safekeeping receipts. When any such items are found, the records will not be destroyed but will be reported to HQDLA.		
7305.5	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 reports; monthly feed, crop production, and farm materials reports, cash register tapes and sales slips; cashier's reports; and similar subsidiary documents.	Temporary. Cutoff at end of FY. <i>Destroy 1 year after cutoff or when no longer needed.</i>	DAA-0361-2015-0002-0003
7305.6	NAF Bank Deposit Insurance. Information on arrangements with the Treasury Department for protection of non-appropriated fund bank deposits which exceed the coverage provided by the Federal Deposit Insurance Corporation.	Temporary. Cutoff at end of Event. <i>Event is when superseded or when account is closed. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</i>	DAA-0361-2015-0002-0004
7305.7	Check Cashing Privileges. Information on 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	Temporary. Cutoff at end of Event. <i>Event is after termination of suspension or similar notices. Keep in CFA until event occurs, then destroy 1 year after the event.</i>	DAA-0361-2015-0002-0005

SCHEDULE 7305 - Non-Appropriated Financial (NAF) Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	certain individuals; and related papers.		
7305.8	Individual Transactions. Information relating to transactions within DLA, with other Government agencies and employees, and with non-governmental organizations and individuals. Included are purchase orders, contracts, invoices, receiving reports, vouchers, registers, loan contracts, and similar or related documents.	Temporary. Cutoff at end of FY. <i>Destroy after 10 years.</i> <i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)
7305.9	NAF Report of Audit Files. Information accumulating from audits performed. Included are reports of audit with directly related papers, such as financial statements and correspondence relating to actions taken.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years or on discontinuance, whichever is first.</i>	DAA-0361-2015-0002-0006
7305.10	Rescinded - use 7305.11		
7305.11	NAF Payroll Control and Leave Files. Information used in controlling pay to employees. Included are time cards, time sheets, time and attendance reports with attached evidence of court or military service, overtime authorizations, copies of notifications of personnel actions, copies of applications for NAF retirement plan and/or group insurance plan, payroll change slips, and other documents used to assure proper payment.	Temporary. Cutoff at end of Event and/or CY. <i>Destroy after GAO audit or when 3 years old, whichever is sooner.</i>	GRS 2.4, Item 030 (DAA-GRS-2016-0015-0003)
7305.12	Tax withholding and adjustment documents. Employee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and expense reimbursements provided to employees.	Temporary. <i>Destroy 4 years after superseded or obsolete or upon separation of employee.</i>	GRS 2.4, Item 020 (DAA-GRS-2016-0015-0002)

SCHEDULE 7305 - Non-Appropriated Financial (NAF) Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	Legal citation: IRS Publication 15 (2015), (Circular E), Employer's Tax Guide, section on Recordkeeping.		
7305.13	<p>NAF Payroll Deductions. Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks. Includes:</p> <ul style="list-style-type: none"> • Additions to paychecks <ul style="list-style-type: none"> ○ Child care subsidies ○ Internal Revenue Service form W-9 (Request for Taxpayer Identification Number) ○ Other additions • Deductions from paychecks <ul style="list-style-type: none"> ○ Insurance ○ Retirement accounts (e.g. Thrift Savings Plan, <i>my</i> Retirement Account, etc.) ○ Flexible spending accounts, such as medical savings and dependent care assistance ○ Union dues ○ Combined Federal Campaign ○ Garnishments (IRS form 668A—Notice of Levy—and similar records) ○ Treasury bond purchases ○ Other deductions • Authorizations for deposits into bank accounts • Changes or corrections to previous transactions either at paying agency or payroll processor 	Temporary. Destroy 2 years after employee separation or retirement.	GRS 2.4, Item 010 (DAA-GRS-2016-0015-0001)
7305.14	<p>NAF Wage and tax statements. Agency copies of IRS form W-2 (Wage and Tax Statement, IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents</p> <p>Legal citations: Form W-3, Purpose of Form section states, “The IRS recommends retaining copies of these</p>	Temporary. Cutoff at end of CY. Destroy after 4 years.	GRS 2.4, Item 050 (DAA-GRS-2016-0015-0005)

SCHEDULE 7305 - Non-Appropriated Financial (NAF) Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	forms for four years.” Agencies attach their copies of form W-2 to form W-3. IRS Publication 15 (2014), (Circular E), Employer's Tax Guide, section on Recordkeeping (copies of returns filed and confirmation numbers).		
7305.15	Rescinded - use 7305.11		
7305.16	NAF Employee Insurance. Information relating to the administration of group life, health, and accident insurance programs, and retirement plans for NAF employees. Included are requests for group insurance, agreements, waivers, requests for discontinuance, applications for insurance, beneficiary designations, notices of employment termination, statements of contributions, similar documents, and related papers.	Temporary. Cutoff at end of Event. <i>Event is after final separation from Federal service occurs. Keep in CFA until event occurs and then until no longer needed for conducting business, and then retire to Federal Records Center (FRC). The FRC will destroy the record 65 years after the event.</i>	DAA-0361-2015-0002-0007
7305.17	Physical Inventories. Documents maintained by other than finance and accounting office 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.	Temporary. Cutoff at end of FY. <i>Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</i>	DAA-0361-2015-0002-0008
7305.18	NAF Stock Records. Documents reflecting the receipt, issue, disposition, and quantity of expendable property including supplies and re-salable merchandise. Included are stock record cards, copies of requisitions, receiving reports, issue and turn-in slips, inventory adjustment reports, and similar documents. Stock record cards will be	Temporary. Cutoff at end of FY. <i>Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</i>	GRS 1.1, Item 040 (DAA-GRS-2013-0003-0012)

SCHEDULE 7305 - Non-Appropriated Financial (NAF) Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	continued in effect until filed or final entry is made thereon.		
7305.19	NAF Property Records. 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 record card.	Temporary. Cutoff at end of Event. <i>Event is after final disposition of property. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</i>	DAA-0361-2015-0002-0009
7305.20	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 safety; patron complaints and commendations; and related documents.	Temporary. Cutoff at end of Event. <i>Event is after termination of agreement. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/FRC. The RHA/FRC will destroy the record 3 years after the event.</i>	DAA-0361-2015-0002-0010
7305.21	Concessionaire Applications: Not Implemented. Applications submitted by persons desiring to operate an activity on the installation but not implemented.	Temporary. Cutoff at end of Event. <i>Event is after individual or activity is no longer considered for operation. Keep in CFA until event occurs, then destroy 2 years after the event.</i>	DAA-0361-2015-0002-0011

SCHEDULE 7305 - Non-Appropriated Financial (NAF) Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
7305.22	Alcoholic Beverage Decalcomania Control. Documents used to control the issue of alcoholic beverage decalcomania. Included are records of issue from stock and related documents.	Temporary. Cutoff at end of Event. <i>Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</i>	DAA-0361-2015-0002-0012
7305.23	NAF Vehicle Registration. Documents relating to the registration of NAF vehicles. Included are applications for NAF vehicle registration, bills of sale or other proof of ownership documents, vehicle registration forms, and related documents.	Temporary. Cutoff at end of Event. <i>Event is new registration or on final disposition of vehicle. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years.</i>	DAA-0361-2015-0002-0013
7305.24	NAF Utility Service Agreements. Documents pertaining to utilities services furnished NAF activities. Included are agreements, modifications, and related documents.	Temporary. Cutoff at end of Event. <i>Event is after termination of the agreement. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA. The RHA will destroy the record 2 years after the event.</i>	DAA-0361-2015-0002-0014
7305.25	NAF Personnel Reporting. Copies of Standard Form 50, documenting all individual personnel actions such as hiring, promotions, transfers, and separation. Includes chronological files, fact sheets, general correspondence, and forms about pending personnel actions maintained by agency Human Resources offices.	Temporary. Cutoff at end of CY. <i>Destroy when 2 years old</i>	GRS 2.2, Item 050 (DAA-GRS-2017-0007-0006)

SCHEDULE 7305 - Non-Appropriated Financial (NAF) Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	Exclusion: SF-50s filed in the OPF. Items 040 and 041 of this schedule cover these records		
7305.26	NAF Official Folders. Documents which reflect qualifications, efficiency, promotion, awards and similar information on an employee paid from non-appropriated funds. Included are official personnel folders.	Temporary. Cutoff at end Event. <i>Event is after latest separation from NAF service. Transfer of employee: Transfer folder to new Federal employing office.</i> <i>Separation of employee: Purge temporary documents IAW OPM guidance. Retire to the National Personnel Records Center Annex, 1411 Boulder Boulevard, Valmeyer, IL 62295, 1 year after latest separation unless retention is required by FPM Supplement 296-33. NPRC will destroy 65 years after latest separation from NAF service.</i>	NC1-330-80-3, Item 1 (Note: this is a DoD disposition authority and is approved for DLA use per NARA Archivist to DLA)
NOTE: 7305.26	The words "Non-appropriated Fund employee" will appear on each folder label. Retire to the National Personnel Records Center Annex, 1411 Boulder Boulevard, Valmeyer, IL 62295, 30 days after separation		
7305.27	NAF Employment Application Records. Application and related documents reflecting basic data on individual employees such as veteran preference, service computation date, performance ratings, positions held, and similar information. Included are DA Forms 3438. Excludes applications	Temporary. <i>Destroy when 6 months old.</i>	NC1-330-80-3, Item 12 (Note: this is a DoD disposition authority and is approved for DLA use)

SCHEDULE 7305 - Non-Appropriated Financial (NAF) Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	resulting in appointment which are filed in the NAF Official Personnel Folder		per NARA Archivist to DLA)
NOTE: 7305.27	DA Forms 3438 are maintained by the office responsible for administration of NAF personnel programs.		
7305.28	NAF Awards and Commendations. Information related to submitting, evaluating, and approving or disapproving suggestions, service awards, and commendations of non-appropriated fund employees. Included are approved and rejected suggestions, committee meetings, minutes, lists of employees eligible for awards, copies of letters of commendation, and similar or related documents.	Temporary. Cutoff at end of CY. <i>Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later,</i>	GRS 2.2, Item 030 (DAA-GRS-2017-0007-0003)
7305.29	NAF Interview Records. Case files related to filling job vacancies, held by hiring official and interview panel members. Includes: <ul style="list-style-type: none"> • Copies of records in the job vacancy case file (item 050 and 051) • Notes of interviews with selected and non-selected candidates • Reference check documentation Legal citations: 5 CFR 335.103, 5 CFR 300.104. According to 5 CFR 300.104, the time frame in which an appeal must be filed may be established by each agency at its own discretion.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after case is closed by hire or non-selection, expiration of right to appeal a non-selection, or final settlement of any associated litigation, whichever is later</i>	GRS 2.1, Item 090 (DAA-GRS-2014-0002-0008)
7305.30	NAF Employee Training Records. Records documenting training required by all or most Federal agencies, such as information system security and anti-harassment training, and training to develop job skills. Records may include: <ul style="list-style-type: none"> • Completion certificates or verification documents for mandatory 	Temporary. Cutoff at end of CY. <i>Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first.</i>	GRS 2.6, Item 030 (DAA-GRS-2016-0014-0003)

SCHEDULE 7305 - Non-Appropriated Financial (NAF) Management			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>training required of all Federal employees or specific groups of employees (e.g., supervisors, contractors)</p> <ul style="list-style-type: none"> • Individual Development Plans (IDPs) • Mentoring or coaching agreements <p>Exclusion: Academic transcripts, professional licenses, civil service exams, or documentation of mission-related training are not covered by this item.</p>		
7305.31	<p>NAF Administrative Grievance Files. Records relating to grievances raised by covered entities/individuals such as non-bargaining agency employees. Includes formal and informal administrative grievance processes. Includes:</p> <ul style="list-style-type: none"> • Grievance documents (copy of original grievance submission and supporting documentation/evidence) • Statements of witnesses • Reports of interviews and hearings • Examiner's findings and recommendations • Copy of the original decision • Related correspondence and exhibits <p>Exclusion: Item excludes EEO complaints and negotiated grievances by bargaining unit employees.</p>	<p>Temporary. Destroy 7 years after case is closed. NOTE: The same retention must be applied to ALL cases. Individual cases MAY NOT be kept longer than others arbitrarily.</p>	GRS 2.3, Item 060 (DAA-GRS-2015-0007-0017)
7305.32	Rescinded per GRS Transmittal 28		
7305.33	<p>NAF Organizational Chart Files. Information indicating positions, grades, and personnel of each organizational segment. Included are charts, tables, and similar information.</p>	<p>Temporary. Event. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	DAA-0361-2015-0002-0015

DLA RECORDS SCHEDULE – 8000
CHIEF INFORMATION OFFICER (CIO)

This schedule relates to the administration of the CIO's office as opposed to the operation and use of specific systems. This schedule does not apply to the data or information content of IT systems.

SCHEDULE 8000 - Chief Information Officer (CIO)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
8000.1	Information Technology (IT) Program Planning Records. Records relating to the development of agency IT programs. Included are records that document agency-wide IT goals; specify milestones to be achieved; identify performance measures for the agency's IT portfolio; or summarize the underlying principles and approach by which the agency will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the agency mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records.	Temporary. Cutoff at end of CY. <i>Destroy/delete when 7 years old or when no longer needed, whichever is later.</i>	GRS 27, Item 1
8000.1 NOTE	This item does not apply to the data content or design of individual IT systems. Records relating to specific mission-related systems must be scheduled individually by submission of an SF 115 to NARA		
8000.2	Enterprise Architecture Records. Records identifying the IT systems and networks required to perform the agency's mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the agency's baseline architecture, target architecture, and related sequencing plans.	Temporary. Cutoff at end of Event. <i>Cut off when superseded by a new iteration of the enterprise architecture.</i> <i>Destroy/delete when 7 years old or when no longer needed, whichever is later.</i>	GRS 27, Item 2

SCHEDULE 8000 - Chief Information Officer (CIO)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
8000.3	IT Capital Investment Records. Records documenting the integration of IT investments with agency-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency's capital investment portfolio; and clearance and review records.	Temporary. Cutoff at end of CY. <i>Destroy/delete when 7 years old or when no longer needed, whichever is later.</i>	GRS 27, Item 3
8000.3 NOTE	Records needed to support contracts are scheduled under 5000.5 and/or 7000.1 (GRS 1.1, Item 010).		
8000.4	Legal and Regulatory Compliance Reporting Records. Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy. These reports are prepared in compliance with Federal laws and regulations, such as the E-Government Act (Public Law 107-347), Title III (Federal Information Security Management Act), and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101. Legal citation: OMB M-07-16	Temporary. Cutoff at end of Event. <i>Event is submission of report. Destroy 5 years after submission of report.</i>	GRS 4.2, Item 080 (DAA-GRS-2013-0007-0022)
8000.4.01	Legal and Regulatory Compliance Reporting Records. All other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP).	Temporary. Cutoff at end of Event. <i>Destroy 2 years after submission of report.</i>	GRS 4.2, Item 081 (DAA-GRS-2013-0007-0023)
8000.5	CIO Committee Records. Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities. Records include meeting minutes, summaries, agendas, and transcripts; reports, studies, and	Temporary. Cutoff at end of CY. <i>Destroy/delete when 5 years old.</i>	GRS 27, Item 5

SCHEDULE 8000 - Chief Information Officer (CIO)			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	publications; membership records; correspondence, mailing, and distribution records; and other administrative committee records.		
8000.5 NOTE	Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council, are not covered by this item.		
8000.6	Rescinded per GRS Transmittal 28		
8000.7	Rescinded per GRS Transmittal 28		

DLA RECORDS SCHEDULE – 8100
General Information Technology Management Records

This schedule is renamed from IT Administration and Control to General Information Technology Management records. It relates to records created and maintained to the general management of technology. It includes records related to developing, operating, and maintaining computer software, systems, and infrastructure improvements; complying with information technology policies and plans; and maintaining data standards.

This schedule does not apply to system data (information) or content. Records needed to support contracts are filed in procurement files, which are scheduled under the DLA Records Schedule 5000.

SCHEDULE 8100 - General Information Technology Management Records			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
8100.1	<p>Information Technology Development Project Records. Infrastructure project records. Information Technology (IT) infrastructure, systems, and services project records document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes requirements for and implementation of functions such as:</p> <ul style="list-style-type: none"> • Maintaining network servers, desktop computers, and other hardware • Installing and upgrading network operating systems and shared applications, and • Providing data telecommunications; and infrastructure development and maintenance such as acceptance/ authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting. <p>Includes records such as:</p> <ul style="list-style-type: none"> • Installation and testing records • Installation reviews and briefings • Quality assurance and security review • Requirements specifications 	<p>Temporary. Cutoff at end of Event. <i>Destroy 5 years after project is terminated.</i></p>	GRS 3.1, Item 010 (DAA-GRS-2013-0005-0006)

SCHEDULE 8100 - General Information Technology Management Records			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Technology refresh plans • Operational support plans • Test plans • Models, diagrams, schematics, and technical documentation. <p>EXCLUSION: Records relating to specific electronic information systems that support or document mission goals are not covered by this item and must be scheduled individually by the agency by submission of a records schedule to NARA. Contact the Agency Records Officer or Component Records Officer.</p>		
8100.2	<p>System Development Records. These records relate to the development of information technology (IT) systems and software applications through their initial stages up until hand-off to production, which includes planning, requirements analysis, design, verification and testing, procurement, and installation. Records include case files containing documentation of planning, decision-making, designing, programming, testing, evaluation, and problem solving. Includes records such as:</p> <ul style="list-style-type: none"> • Project plans • Plan of Action and Milestones (POA&M) • Feasibility studies • Configuration Management Plan • Cost analysis • Resource management Plan • Requirements documents • Risk Assessment/Mitigation Plan • Security plan • Disaster Recovery Plan (COOP) • Test/Acceptance Plan • Quality Control Plan • Deployment Guide 	<p>Temporary. Cutoff at end of Event. <i>Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes.</i></p>	GRS 3.1, Item 011 (DAA-GRS-2013-0005-0007)

SCHEDULE 8100 - General Information Technology Management Records			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • User Guide • Training Guide • Change Control Records • Project Schedule • Compliance Documents including: <ul style="list-style-type: none"> ○ Privacy Threshold Analyses (PTAs) ○ Privacy Impact Assessments (PIAs) ○ Security Plan ○ Information Protection Plan 		
8100.3	<p>Special Purpose Computer Programs and Applications. Computer software programs or applications that are developed by the agency or under its direction solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule.</p> <p>Exclusion 1: This item does not include software or applications necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives.</p> <p>Exclusion 2: This item does not cover commercial, off-the-shelf (COTS) programs or applications, unless the agency has modified such programs or applications considerably to perform a mission related function.</p> <p>NOTE: Computer software needs to be kept as long as needed to ensure access to, and use of the electronic records in the system throughout the authorized retention period to comply with 36 CFR 1236.10, 1236.12, 1236.14 and 1236.20</p>	<p>Temporary. Cutoff at end of Event. <i>Delete when related master file or database has been deleted.</i></p>	GRS 3.1, Item 012 (DAA-GRS-2013-0005-0008)
8100.4	<p>Information Technology Operations and Maintenance Records. Information technology operations and maintenance records relate to the activities associated</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 3 years after agreement, control</i></p>	GRS 3.1, Item 020 (DAA-GRS-2013-

SCHEDULE 8100 - General Information Technology Management Records			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>with the operations and maintenance of the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes the activities associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure.</p> <p>Includes records such as:</p> <ul style="list-style-type: none"> • Files identifying IT facilities and sites • Files concerning implementation of IT facility and site management • Equipment support services provided to specific sites: <ul style="list-style-type: none"> ○ Reviews ○ Site visit reports ○ Trouble reports ○ Equipment service histories ○ Reports of follow-up actions ○ Related correspondence • Inventories of IT assets, network circuits, and building or circuitry diagrams • Equipment control systems such as databases of barcodes affixed to IT physical assets, and tracking of (approved) personally-owned devices • Request for services • Work orders • Service histories • Workload schedules • Run reports • Schedules of maintenance and support activities • Problem reports and related decision documents relating to the software infrastructure of the network or system • Reports on operations 	<p><i>measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded.</i></p>	0005-0004)

SCHEDULE 8100 - General Information Technology Management Records			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> ○ Measures of benchmarks ○ Performance indicators ○ Critical success factors ○ Error and exception reporting ○ Self-assessments ○ Performance monitoring ○ Management reports ● Website administration <ul style="list-style-type: none"> ○ Frames ○ Templates ○ Style sheets ○ Site maps ○ Codes that determine site architecture ○ Change requests ○ Site posting logs ○ Clearance records ○ Requests for correction of incorrect links or content posted ○ User logs ○ Search engine logs ○ Audit logs ● Records to allocate charges and track payment for software and services <p>Note 1: Any maintenance activities that have a major impact on a system or lead to a significant change, those records should be maintained as part of the configuration and change management records.</p> <p>Note 2: Records needed to support contracts should be in procurement files, which are scheduled under the GRS for General Financial Management Records.</p>		
8100.5	<p>Configuration and Change Management Records. 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</p>	<p>Temporary. Cutoff after event. <i>Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed</i></p>	GRS 3.1, Item 030 (DAA-GRS-2013-0005-0005)

SCHEDULE 8100 - General Information Technology Management Records			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>operational networks and systems. Includes records such as:</p> <ul style="list-style-type: none"> • Data and detailed reports on implementation of systems, applications and modifications • Application sizing, resource and demand management records • Documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes • Documentation of software distribution (including COTS software license management files) and release or version management <p>Note 1: Any maintenance activities that have a major impact on a system or lead to a significant change, those records should be maintained as part of the configuration and change management records.</p> <p>Note 2: Per NARA practice, documentation for permanent electronic records should be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority.</p> <p>Note 3: Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.</p>	<p><i>for agency/IT administrative purposes.</i></p>	
8100.6	<p>Information Technology Oversight and Compliance Records. Information Technology (IT) Oversight and Compliance records relate to compliance with IT policies, directives, and plans. Records are typically found in offices with agency-wide or bureau-wide</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 5 years after the project, activity, transaction is completed or superseded.</i></p>	<p>GRS 3.1, Item 040 (DAA-GRS-2013-0005-0010)</p>

SCHEDULE 8100 - General Information Technology Management Records			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>responsibility for managing IT operations. Includes records such as:</p> <ul style="list-style-type: none"> • Recurring and special reports • Responses to findings and recommendations • Reports to follow-up activities • Statistical performance data • Metrics • Inventory of web activity • Web use statistics • Comments/feedback from web site or application users • Internal and external reporting for compliance requirements relating to the Privacy Act, and electronic and information technology accessibility under Section 508 of the Rehabilitation Act • System availability reports • Systems development lifecycle handouts • Computer network assessments and follow-up documentation • Vulnerability assessment reports • Assessment and authorization of equipment • Independent verification and validation (IV&V) reports • Contractor evaluation reports • Quality assurance reviews and reports • Market analyses and performance surveys • Benefit-cost analysis • Reports on implementation of plans • Compliance reviews • Data measuring or estimating impact and compliance <p>Note: copies of security plans are scheduled under the GRS for Information Security Records. There may be copies</p>		

SCHEDULE 8100 - General Information Technology Management Records			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	interfiles within this series.		
8100.7 Overview	<p>Data Administration Records Data administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p> <p>This is an overview for record series 8100.7.01 through 8100.7.02 – do not cite for retention.</p>		
8100.7.01	<p>Data Administration Records: Documentation Necessary for Preservation of Permanent Electronic Records. Data administration records and documentation relating to electronic records scheduled as permanent in the GRS or in a NARA-approved agency schedule must be transferred to the National Archives to allow for continued access to the records, including:</p> <ul style="list-style-type: none"> • Data/database dictionary records • Data systems specification • File specifications • Code books • Record layouts • Metadata • User guides • Output specifications <p>Note 1: per NARA practice, documentation for permanent electronic records must be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority.</p> <p>Note 2: Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National</p>	<p>PERMANENT. <i>Transfer to the National Archives with the permanent electronic records to which documentation relates.</i></p>	GRS 3.1, Item 050 (DAA-GRS-2013-0005-0002)

SCHEDULE 8100 - General Information Technology Management Records			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	Archives.		
8100.7.02	<p>Data Administration Records: All Documentation for Temporary Electronic Records and Documentation not necessary for Preservation of Permanent Records. Data administration records and documentation relating to electronic records scheduled as temporary in the GRS or in a NARA-approved agency schedule or any type of data administration records not listed as permanent in 8100.7:</p> <ul style="list-style-type: none"> • Data/database dictionary records • Data systems specification • File specifications • Code books • Record layouts • Metadata • User guides • Output specifications <p>And also the following records for all electronic records whether scheduled as temporary or permanent:</p> <ul style="list-style-type: none"> • Software operating manuals • Data standards • Table and dependency description • Taxonomies • Schemas • Registries • Source code • Physical data model • Logical data model 	<p>Temporary. Cutoff at end of Event. <i>Destroy 5 years after the project, activity, transaction is completed or superseded.</i></p>	GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)
8100.8	Rescinded - use 5335.46		
8100.9	<p>Disposition of Unclassified DoD Computer Hard Drives. Sanitization/destruction verification records related to the disposition of computers. Forms, correspondence and other information documenting the</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy 5 years after cut-off.</i></p>	DAA-0361-2013-0009

SCHEDULE 8100 - General Information Technology Management Records			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	sanitization of computer hard drives being permanently removed from Agency custody.		
8100.10	<p>Technology Management Administrative Records. Records on day-to-day, routine information technology management. Records include:</p> <ul style="list-style-type: none"> • Correspondence • Subject files, including briefings, reports, presentations, and studies that do not relate to high-level decision-making • Data calls • Operational and managerial guidance to organizational segments of the agency <p>Exclusion: This item does not apply to the records of the Chief Information Officer. These records must be scheduled by the agency on an agency-specific schedule.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy when 5 years old.</i></p>	GRS 3.1, Item 001 (DAA-GRS-2016-0013-0002)

DLA RECORDS SCHEDULE – 8120
Electronic Information Systems (EIS)

This schedule relates to electronic information systems that contains and provides access to computerized Federal records and other information.

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.1	Accounts Management Provisioning System (AMPS). AMPS provides a centralized means of access control for DLA applications. User profile information and application rights are maintained by this application.	Temporary. <i>Delete/destroy data when the agency determines it is no longer needed for administrative, legal, audit, or other operational purposes.</i>	GRS 3.2, Item 030 (DAA-GRS-2013-0006-0003)
8120.2 Overview	<p>Acquisition Streamlining and Standardization System (ASSIST). Acquisition Streamlining and Standardization System (ASSIST) is the official source for specifications and standards used by the Department of Defense (DOD). Managed by DLA Document Services at their location within the DOD Single Stock Point (DODSSP) in Philadelphia, the ASSIST website provides free public access to most technical documents in the ASSIST document database. The URL for ASSIST is https://assist.daps.dla.mil.</p> <p>ASSIST is used by standardization management activities to develop, coordinate, and manage defense and federal specifications and standards, military handbooks, commercial item descriptions, data item descriptions, and related technical documents prepared in accordance with the policies and procedures of the Defense Standardization Program (DSP) and governed by DOD 4120.24-M, DSP Policy and Procedures. In addition to DOD-prepared documents, ASSIST also houses U.S. ratified international standardization agreements, such as NATO STANAGs and Allied Publications.</p> <p>ASSIST allows registered users to search for documents, identify standardization points-of-contact, generate numerous standard or custom reports, and request custom e-mail alerts when a preparing activity undertakes a project to develop or modify a document, posts a draft for review and coordination, or publishes a new or revised document.</p> <p>Preparing activities in the military services and defense agencies use ASSIST to maintain standardization documents. These documents are catalogued in ASSIST indefinitely, and are assigned a specific status category. The three different status types are ACTIVE, INACTIVE, and CANCELED:</p> <p>ACTIVE: The document is approved for use in all acquisitions or new design. The document date in ASSIST reflects the date of the most current version of the</p>		

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	<p>document (i.e., the date of the base document, the latest revision, or the most recent change, amendment, or supplement).</p> <p>INACTIVE: A document with the status of “Inactive for New Design” shall not be used, except to procure items to support legacy systems or equipment. For these documents, a formal Inactive for New Design Notice (Inactivation) has been published as a means to alert the standardization community of the change in status. In the normal life cycle of a standardization document, it is common that an inactive for new design action will take place many years before a document is eventually canceled.</p> <p>CANCELED: The preparing activity has determined that the document is no longer useful for new design nor is it needed to support legacy systems or equipment. In such cases, a formal Cancellation Notice has been issued as a means to alert the standardization community of the change in status.</p> <p>Specifications, standards, military handbooks, and the other technical documents that support federal and defense acquisitions are prepared when needed. The beginning dates, therefore, are either the date each document is first created or, in the case of a non-government standard (NGS), the date the DOD preparing activity publishes an Adoption Notice for the NGS. The end dates are indefinite, since even canceled specifications and standards can be used in contracts if authorized and are occasionally restored to active status by a preparing activity publishing a Notice of Reinstatement. Canceled specifications, standards, and other technical documents maintained in the ASSIST repository are also useful historical references.</p> <p>The users of this system typically include government procurement professionals and logisticians from the military services and defense agencies, prime and sub-prime contractors who respond to DOD and federal agency solicitations, and the suppliers and vendors who support them.</p> <p>This <u>overview</u> is for record series 8120.2.01 through 8120.2.04. Do not use the overview for retention.</p>		
8120.2.01	ASSIST Inputs/Source Records. Inputs/Source Records. Standardization documents in PDF format are manually entered into the system. Older documents are first scanned to PDF and then added to the system.	Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.2.02	ASSIST Master File. Master File. The primary records stored in the system are technical document files, in PDF format, for each defense and federal specification and standard, military handbook,	PERMANENT. <i>Transfer a copy to the National Archives upon approval of this SF-115. Thereafter,</i>	N1-361-11-001

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	<p>commercial item description, data item description, MS drawing, International Standardization Agreement, Test Operating Procedures, International Test Operating Procedures, and other technical documents used to support acquisition of systems and equipment. These document files include the base documents, revisions, amendments, supplements, and a variety of notices (changes, validation, adoption, withdrawal of adoption, administrative, inactivation, reactivation, cancellation, reinstatement).</p> <p>Besides the document files, ASSIST also stores certain metadata and records involved in the creation, coordination, and publication of each document file. These types of actions may only be made by users with assigned privileges, and the transactions are tied to a user account to ensure that changes are made by personnel with appropriate authority. These records are also retained indefinitely, as documents are modified only as needed and changes often occur many years apart. Below are some major categories of specialized actions taken by authorized personnel at standardization management activities:</p> <ul style="list-style-type: none"> • Requesting, approving, and managing projects • Managing the coordination effort for a new or revised draft document • Reviewing and submitting comments on drafts • Managing contact information for personnel at standardization management activities • Managing and responding to feedback submitted by users 	<p><i>cut off files at end of every fifth calendar year and transfer a copy to the National Archives.</i></p>	

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Requesting a number for a new document • Submitting a new or revised document for publication • Transferring management responsibility for a document to another preparing activity • Reviewing documents submitted for publication and publishing them <p>ASSIST also has a feedback module that allows users to submit questions or comments and enables the systems administrator to manage comments (i.e., assign each comment to someone for a response and corrective action, as appropriate, and to track a comment until a disposition has been made).</p>		
8120.2.03	<p>ASSIST Outputs. ASSIST allows users multiple ways to search for and download documents. It also allows users to create a variety of custom reports. Most reports have been designed to help preparing activities with document maintenance actions. Reports in ASSIST are offered under the following menus:</p> <ul style="list-style-type: none"> • Document Analysis • Document Management • DOD Contacts • DOD Projects • NGS Adopted • Administration (system administrators only) <p>Since reports are created based on queries to the live database, and since ASSIST is updated daily, reports are somewhat dynamic. Reports, per se, are not retained; however, the data in underlying tables from which the reports are generated is retained.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy ad hoc reports and other dynamic outputs when no longer needed or when 3 years old, whichever is sooner.</i></p>	N1-361-11-001

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	ASSIST also provides an alert service, wherein registered users may customize a profile to receive e-mail notifications to track planned or actual changes to specific documents of interest. Users may click on a link in the notification e-mail to access a custom portal that stores links to documents of interest that have changed within the last two weeks. These links to the user's documents of interest are retained for two weeks.		
8120.2.04	ASSIST System Documentation. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.	PERMANENT. <i>Transfer to the National Archives with the permanent electronic records to which the documentation relates.)</i>	GRS 3.1, Item 050 (DAA-GRS-2013-0005-0002)
8120.3	Asset Visibility (AV) and AV High Side. AV provides global visibility of assets in all classes of supply and stages of the logistics pipeline to the warfighters of the Department of Defense, Military Services, Combatant Commands, and Joint Task Forces to optimize the effectiveness and efficiency of the DOD logistics pipeline. Receives and fuses information from multiple logistics systems, providing users with a precise report of the location, movement, status, and identity of all classes of supply.	Temporary. Cutoff at end of Event. Destroy upon verification of successful creation of the final document or file, or when no longer needed.	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.4	Competency Assessment /Workforce Planning (CA/WP). CA/WP is an automated skills/competency management tool used by employees, managers, and leaders. It is used to assess workforce and individual skill and competency gaps to develop recruitment and retention plans and strategies; to populate individual development plans leading to	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate.</i>	GRS 2.6, Item 010 (DAA-GRS-2016-0014-0001)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	organizational and corporate training plans; and to identify career progression and career paths. This tool provides quantitative and qualitative information to ensure DLA's human capital decisions and subsequent investments are on target and linked to Agency mission, vision, values and goals.		
8120.5	<p>Department of Defense Electronic Mall (DOD EMALL). The Department of Defense Electronic Mall (DOD EMALL) is an internet-based Business-to-Consumer (B2C) ordering system that is specifically designed for and used by the DoD and other Federal and State agency customers. DOD EMALL provides its customers with a wide-range of goods and services and is similar to many web-based B2C commercial ordering and shopping sites on the internet.</p> <p>The system's databases store over 100 data elements. Some of those data elements include information on Supplier Contract Information, Item and Cart Information, Shipping, Customer, Defense Logistics Agency (DLA) Orders, and Measures.</p>		
8120.5.01	Inputs/Source Records. DOD EMALL collects registration information from DOD EMALL Users and Suppliers, receives information concerning requisitions processed by DLA Enterprise Business System (EBS), and receives current product catalogs provided by DOD EMALL Suppliers. Catalog Data is pulled via Oracle database connection.	Temporary. Cutoff at end of Event. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.5.02	Master File. The following is a list of the main data fields in DOD EMALL. This list is not inclusive of all the data fields: <u>Supplier Information:</u> Supplier Name, Contract Number, Contract Type, Inventory Control Point Identification, Contract Expiration Date, Business Size, Accept Credit Cards, Accept Fund Codes. <u>Item and Cart Information:</u> Cart Name, National Stock Number (NSN), Product Name, Order Quantity, Requisition Number, Supplier Name, Unit of Measure, Unit Price	Temporary. Cutoff at end of FY. <i>Destroy 8 years after record creation. Destruction will occur based on fiscal year</i> <i>Example: FY09 records will be destroyed in FY17, FY10 records will be destroyed in FY18, and so on.</i>	N1-361-10-001

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	<p><u>Destination Information:</u> Ship to Department of Defense Activity Address Code (DODAAC), Ship To In The Clear, Ship Address, City, State</p> <p><u>Agency Information:</u> Department, DODAAC, User Full Name, Unit, Postal Code</p> <p><u>Order Information:</u> Status, Requisition Number, Status Comments</p> <p><u>Time Period:</u> Date of Transaction, Fiscal Year of Transaction</p>		
8120.5.03	Outputs. DOD EMALL sends requisition information to EBS.	<p>Temporary. Cutoff at end of FY. <i>Destroy 8 years after record creation. Destruction will occur based on fiscal year.</i></p> <p><i>Example: FY09 records will be destroyed in FY17, FY10 records will be destroyed in FY18, and so on.</i></p>	N1-361-10-001
8120.5.04	System Documentation. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.	Temporary. <i>Delete when related master file or database has been deleted.</i>	GRS 3.1, Item 012 (DAA-GRS-2013-0005-0008)
8120.5.04 NOTE	Computer software needs to be kept as long as needed to ensure access to, and use of the electronic records in the system throughout the authorized retention period to comply with 36 CFR 1236.10, 1236.12, 1236.14 and 1236.20.		
8120.6	DORRA Integrated Data Base (DIDB). Raw data extracted from EBS used by DLA Office of Research and Resource Analysis (DORRA) for research purposes.	Temporary. Cutoff at end of Event. <i>Destroy upon verification of successful creation of</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
		<i>the final document or file, or when no longer needed.</i>	
8120.7	<p>DLA Document Services Online Ordering System. DLA Document Services maintains an electronic commerce system commonly known as DOL that provides customers, including DOD and various other agencies, the ability to request print services provided by DLA Document Services. Customers utilize the system to submit, fund, and monitor order progress. The system interfaces with DLA's Enterprise Business System (EBS) to exchange billing information.</p>	<p>Temporary. Cutoff at end of FY. <i>Destroy 10 years after final payment or cancellation.</i></p> <p><i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i></p>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)
8120.8	<p>Defense Travel System (DTS). DTS automates the three DoD travel processes: authorization, reservation and voucher filing. DoD travelers are able to generate travel authorizations, make trip reservations, and route travel requests for approval from their desktop workstation. DTS electronically routes these vouchers for approval to the Defense Finance and Accounting Service (DFAS). The system contains the following records:</p> <ul style="list-style-type: none"> • Information provided by the traveler • Voucher documents • Defense Accounting Offices (DAOs) • Other DoD components • Government and/or personal charge card account numbers and expiration information • Personal checking and/or savings account numbers • Government accounting code/budget information • Travel itineraries and reservations • Trip record number 	<p>Temporary. Cutoff at end of FY. <i>Destroy 10 years after final payment or cancellation.</i></p> <p><i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i></p>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Trip cost estimates • Travel-related receipts • Travel document status information • Travel budget information • Commitment of travel funds • Records of actual payment of travel funds • Supporting documentation. 		
8120.9 Overview	<p>Defense Information System for Security (DISS). The Defense Information System for Security (DISS) is a family of systems solution that will replace JPAS and specifically addresses the security clearance and suitability determinations requirements of Section 3001 of Public Law 108-458, the Intelligence Reform and Terrorism Prevention Act of 2004 (IRTPA). The records within these applications are used for personnel security, suitability, fitness, access management, continuous evaluation of the subject, and National Security by providing a common, comprehensive medium to record, document, and store investigation and adjudicative Documentation and adjudicative actions within the Department, Federal agencies, non-DOD, and DOD contractors. As a secure, end-to-end IT system, the DISS will be the authoritative source for the management, storage, and timely dissemination of and access to personnel security information. The DISS family of systems is comprised of two components: the Case Adjudication Tracking System (CATS) and the Joint Verification System (JVS).</p> <p>Files created under Office of Personnel Management procedures and regulations and related indexes. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance/access is granted, and other persons, such as those performing work for a Federal agency under contract, which require an approval before having access to Government facilities or to sensitive data. These files include questionnaires and investigative reports, prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the case.</p> <p>This <u>overview</u> is for record series 8120.9.01 through 8120.9.02. Do not use the overview for retention.</p>		

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.9.01	Personnel Security Clearance, Suitability, and HSPD-12 Case Files – Investigative Files - <u>Closed</u>. Investigative files and the computerized databases which shows the scheduling or completion of an investigation.	Temporary. Cutoff After Event. Event is after closing date or most recent investigating activity. <i>Destroy 16 years from the date of closing or the date of the most recent investigative activity, whichever is later.</i>	DAA-0361-2014-0014-0001
8120.9.02	Personnel Security Clearance, Suitability and HSPD-12 Case Files - Investigative Files, <u>Potentially Actionable</u>. Investigative files and the computerized databases that contain investigations involving potentially actionable issue(s).	Temporary. Cutoff After Event. Event is after investigative closing or date of the most recent investigative activity. <i>Destroy after 25 years from the date of closing or the date of the most recent investigative activity, whichever is later.</i>	DAA-0361-2014-0014-0002
8120.10 Overview	Enterprise Business System (EBS). EBS is DLA’s Enterprise Resource Planning (ERP) system. It is comprised of many different sub-projects/SAP modules that together form a portfolio of tools used to implement end-to-end Agency business processes. EBS encompasses broad Agency functions including Finance, Planning, Procurement, Order fulfillment and Technical quality. EBS modules include, but are not limited to: Business Warehouse-data repository; Customer Relationship Management (CRM)-module used for marketing/customer outreach; SAP for oil and Gas-used by DLA Energy, also known as Energy Convergence; SAP Procurement for Public Sector-contracting functionality, also known as eProcurement; SAP Materials Management module; Product Data Management Initiative (PDMI)-technical engineering information used to support the solicitation of the manufacture of spare parts; Real Property-used to manage DLA Real Property Assets. This <u>overview</u> is for record series 8120.10.01 through 8120.10.13. Do not use the overview for retention.		
8120.10.01	EBS Input/Source Records. Data is input via manual entry through various user interfaces and via many different	Temporary. Cutoff at end of Event. <i>Destroy upon</i>	GRS 5.2, Item 020 (DAA-GRS-2017-

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	system-to-system data transactions.	<i>verification of successful creation of the final document or file, or when no longer needed.</i>	0003-0002)
8120.10.02	EBS Database (Master File). EBS contains many data points, transactions, and documents related to Finance, Planning, Procurement, Order Fulfillment, and Technical Quality. Data includes but is not limited to sales orders, purchase requisitions, purchase orders, goods receipts, and delivery documents, billing documents, contract documents, and other financial and accounting information. EBS is the system of record for DLA financial data.	Temporary. Cutoff at end of Event. <i>Destroy 10 years after final payment or Final invoice/IPAC.</i> <i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i>	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)
8120.10.03	Contract Related Documents. Data related to contracts.	Temporary. Cutoff at end of Event. Event is final payment. <i>Destroy 10 years after final payment or Final invoice/IPAC.</i> <i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i>	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)
8120.10.04	Real Property. Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired prior to January 1, 1921.	Temporary. Cutoff at end of Event. Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other liens.	GRS 5.4, Item 020 (DAA-GRS-2016-0011-0002)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.10.05	Foreign Military Sales Contracts.	Temporary. Cutoff at end of Event. Destroy data related to Foreign Military Sales (FMS) contracts 10 years after final payment. See DLA Records Schedule 5000.6.	DAA-0361-2013-0001-0006
8120.10.06	Foreign Military Sales Transportation Case Files.	Temporary. Cutoff at end of FY. Destroy data related to Foreign Military Sales (FMS) transportation case files when 30 years old. See DLA Records Schedule 4500.9.	DAA-0361-2013-0001-0007
8120.10.07	Small Arms.	Temporary. Cutoff at end of FY. Destroy 6 years and 3 months after cutoff.	DAA-0361-2013-0001-0008
8120.10.08	National Defense Stockpile Materials.	Temporary. Cutoff at end of Event. Event is removal of the commodity from the stockpile. Destroy 8 years after Event.	DAA-0361-2013-0001-0009
8120.10.09	Hazardous Materials Service Contracts	Temporary. Cutoff at end of FY. <i>Destroy when 50 years old. See DLA Records Schedule 5000.92.</i>	DAA-0361-2013-0001-0010
8120.10.10	Hazardous Materials Property Sales.	Temporary. Cutoff at end of FY. <i>Destroy when 50 years old. See DLA Records Schedule 5000.90.</i>	DAA-0361-2013-0001-0011

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.10.11	Hazardous Materials Monitoring, Elimination, and Accident/Spill Reports.	Temporary. Cutoff at end of FY. <i>Destroy when 75 years old. See DLA Records Schedule 4100.12.</i>	DAA-0361-2013-0001-0012
8120.10.12	EBS Outputs. Includes standard and ad hoc reports that are needed for administrative, legal, audit or other operational purposes.	Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.10.13	EBS System Documentation. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated or superseded.</i>	GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)
8120.11	Employee Activity Guide for Labor Entry (EAGLE). Web based system used by DLA civilian, contractor and military personnel to record time and attendance. Eagle retains digitally signed timesheets which are sent to DCPS. System maintains time and attendance records to include EBS accounting codes, workload and project data, employee data. EAGLE provides the ability to search and retrieve time sheets. Information is manually entered or system generated.	Temporary. Cutoff at end of CY. <i>Destroy after GAO audit or when 3 years old, whichever is sooner.</i>	GRS 2.4, Item 030 (DAA-GRS-2016-0015-0003)
8120.11.01	Eagle Reports. System generated reports and ad hoc reports based on end user's needs.	Temporary. <i>Delete when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.11.02	Telework/Alternate Worksite Program. Forms, requests, or applications to participate in telework/alternate worksite	Temporary. <i>Delete 1 year after end of employee's</i>	GRS 2.3, Item 081 (DAA-GRS-2015-

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	<p>programs. Includes:</p> <ul style="list-style-type: none"> • Agreements between the agency and the employee • Records such as questionnaires relating to the safety of the worksite • Forms, checklists and similar records regarding the installation and use of equipment, hardware, and software • The use of secure, classified information or data subject to the Privacy Act, or agencies' Personally Identifiable Information policies <p>Note: "End of employee participation" in the disposition instruction refers to if employee leaves telework entirely, is rejected, denied, or barred from telework, has significant changes in telework or agency position such that a new agreement is signed, or employee leaves Federal employment.</p>	<p><i>participation in the program, or after superseded form becomes obsolete.</i></p>	0007-0022)
8120.12	<p>Fusion Center (FC) and FC High Side. FC captures and presents operational and business information to focus the Agency on output, readiness, effectiveness, and service to standards. It combines people, process, and technology in a net-centric distributed environment where operational and performance data from DLA and our mission partners will be integrated, analyzed, and presented as information for decision-making. DLA leadership and mission partners have visibility into a common set of information required to make decisions on programs and support that affects DLA as well as our shared customers. Fusion Center provides commanders access to review information needed to drive tomorrow's and next quarter's decisions, provides employees the ability to</p>	<p>Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i></p>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	recognize and correct deficiencies faster, and provides analysts the improved ability to discover root causes and problems. Fusion Center leverages a set of tools that provide decision support capabilities. It accesses data in existing DLA databases and will take advantage of tools and technologies that are currently operational (i.e. Asset Visibility, Management Information Systems, and the Enterprise Service Bus capabilities (SOA) of IDE and IDE/GTN Convergence).		
8120.13 Overview	<p>Equipment Management and Control System (EMACS). EMACS is DLA's support equipment Management Information System (MIS). The system is mandated by 40 USC 17505, DOD 4500.36-R, and DLA policy DLAI 4214 that designates EMACS as DLA's MIS for support equipment. It is used to manage all support equipment, excluding DLA Automated Data Processing and Telecommunication equipment. Equipment managed includes Material Handling Equipment (e.g., forklifts, stock selectors, etc.), Automotive Equipment (e.g. passenger vehicles, trucks, trailers, etc.), Automated Material Handling Systems (e.g., AMHS components and entire systems), Other Major Equipment [e.g., site support equipment (front-end loaders, tractors, road graders, electronic security systems, etc.), production equipment (scrap shredders, boring machine for metal work, brake power presses, etc.), laboratory and test equipment (e.g. density testers, burst testers, etc.), office equipment (power file retrievers, mail delivery systems, collating machines, etc.)], and Miscellaneous Warehouse Equipment (e.g., sweepers, scrubbers, etc.). EMACS provides comprehensive equipment management for Field Activities that vary greatly by size and type. EMACS facilitates "cradle-to-grave" equipment management. It helps equipment managers conduct equipment replacement acquisition planning and asset control. It assists equipment maintenance through work order generation, preventative maintenance scheduling, and warranty tracking. It also assists equipment management by providing capability to track utilization, equipment costs such as acquisition, replacement, accident, and maintenance costs. It assists replacement forecasting by providing replacement candidates based on several factors. Finally, it provides equipment disposal tracking and control. Currently it is hosted by the DLA Ogden Enclave (DOE) located at the Defense Enterprise Computing Center (DECC) at Hill AFB, UT. DLA and the Navy EMACS databases are hosted on the same servers; but, equipment records are kept separate, and the Navy is responsible for its own records retention policy. Monthly, EMACS supplies data to the Distribution Standard System (DSS), and DSS is likewise responsible for its records retention policy. Users access the system via a</p>		

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	<p>CAC-enabled web interface. Field-level data is live and highly detailed. HQ-level data is extracted from portions of field-level data and is much less detailed. HQ-level data is called rollup data and is captured at the end of each month.</p> <p>This <u>overview</u> is for record series 8120.13.01 through 8120.13.06. Do not use the overview for retention.</p>		
8120.13.01	<p>EMAC Input/Source Records. Most field-level data is entered manually via web interface. Some automotive data is pulled from GSA's Fleet Management System (FMS) and loaded to EMACS. Additionally, fuel data is received monthly from DLA Energy and loaded to EMACS. No equipment data is entered at the Rollup level.</p>	<p>Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i></p>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.13.02	<p>Master File - Field Level Disposed Equipment. EMACS contains data about equipment including maintenance, acquisition costs, utilization levels, work orders, warranties, and other equipment-related information.</p> <ul style="list-style-type: none"> Field-level disposed equipment and associated data 	<p>Temporary. Cutoff at end of Event. <i>Destroy 2 years after Equipment Disposal.</i></p>	DAA-0361-2013-0011-0001
8120.13.03	<p>Master File - Equipment Life Events. EMACS contains data about equipment including maintenance, acquisition costs, utilization levels, work orders, warranties, and other equipment-related information.</p> <ul style="list-style-type: none"> Field level history and related tables that memorialize key/epoch events and data about the life of a piece of equipment, preserve maintenance detail, track administrative and user actions, keep data about execution of batch jobs 	<p>Temporary. Cutoff at end of Event. <i>Destroy 6 years after related equipment records are destroyed.</i></p>	DAA-0361-2013-0011-0002
8120.13.04	<p>Master File - Rollup Data. EMACS contains data about equipment including maintenance, acquisition costs, utilization levels, work orders, warranties, and other equipment-related information</p>	<p>Temporary. Cutoff at end of each month. <i>Destroy 15 years after the date it was extracted from field-</i></p>	DAA-0361-2013-0011-0003

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> HQ level data that is extracted from field level data and is extracted from portions of field-level data. Capture at the end of each month 	<i>level data.</i>	
8120.13.05	<p>Master File - Active Equipment. EMACS contains data about equipment including maintenance, acquisition costs, utilization levels, work orders, warranties, and other equipment-related information</p> <ul style="list-style-type: none"> Maintenance History 	<p>Temporary. Cutoff at end of Event. <i>Destroy 6 years after creation of history data.</i></p>	DAA-0361-2013-0011-0004
8120.13.06	<p>Master File – Other History EMACS contains data about equipment including maintenance, acquisition costs, utilization levels, work orders, warranties, and other equipment-related information</p> <ul style="list-style-type: none"> Other history and related data 	<p>Temporary. <i>Destroy when no longer needed for administrative, legal, audit, or other operational purposes.</i></p>	DAA-0361-2013-0011-0005
8120.14	<p>DLA Electronic FOIA and Privacy Act Request Tracking and Processing System (FOIAXpress). DLA uses a commercial-off-the-shelf (COTS) product for its FOIA and Privacy Act request tracking and processing -- FOIAXpress. As configured at DLA, FOIAXpress permits paper or e-mail receipt of both FOIA and Privacy Act requests from members of the public, stores the requesting letter or e-mail, permits storage of original and redacted versions of all responsive documents that have been retrieved which are responsive to the requested search, and provides correspondence generation templates for response to requesters. The tracking features of FOIAXpress provide redaction tracking, the ability to notate significant actions taken during the request process such as communication with the requester or agency subject matter experts, and audit logging. FOIAXpress also provides customizable performance management reporting functionality, including the</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy all data related to a FOIA or Privacy request 6 years after the Agency's last reply.</i></p>	GRS 4.2, Item 020 (DAA-GRS-2016-0002-0001)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	ability to generate statutorily required annual reports.		
8120.15 Overview	<p>Financial Disclosure Management (FDM) System. Army managed web-based system for the purpose of the electronic filing of annually required financial disclosure reports (Public Financial Disclosure Reports-SF 278) by Presidential appointees, members of the Senior Executive Service, and General/Flag Officers, as well as the filing of DoD personnel required to file Confidential Financial Disclosure Reports (OGE Form 450).</p> <p>This <u>overview</u> is for record series 8120.15.01 through 8120.15.06. Do not use the overview for retention.</p>		
8120.15.01	<p>Public financial disclosure reports. Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.</p> <ul style="list-style-type: none"> • Reports for individuals filing in accordance with the Ethics in Government Act, as amended (5 U.S.C. app.), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105), and not subsequently confirmed by the U.S. Senate <p>Legal Citation: 5 U.S.C. app. section 105, 5 CFR 2634.603</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.</i></p>	GRS 2.8, Item 060 (DAA-GRS-2014-0005-0007)
8120.15.02	<p>Public financial disclosure reports. Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.</p> <ul style="list-style-type: none"> • All other reports <p>Legal Citation: 5 U.S.C. app. Section 105, 5 CFR part 2634.603</p>	<p>Temporary. Cutoff at end of Event <i>Destroy 6 years after receipt of the OGE Form 278 or 278e by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations</i></p>	GRS 2.8, Item 061 (DAA-GRS-2014-0005-0008)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
		<i>are not allowed.</i>	
8120.15.03	<p>Confidential financial disclosure reports. Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A), and related records.</p> <ul style="list-style-type: none"> • Reports for individuals not subsequently confirmed by the U.S. Senate. 	<p>Temporary. Cutoff at end of Event. <i>Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.</i></p>	GRS 2.8, Item 070 (DAA-GRS-2014-0005-0011)
8120.15.04	<p>Confidential financial disclosure reports. Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A), and related records.</p> <ul style="list-style-type: none"> • All other reports <p>Legal Citation: 5 CFR 2634.604</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 6 years after receipt of the OGE Form 450 by the agency, except when the OGE Form 450 supports one or more subsequent Optional OGE Form 450-As then destroy 6 years after receipt of the last related OGE Form 450-A by the agency, or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.</i></p>	GRS 2.8, Item 071 (DAA-GRS-2014-0005-0012)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.15.05	<p>Alternative or additional financial disclosure reports and related records.</p> <ul style="list-style-type: none"> • Reports for individuals not subsequently confirmed by the U.S. Senate 	<p>Temporary. Cutoff at end of Event. <i>Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.</i></p>	GRS 2.8, Item 080 (DAA-GRS-2014-0005-0014)
8120.15.06	<p>Alternative or additional financial disclosure reports and related records.</p> <ul style="list-style-type: none"> • All other reports. <p>Legal Citation: 5 U.S.C. app. section</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 6 years after receipt of the financial disclosure report by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.</i></p>	GRS 2.8, Item 081 (DAA-GRS-2014-0005-0015)
8120.16 Overview	<p>Hazardous Material Information Resource System (HMIRS). – The Hazardous Materials Information Resource System (HMIRS) is the central repository for information on hazardous materials used by DOD. HMIRS is an automated system containing Material Safety Data Sheet (MSDS) information and item-specific value-added data, which is Government unique, for example transportation data, logistics data, disposal data, and hazardous warning label information compliant with Occupational Safety and Health Administration (OSHA). The MSDS information, which may contain both proprietary and non-proprietary information, is provided by product manufacturers and then entered into HMIRS. HMIRS data is accessed by authorized Federal employees and contractors. HMIRS was implemented in 2002 as a replacement to the Hazardous Material Information System (HMIS); HMIS data was migrated into HMIRS, so HMIRS contains data from January 1985. MSDS's are product hazard information sheets that must be available to an employee for the hazardous materials to which they may be potentially exposed in</p>		

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	<p>the workplace. OSHA specifies the MSDS requirements in 29 CFR 1910.1200(g). The Hazard Communication Standard is commonly known as "HAZCOM" or "Worker Right-to-Know." DOD implements this Federal regulation via its DOD Instruction 6050.05 http://www.dtic.mil/whs/directives/corres/pdf/605005p.pdf.</p> <p>HMIRS includes MSDS, transportation, disposal, and label information accessible by national item identification number, local item identification number, trade name and/or part number, MSDS serial number, hazard characteristic code, hazardous ingredient(s), and manufacturer/distributor commercial and government entity code. MSDS's are usually scanned into the system, and other data may be manually entered.</p> <p>The HMIRS database is available in two formats: 1) as a CD-ROM/DVD set (non-proprietary only), available only to U.S. military and Federal government facilities; or 2) Online web, available only to U.S. military, Federal government employees, and government-sponsored contractors. In order to use the HMIRS online web, one must be a registered subscriber.</p> <p>This <u>overview</u> is for record series 8120.16.01 through 8120.16.04. Do not use the overview for retention.</p>		
8120.16.01	<p>HMIR Inputs/Source Records. MSDS data is provided by manufacturers for products procured by the Government, GSA, and other Federal agencies and defines the hazardous characteristics of ingredients in their products. Authorized Services and Agency Focal Points enter Product record data directly into the HMIRS.</p>	<p>Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i></p>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.16.02	<p>HMIR Master File. The following is a list of the main data fields in HMIRS:</p> <p><u>General Information:</u> National Stock Number (NSN), Material Safety Data Sheet (MSDS), Chemical Abstract Services (CAS) Number, Service Agency, Trade Name, Part Number, Manufacturer Information, Vendor Information, Document Language, Commercial and Government Entity (CAGE)</p>	<p>Temporary. Cutoff at end of Event (Discontinuance of Program) Destroy 50 years after discontinuance of the program.</p>	N1-361-10-002

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	<p><u>Value Added Information:</u> Appearance and Odor, Physical State Code, Auto ignition Temperature °F and °C, Flashpoint Temperature °F and °C, pH, Specific Gravity, Vapor Pressure, Evaporation Rate, Solubility in Water, Volatile Organic Compounds Grams per Liter, Volatile Organic Compounds Pounds per Gallon, Volatile Organic Compounds Weight Percentage, Vapor Density, % Volatiles by Volume, Carcinogen, Neutralizing Agent</p> <p><u>Transportation Information:</u> Department of Transportation (DOT) PSN Code, AFJM PSN Code, IATA PSN Code, IMO PSN Code, Competent Authority Approval (CAA), Certificate of Equivalency (COE), DOT Exemption Number, Air Force Military Management Aggregate Code (AF MMAC), Hazardous Characteristic Code (HCC), Accepted Explosive Number (EX), Magnetic Material, Magnetic Strength, Limited Quantity, Marine Pollutant, DOT Reportable Quantity, Net Explosive Weight (lbs/kg), Net Propellant Weight (lbs/kg), Flash Point Temperature °F and °C</p> <p><u>Logistics Information:</u> Federal Stock Class (FSC), National Item Identifier Number (NIIN), Local Item Identifier Number (LIIN), Hazardous Characteristic Code (HCC), Item Manager, Item Name, Specification Number, Type/Grade/Class, Quantitative Expression, Shelf Life Code, Unit of Issue, Universal Product Code (UPC)/Global Trade Identification Number (GTIN)/Batch Number/Lot Number, Unit of Issue container quantity, Type of container, Special Emphasis</p>		

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	<p>Code, Net Unit Weight</p> <p><u>Label Information:</u> Emergency Telephone Number, Signal Word, Procurement Year, Specific hazards</p> <p><u>Disposal Information:</u> Environmental Protection Agency (EPA) Hazardous Waste Indicator, EPA Hazardous Waste Code</p> <p><u>Radioisotopes Information:</u> Radioactive Form, Sealed, Nuclear Regulatory Commission (NRC) License/Permit Number, Radioisotope Name, Radioisotope Symbol, Radioisotope CAS, Operator, Radioactive Amount, Unit of Measure</p>		
8120.16.02 NOTE	<p><i>Restrictions on release of HMIRS data: HMIRS data is available only to authorized Federal employees and contractors. Information about the HMIRS system or data contained in HMIRS requires following Freedom of Information Act (FOIA) guidelines. In addition, HMIRS contains manufacturer's proprietary data in some records which is protected from public disclosure. DODD 8500.01E defines "Proprietary" as "Information that is provided by a source or sources under the condition that it not be released to other sources." All users of HMIRS, whether viewing proprietary or non-proprietary data, are required to register in order to view the data. Once registered, there are two levels of access; viewing proprietary data requires the use of a User ID and Password whereas non-proprietary data can be viewed using User ID only. In the future, additional certificates will be required to view proprietary data [Public Key (PK)/CAC-enabled]. The majority of HMIRS customers are registered to view non-proprietary data only. HMIRS non-proprietary data is also provided in CD/DVD media for Government use only.</i></p>		
8120.16.03	<p>HMIRS Outputs. HMIRS produces ad hoc hazardous warning labels and value-added information reports.</p>	<p>Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed.</p>	<p>GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)</p>

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.16.04	HMIRS System Documentation. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.	Temporary. <i>Delete when related master file or database has been deleted.</i>	GRS 3.1, Item 012 (DAA-GRS-2013-0005-0008)
8120.16.04 NOTE	Computer software needs to be kept as long as needed to ensure access to, and use of the electronic records in the system throughout the authorized retention period to comply with 36 CFR 1236.10, 1236.12, 1236.14 and 1236.20.		
8120.17	Integrated Consumable Item Support (ICIS). ICIS is a classified automated web-based Adaptive Planning (AP) tool that forecasts requirements for DLA-managed consumable items in support of Combatant Commander or Component Commander contingency planning. ICIS compiles data from multiple sources to create analytical information in response to ad hoc user queries.	Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.18	Wide Area Work Flow (WAWF). Provides the capability to track and manage miscellaneous payments to reimburse DoD employees, members of the military and military dependents and beneficiaries for certain reimbursable expenses. Provides capability to track and manage compensation payments to members of the general public filing damage claims against DoD and/or military services. Manages transactional flow from submission of the claim through the accounting process to disbursement via Defense Finance and Accounting Service (DFAS) DoD Entitlement system. Miscellaneous Payment Transaction processing may begin as a paper-based collection but information is transcribed from several different paper forms into a web-based	Temporary. Cutoff at end of Event. <i>Destroy 6 years and 3 months after contract closeout.</i>	DAA-0361-2013-0002

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	data capture directly in WAWF or via SFTM communicated to WAWF.		
8120.19 Overview	<p>Mapping Enterprise Business System (MEBS). MEBS supports Defense Logistics Agency (DLA)'s Map Mission. DLA Aviation component, DSCR-QAM, uses the MEBS system for its duties to manage map customer accounts and to control the inventory and distribution of map products. MEBS stores Product and Customer data on Oracle databases. MEBS has been in operation since July 2010.</p> <p>This <u>overview</u> is for record series 8120.19.01 through 8120.19.04. Do not use the overview for retention.</p>		
8120.19.01	<p>MEBS Inputs/Source Records. The majority of all incoming MEBS data is either entered directly through the MEBS user-interface system or imported through Defense Logistics Messaging System (DLMS)-compliant transactions via the Defense Automatic Addressing System (DAAS) transactional gateway. There are also a limited number of incoming and outgoing data exchanges that originate from open and secure File Transfer Protocol (FTP) data sharing between DLA's Distribution Standard System (DSS), DLA's DLA Distribution Mapping System (DDMS), DLA Logistics Information Service (DLIS), and National Geospatial Intelligence Agency (NGA).</p>	<p>Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i></p>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.19.02	<p>MEBS Master File. The data for the MEBS system is categorized either as Product or Customer related. For Products, the MEBS system contains inventory information concerning the warehousing and shipping of Aeronautical, Hydrographical, and Topographical map products which exist on hardcopy and digital media. For Customers, the MEBS system contains shipping and security information of its Department of Defense Activity Address</p>	<p>Temporary. Cutoff at end of FY. <i>Destroy after 5 years.</i></p>	N1-361-10-004

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	Code (DODAAC) custodians and DODAAC alternate custodians. EXAMPLE: Cut off FY2010 records on 9/30/2010. Maintain 5 years beginning 10/1/2010. The records become eligible for destruction on 10/1/2015, at the beginning of FY2016.		
8120.19.03	MEBS Outputs. The majority of all outgoing MEBS data is through DLMS-compliant transactions via the DAAS transactional gateway. There are also a limited number of incoming and outgoing data exchanges that originate from open and secure FTP data sharing between DLA's DSS and DDMS systems, DLIS, and NGA.	Temporary. Cutoff at end of Event. <i>Destroy output file(s) upon verification of successful completion of output transaction to receiving system.</i>	N1-361-10-004
8120.19.04	MEBS System Documentation. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.	Temporary. <i>Delete when related master file or database has been deleted.</i>	GRS 3.1, Item 012 (DAA-GRS-2013-0005-0008)
8120.20 Overview	DLA Distribution Mapping System (DDMS). DDMS is a web-based retail system that provides a process for distribution, tracking, and inventory control of map products for Defense Logistics Agency (DLA) customers in support of DLA's mission to support the war fighter. DDMS is used by map support offices to facilitate retail operations within DLA's Defense Distribution Mapping Activity (DDMA). DDMS promotes accountability of mapping products; capabilities include ordering, inventory, shipping, etc. DLA took over mapping functions from the Defense Mapping Agency in 1998, and DDMS has been in operation since 1999. This <u>overview</u> is for record series 8120.20.01 through 8120.20.04. Do not use the overview for retention.		
8120.20.01	DDMS Inputs/Source Records. Inputs are a combination of manual entry and data pulls from DLA's Mapping Enterprise Business System (MEBS) and other DLA systems via the Defense Automatic Addressing System (DAAS) transactional gateway. Product data is	Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	pulled from MEBS; issues, requisitions, and other data is pulled from various other systems. Inventory, receipts, and disposal information is manually entered.		
8120.20.02	DDMS Master File. The Oracle database consists of information about mapping products and transactional information. Product information includes National Stock Number (NSN), quantity on hand, type of map, additions, and classifications. Transactional information consists of requisition fulfillment and inventory adjustment data.	Temporary. <i>Destroy transactional data, including requisitions filled and inventory actions, when 4 years old. Destroy product data 4 years after product is discontinued.</i>	N1-361-10-004
8120.20.03	DDMS Outputs. DDMS sends data to DLA's MEBS system, including product data, quantities on hand, and transaction history dates. DDMS also creates ad hoc reports such as issue reports, inventory reports, and product history reports.	Temporary. <i>Destroy MEBS output file upon successful completion of data transfer to MEBS. Destroy ad hoc reports when no longer needed for business purposes or after 4 years, whichever is earlier.</i>	N1-361-10-004
8120.20.04	DDMS System Documentation. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.	Temporary. <i>Delete when related master file or database has been deleted.</i>	GRS 3.1, Item 012 (DAA-GRS-2013-0005-0008)
8120.21	Labor, Management and Employee Relations System (LMER). Web-based reporting tool used to record disciplinary actions, generate disciplinary letters, and search/view offenses and actions. Reporting functionality provided by third-party, SQL Server Reporting Services.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after case is closed. NOTE: J-1 has indicated in SORN S370.10 dated 5/19/2009 that records will be destroyed 5 years after final resolution of the case.</i>	GRS 2.3, Item 060 (DAA-GRS-2015-0007-0017)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.22	Learning Management System (LMS). DLA Learning Management System (LMS) is a commercial off-the-shelf software package that provides one-stop capabilities for employees and supervisors to better manage the entire spectrum of learning from planning to learning event execution within a single environment.	Temporary. Cutoff at end of FY or Event. <i>Destroy when 3 years old, or 3 years after superseded or obsolete.</i>	GRS 2.6, Item 010 (DAA-GRS-2016-0014-0001)
8120.23 Overview	Medical Electronic Catalog (ECAT). DLA Troop Support's Medical Supply Chain developed the Medical Electronic Catalog (ECAT) to streamline its business practices and expanded its range of procurement options. ECAT provides the Department of Defense and other Federally-funded agencies access to multiple manufacturer and distributor commercial catalogs at discounted prices. ECAT is a Net-centric ordering system that enhances the ability of the Enterprise Business System (EBS) to complete customer billing and vendor payment. The MEDECAT database houses transactional information pertaining to vendors, catalogs, customer carts, delivery orders, requisitions, invoices, and shipping information. All transactions related to both customer billing and vendor payment reside in EBS. This <u>overview</u> is for record series 8120.23.01 through 8120.23.03. Do not use the overview for retention.		
8120.23.01	ECAT Inputs/Source Records. ECAT receives inputs from J6D Transaction Services (MILSTRIP from DMLSS-R and TEWLS and EDI transactions from vendor). ECAT sends transactional information to EBS (EDI 855 transactions), WAWF (vendor invoice via SFTP), Product Data Bank (PDB) (catalog, pricing, and sales), US Treasury (credit card transactions), Medical Air Bridge (MAB) (shipping information), Suppliers (EDI 850 Purchase Requests), J6D Transaction Services (MILSTRIP to DMLSS-R and TEWLS and EDI transactions to vendor).	Temporary. Cutoff at end of FY. <i>Destroy 10 years after final payment or cancellation.</i> <i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)
8120.23.02	ECAT Master File. This list is not inclusive of all the database tables in MEDECAT. The following is a list of the	Temporary. Cutoff at end of FY. <i>Destroy 10 years after final payment or</i>	GRS 1.1, Item 010 (DAA-GRS-2013-

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	main tables containing transactional data: A0_REQ, A0_REQ_EVENT, A0_REQ_FAILURE, A0_REQ_ITERATION, REQUISITION EVENTS, CART_BUNDLE, CART_BUNDLE_ADDRESS, CART_BUNDLE_PROD_ALT, CART_BUNDLE_PROD_OPTION_EN UM, CART_BUNDLE_PRODUCT, CART_BUNDLE_PRODUCT_OPTION, CARTS, CART_EVENTS, CART_SUSPENDED, DELIVERY_ORDERS, DELIVER_ORDER_EVENTS, DELIVERY_ORDER_LINES, DELIVERY_ORDER_LINES_EVENTS, DELIVERY_ORDER_ATTACHMENT, DELIVERY_ORDER_LINE_COMMEN T, DELIVERY_ORDER_COMMENTS, INVOICE, INVOICE_EVENTS, SHIPPING_INFORMATION	<i>cancellation.</i> <i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i>	0003-0001)
8120.23.03	ECAT System Documentation. Data systems specifications, file specifications, code books, record layouts, user guides, output specifications and final reports (regardless of medium) relating to a master file, database or other electronic records Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule.	Temporary. <i>Delete when related master file or database has been deleted.</i>	GRS 3.1, Item 012 (DAA-GRS-2013-0005-0008)
8120.24	Ozone Depleting System (ODS) Reserve Program Data Sets. ODS Reserve Program maintains an Oracle-based data set that consists of data copied from other data sources, such as DORRA and DSS. The data is queried on an ad hoc basis in support of ODS analysis projects, including the creation of monthly receipt and issue transaction reports for the services. Some of the data is also made	Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i>	GRS 5.2, Item 020

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	available via an intranet web page. The web page provides limited query capabilities such as an NSN look-up tool. The data is regularly overwritten with the most current data.		
8120.25	FLIS Portfolio Data Warehouse (FPDW). FPDW (formerly known as Reference Master Data Environment, RMDE) represents merged RDE and MDC capabilities. FPDW provides a unified view of logistics information for the DOD, Federal Agencies and International Organizations to address their integration limitations. FPDW provides item identification data and DOD Master Data (item, vendor and customer). FPDW directly supports DLIS/FLIS transformation as well as DOD Transformation.	Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.26	Service Desk Express (SDE). SDE is a web-based problem tracking system/ITIL-compatible service manager. Users include IT Help Desk, Program Managers (application and data owners), developers, testers, Information Assurance (IA), Configuration/Change Management (CM), Web, DBAs, etc.	Temporary. Cutoff at end of CY. <i>Destroy 1 year after resolved, or when no longer needed.</i>	GRS 5.8, Item 010 (DAA-GRS-2017-0001-0001)
8120.27	Recreation Tracking System (Rec Trac). Recreation Tracking System (Rec Trac). Rec Trac is used by various DLA Installation Support Morale, Welfare & Recreation (MWR) fitness and recreation programs as a point of sale (POS) and program tracking system. MWR program managers use the system to track facility usage and calculate participation in programs such as exercise classes, seminars, workshops, etc. The system is also used for merchandise, catering and product purchase. Data captured for the system database include name, age,	Temporary. Cutoff at end of FY. <i>Destroy 10 years after final payment or cancellation.</i> <i>*Note- Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.</i>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	gender, employment organization, DLA affiliation, duty phone, home phone, cell phone, email address, emergency contact name, emergency contact phone number, facilities to be used; if using vehicle storage lot—type and size vehicle to be stored, application date and signature of the requestor. Rec Trac was implemented in 2000; it is also used widely by the military services. The DLA “Rec Trac system” is comprised of multiple systems which are stand-alone or locally networked; they are not networked together. Data is initially entered manually and then users can scan their Common Access Card to record data. Reports containing consolidated program and facility usage data are generated monthly.		
8120.27.01	RECTRAC Input/Source Records: Hardcopy (non-electronic) documents used to create, update or modify electronic records in the Rec Trac system.	Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.28 Overview	Subsistence Total Order and Receipt Electronic System (STORES). The system is web-based and uses Secure File Transfer Protocol (SFTP) interfaces and is used by DLA Troop Support, worldwide Military Services (Army, Navy, Air Force, Marine Corps and Military Sealift Command), U.S. Coast Guard, Veterans Administration, and the commercial food service industry (domestic and abroad). It is used for customer ordering and receipting of subsistence products, as well as data relating to contracts with commercial vendors who provide the subsistence products. This <u>overview</u> is for record series 8120.28.01 through 8120.28.05. Do not use the overview for retention.		
8120.28.01	STORES Inputs/Source Records. Orders and invoices are created manually by STORES users through the web portal. Information such as orders, receipts, and catalogs are received via SFTP from	Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	customers and through EDI from vendor's invoices.		
8120.28.02	<p>STORES Master File. This list is not inclusive of all the data fields in STORES. The following is a list of the main data fields:</p> <p><u>Vendor Information:</u></p> <p><u>Invoices:</u> Vendor Name, CAGE Code, Vendor Contract Number, Invoice Number, Invoice Date, Call Number, Purchase Order Number, Date Receipt Received, Date Delivered, Ship To DODAAC, Stock Number, Quantity, Unit Price, Unit of Measure.</p> <p><u>Catalog:</u> Stock Number, Item Description, Weight, Volume, Unit Price, Unit of Measure, Vendor Contract Number.</p> <p><u>Contracts:</u> Vendor Name, Main Contract Number, CAGE Code, Contract Status.</p> <p><u>Customer Information:</u></p> <p><u>Orders:</u> Purchase Order Number, Bill To DODAAC, Ship To DODAAC, Order Date, Ordering Point, Required Delivery Date, Stock Number, Item Description, Unit of Measure, Unit Price, Quantity Ordered, Total Dollar Value.</p> <p><u>Receipts:</u> Purchase Order Number, Receipt Date, Ship To DODAAC, Ordering Point, Order Date, Stock Number, Item Description, Unit of Measure, Unit Price, Quantity Ordered, Quantity Received, Short Shipment Reason.</p>	<p>Temporary. Cutoff at end of FY. <i>Destroy 6 years after final payment or cancellation.</i></p> <p><i>*Note- STORES Record Retention Memo for Record sent by Troop Support to reset to approved GRS retention</i></p>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.28.03	STORES Outputs. STORES sends catalog information to the Military Services' food management system. Order information is sent to vendors. Receipt information is sent to the navy's and Marine Corps' food management systems. The top 250 ordered items are sent to the Support Planning Integrated Data Enterprise Readiness System (SPIDERS). Order, receipt and invoice information is sent to Enterprise Business System (EBS).	Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.28.04	STORES System Documentation. Data systems specifications, file specifications, code books, record layouts, user guides, output specifications and final reports (regardless of medium) relating to a master file, database or other electronic records. Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule.	Temporary. <i>Delete when related master file or database has been deleted.</i>	GRS 3.1, Item 012 (DAA-GRS-2013-0005-0008)
8120.28.05	STORES Reports. System generated reports and ad hoc reports based on end user's needs.	Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.29	Task Management Tracker (TMT). Is a web-based scalable and flexible solution to manage tasks. TMT provides executive staff and action officers' efficient task or suspense management. Tasks will be assigned utilizing established organizational workflow structure. Tasks and correspondence will be entered and completed utilizing TMT. PII and Privacy Act documents will not be uploaded into a TMT tasker. A TMT task can be generated for the task itself, but any related documents will need to be	Temporary. Cutoff after suspense is closed. <i>Incorporate records into the official file maintained with the office of record.</i>	GRS 5.2, Item 010 (DAA-GRS-2017-0003-0001)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	referenced off line. NOTE: TMT is NOT an approved records repository and records must be maintained in an official recordkeeping system.		
8120.29.01	Rescinded by GRS Transmittal 28		
8120.29.02	Rescinded by GRS Transmittal 28		
8120.29.03	Rescinded by GRS Transmittal 28		
8120.30	Automated Payroll, Cost, and Personnel System (APCAPS). Automates the labor intensive areas of the Office of Civilian Personnel and Comptroller. Consolidates DLA payroll issues, trial balance and USAFAC Reports, cost accounting, manpower reporting. Automates, maintains and tracks grievances and employee assistance data.	Temporary. Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	N1-361-89-5
8120.31	Base Operations Support System (BOSS). Through integrated files, automates base supply; inventory control, stock funds; financial accounting, demand data, shipping and supply management.	Temporary. Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	N1-361-89-5
8120.32	Defense Industrial Plant Equipment Center (DIPEC). Industrial Plant Equipment screening and control; display information.	Temporary. Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	N1-361-89-5
8120.33	Defense Integrated Subsistence Management System (DISMS). Materiel management: supply, contracting, warehousing, transportation. Worldwide wholesale food management. Perishable subsistence, non-perishables, distribution, procurement, direct commissary support, financial.	Temporary. Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	N1-361-89-5

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.34	<p>Distribution Standard System (DSS). The Distribution Standard System (DSS) is the Defense Logistics Agency's (DLA's) standard automated system for distribution processing of Department of Defense (DoD) materiel. DSS provides global service and worldwide support to the warfighter, peacekeepers, and to Federal and civilian customers. DSS provides effective and efficient Distribution in support of America's Armed Forces, by Receiving, Storing, and Shipping materiel around the clock and around the world; providing the right product to the right person at the right time for the right price.</p> <p>This <u>overview</u> is for record series 8120.34.01 through 8120.34.10. Do not use the overview for retention.</p>		
8120.34.01	<p>DSS Input/Source Records. Data is input via manual entry through various user interfaces and via many system-to-system data transactions. Input Records are used to initiate processes and workload in DSS. Input/Source records begin the transaction flow.</p>	<p>Temporary. Cutoff at end of Event. Event is when data has been entered into the database (master file or database). <i>Destroy when data is no longer needed to support reconstruction of, or serve as backup to the master file or database. Not to exceed 2 years.</i></p>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.34.02	<p>DSS Database/Master File. DSS contains many data points, transactions, and documents related to warehouse operations. Data includes but is not limited to Materiel Requisitions, receiving, stowing, picking, packing, transportation, shipping and other data used to support day-to-day operations. Records are used to support application operations.</p>	<p>Temporary. Cutoff at end of Event. Event is when supported processes are complete. <i>Destroy when no longer needed after supported processes are complete.</i></p>	Do Not Destroy - Pending NARA approval
8120.34.03	<p>Foreign Military Sales Transportation Case Files. General FMS Case Files are maintained in accordance with the Department of Defense (DoD) 7000-14.R, Volume 15, Chapter 6. Execution of a typical FMS case may span several years. Case Managers must ensure accessibility</p>	<p>Temporary. Cutoff at end of FY. <i>Destroy data related to Foreign Military Sales (FMS) Transportation case files when 30 years old.</i></p>	Do Not Destroy - Pending NARA approval

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	to retired files, source documents, invoices, bills of lading, other proof of shipments, and other applicable documents that provide the audit trail to account for United States Government (USG) and purchaser funds. For Disposition Services, the only documents out of DSS are the DD 1348-1A (Material Release Orders) and the Notice of Availability to the shipper.		
8120.34.04	Small Arms. DLA Small Arms Component Registry is maintained in DSS in accordance with 4160.16 Small Arms Control File.	Temporary. Cutoff at end of event. Event is when weapon is destroyed. <i>Delete 75 years after weapon is destroyed.</i>	Do Not Destroy - Pending NARA approval
8120.34.05	Hazardous Waste Service Contracts. This contract data identifies transactions from the transportation, storage, and disposal of regulated and non-regulated waste. This data is used by DoD customers for annual environmental reporting, to develop disposal contracts, and monitor mission functions. This data is also used in investigations on sites with potential Government liabilities under environmental law including records searches, determinations of on-site liabilities, retrieval and/or removal actions.	Temporary. Cutoff at end of Event. Event is contract closeout. <i>Destroy 50 years after contract closeout.</i>	Do Not Destroy - Pending NARA approval
8120.34.06	Hazardous Materials Transportation Records. Records created in Transporting hazardous waste/material such as manifests and shipping documents.	Temporary. Cutoff at end of Event. <i>Destroy 50 years after program is ended.</i>	Do Not Destroy - Pending NARA approval
8120.34.07	Data Supporting Financial Statements. Data that needs to be retained to support audit readiness and financial statements.	Temporary. Cutoff at end of FY when transaction is completed. <i>Destroy after 10 years.</i>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
		<i>Note. Retention is extended based on Note 3 of GRS 1.1, Item 010.</i>	
8120.34.08	Transportation Records. Supports that carrier of record is authorized correct shipment.	Temporary. Cutoff at end of FY when transaction is completed. <i>Destroy after 10 years.</i> <i>Note. Retention is extended based on Note 3 of GRS 1.1, Item 010.</i>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)
8120.34.09	DSS Outputs. Includes standard and ad hoc reports needed for administrative, legal, or other operational purposes.	Temporary. <i>Destroy when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.34.10	DSS System Documentation. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after the project, activity, transaction is completed or superseded, or the associated system is terminated or superseded.</i>	GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)
8120.35	Mechanization of Contract Administrative Services (MOCAS). Provides contract administration and quality assurance support to Defense Contract Management Districts (DCMDs). Obligations, disbursements, funds status, contract inventories, contract status, shipments, deliveries, invoices.	Temporary. <i>Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.</i>	N1-361-89-5
8120.36	Defense Fuels Automated Management System (DFAMS). Supply operations, comptroller processes, procurement and	Temporary. <i>Erase after 3 update cycles, or when no longer required for system operation, whichever</i>	N1-361-89-5

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	production. Technical functions to support fuel operations.	<i>is sooner.</i>	
8120.37	Federal Logistics Information System (FLIS). Renames Defense Integrated Data System (DIDS). Receives, validates, stores, controls, processes, generates and disseminates Federal Catalog System and related item management data. Logistics data management.	Temporary. <i>Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.</i>	N1-361-89-5
8120.38	Defense Automatic Addressing System (DAAS). Automates routing logistics data traffic and provides DoD Components with logistics information. On-line logistics, communications, document routing, history, sales processing.	Temporary. <i>Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.</i>	N1-361-97-3
8120.39	Joint Engineering Drawing Management Information and Control System (JEDMICS). Replaces DLA's existing aperture card system. Standard DoD repository system to digitize, store, retrieve, and reproduce technical/engineering data.	Temporary. <i>Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.</i>	N1-361-97-3
8120.40	Standard Procurement System (SPS). Provides standardized data, policies and procedures for DoD procurements and contract administration. Procurement functions include purchasing, renting, leasing, or otherwise obtaining supplies and services. Procurement includes description (but not determination) of supplies or services required, selection and solicitation of sources, preparation and award of contracts, and issuance of modifications.	Temporary. <i>Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.</i>	N1-361-97-3
8120.41	Headquarters Electronic Request Service (HERS). Web based ordering interface used by customers to order facility and administrative support products or services.	Temporary. <i>Erase individual request after 18 months.</i>	N1-361-03-1

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.42 Overview	<p>Military Clothing Database. Records are used to manage military recruit clothing inventories; forecast future clothing needs; reduce costs and lead times; improve the quality of design and production of clothing; and to improve the efficiency of clothing distribution for the participating military services. Records also are used to record receipts, sales, exchanges, replacements, and returns of individual clothing items for recruits.</p> <p>This <u>overview</u> is for record series 8120.42.01 through 8120.42.05. Do not use the overview for retention.</p>		
8120.42.01	<p>Database/Masterfile. Enlistees' names; social security numbers (SSN), gender; MOS; duty stations; records of receipts, sales, exchanges, replacements, and returns of individual clothing items; uniform sizes; body measurements; body scan images; quantities of clothing items ordered; and branch of military service cost center data.</p>	<p>Temporary. <i>Maintain 3 years online, followed by 2 years in archive, and then destroy.</i></p>	N1-361-06-01
8120.42.02	<p>Input/source records. Individual's name, SSN, gender, rank, roster ID, platoon/company assigned, body measurements, body scan images, quantities of clothing item ordered by individual and branch of service. Information is collected from the following: (1) the Army Reception Battalion Automated Support System-Redesign (RECBASS-R) and the database which provides a recruit accession file (enlistee's name, SSN, gender, rank, roster identification, platoon/company assigned, and branch of military); any (2) textual information collected on generic agency forms at Air Force and Marine Corps reception centers.</p>	<p>Temporary. <i>Destroy upon verification of successful creation of the final document or file, or when no longer needed.</i></p>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.42.03	<p>Outputs - Hard Copies: The files include textual versions of reports, queries data, and transaction records that include or pertain to clothing issued by date, location, type, quantity, and size; as well as demand patterns, and statistical</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i></p>	N1-361-06-1

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	projections for future clothing requirements.		
8120.42.04	Source data [Electronic]: The files include the electronic versions of textual reports generated from the database or master file and may consist of reports, queries data, and transaction records that include or pertain to clothing issued, by date, location, type, quantity, and size; demand patterns, and statistical projections for future clothing requirements.	Temporary. Maintain 3 years online, followed by 2 years in archive, then destroy.	N1-361-06-1
8120.42.05	System Documentation. The files consist of specifications and documentation to identify service, interrupt, use; and to maintain computers systems, user applications or electronic records. Included are user guides and manuals on hardware, network operating systems and application software; database specifications, codebooks and record layouts; and final reports relating to a master file or database.	Temporary. Maintain current version and two prior versions for 5 years, and then destroy.	N1-361-06-1
8120.43	DLA Hotline Case Record. DLA Enterprise Hotline Program Data Base. The Database is a web base application used for data input and retrieval concerning individuals and companies suspected of wrongdoing of interest to DLA. Each hotline is assigned a Case Record control number and information is entered into the database, suspense dates are established for various actions, assigned tasks to other organizations are tracked, and the resolution of the inquiry is recorded in the database. The database contains Law Enforcement Sensitive and Privacy Act Protected information.	Temporary. Cutoff at end of Event. Destroy/erase 10 years after completion.	N1-361-08-3

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.44 Overview	<p>DLA Criminal Incident Reporting System (DCIRS). DCIRS is a web application used for data input and retrieval concerning individuals and companies involved in criminal incidents of interest to DLA. The application allows the DLA Office of Investigations, Offices of Public Safety and their equivalents, and the DLA Office of General Counsel personnel at facilities worldwide, to report, store, update, and query DLA criminal incidents and investigation records. The DCIRS system contains Law Enforcement Sensitive and Privacy Act Protected information.</p> <p>This <u>overview</u> is for record series 8120.44.01 through 8120.44.08. Do not use the overview for retention.</p>		
8120.44.01	DCIRS Reports of Investigation, Response to Leads, Reports of Corrective Action, Commander or Director's Reports of Corrective Action, Reports of Preliminary Inquiry, Reports of Referral, and Police Incident Reports.	Temporary. Cutoff at end of Event. <i>Destroy/erase 25 years after completion.</i>	N1-361-08-3
8120.44.02	DCIRS Reports of Initiative, Crime Vulnerability Assessments, Reports of Post Sale Investigation, and Criminal Information Reports.	Temporary. Cutoff at end of Event. <i>Destroy/erase 10 years after completion.</i>	N1-361-08-3
8120.44.03	DCIRS Trade Security Controls Assessment Records. Not related to a specific transaction	Temporary. Cutoff at end of Event. <i>Destroy/erase 6 years after last transaction.</i>	N1-361-08-3
8120.44.04	DCIRS Trade Security Controls Assessment Records. Related to a specific transaction.	Temporary. Cutoff at end of Event. <i>Destroy/erase 6 years after transaction.</i>	N1-361-08-3
8120.44.05	DCIRS Trade Security Controls Assessment Records. Reports of Outreach.	Temporary. Cutoff at end of Event. <i>Destroy/erase 5 years after completion.</i>	N1-361-08-3
8120.44.06	DCIRS Reports of Polygraph Examination. Temporary Records (Non-historical, as determined by the Defense Criminal Investigative Service (DCIS)).	Temporary. Cutoff at end of Event. <i>Destroy/erase 35 years after receipt from DCIS.</i>	N1-361-08-3

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.44.07	DCIRS Reports of Polygraph Examination. Permanent Records (Historical, as determined by DCIS).	PERMANENT. 35 years after receipt from DCIS, transfer to NARA for permanent retention.	N1-361-08-3
8120.44.08	DCIRS Reports of Polygraph Examination. Attorney's Contract Fraud Files.	Temporary. Cutoff at end of Event. Destroy/erase 6 years after completion.	N1-361-08-3
8120.45 Overview	Electronic Document Access System (EDA). EDA supports the goals of the DLA to simplify and standardize the methods that the Department of Defense (DoD) uses to interact with commercial and government suppliers in the acquisition of a catalog, stock, as well as made-to-order and engineer-to-order goods and services initiatives to increase the application of Electronic Business/Electronic Commerce (EB/EC) across the DoD. EDA is a web-based system that provides secure on-line access, storage, and retrieval of contracts, contract modifications, government bills of lading, personal property, government bills of lading freight government bills of lading, non-automated government bills of lading, Defense Finance and Accounting Services (DFAS) transaction for others (E110), vouchers, contract deficiency reports, Military Interdepartmental Purchase Requests, Government Transportation Requests and Contracting Officer Warrants to authorized users throughout the DoD. EDA is accessed through the Wide Area Workflow System (WAWF) application. This <u>overview</u> is for record series 8120.45.01 through 8120.45.10. Do not use the overview for retention.		
8120.45.01	EDA Input/source records. Data is entered via DLA Transaction Services feeds and manual uploads.	Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.45.02	EDA Database/Masterfile. EDA serves as a centralized document repository that is used to provide access to data that generally consist of DoD acquisition, financial, transportation and contractual documents and post procurement data from various sources throughout the DoD. Documents and index location information are submitted from various sources (Standard Procurement System	Temporary. CUTOFF after Event. Event is contract close-out. Destroy 10 year(s) after contract close-out date.	DAA-0361-2014-0006-0002 & 0361-2014-0006-0003

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	(SPS), Document Automation and Production Services (DAPS), Mechanization of Contracts Administration System (MOCAS), Defense Contract Management Agency (DCMA), etc., and other user agencies. <ul style="list-style-type: none"> • Contracts • Contract Deficiency Reports (CDR) 		
8120.45.03	Personal Property Government Bill of Lading.	Temporary. CUTOFF after Event. Event is issue date. <i>Destroy 7 years after issue date.</i>	DAA-0361-2014-0006-0004
8120.45.04	Freight Government Bill of Lading	Temporary. CUTOFF after Event. Event is issue date. <i>Destroy 7 years after issue date.</i>	DAA-0361-2014-0006-0005
8120.45.05	EDA Non-Automated Government Bill of Lading	Temporary. CUTOFF after Event. Event is Index date. <i>Destroy 2 years and 6 months after Index date.</i>	DAA-0361-2014-0006-0006
8120.45.06	EDA Government Transportation Requests.	Temporary. CUTOFF after Event. Event is Index date. <i>Destroy 2 years and 6 months after Index date.</i>	DAA-0361-2014-0006-0007
8120.45.07	EDA Electronic 110 Voucher Report. Summary reports of voucher data	Temporary. CUTOFF after Event. Event is Load date. <i>Destroy 6 years and 3 months after load date.</i>	DAA-0361-2014-0006-0008

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.45.08	EDA DD 577 Signature Card.	Temporary. CUTOFF after Event. Event is Trigger "Function" field is "D" which is a Termination of User Account. <i>Delete record when customer sends this record to EDA application.</i>	DAA-0361-2014-0006-0009
8120.45.09	EDA Military Interdepartmental Purchase Request (MIPR)	Temporary. CUTOFF after FY. Event is Index date. <i>Destroy 3 years after cutoff.</i>	DAA-0361-2014-0006-0010
8120.45.10	EDA Contracting Officer Warrants.	Temporary. CUTOFF after Event. Event is Termination of Appointment Record. <i>Destroy 6 years after Termination of Appointment.</i>	DAA-0361-2014-0006-0011
8120.46	Police Center (POLC). The system serves as an Enterprise wide system for the collection and storage of police records. This system will track criminal incident data at DLA HQ and the major DLA field sites through information sharing to assist in crime prevention strategies, crime trends, and criminal activities. Police Center contains data that is gathered from persons involved in any police incident on DLA property. This system will provide data to ESAMS (Enterprise Safety Applications Management System), DIBRs (Defense Incident-Based Reporting System), and D-DEX (Dept of Defense Data Exchange System)	Temporary. Cutoff at end of Event. Event is after incident is closed. <i>Destroy 25 year(s) after cutoff.</i>	DAA-0361-2014-0013-0001

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.47 Overview	<p>CPI Administrative Project and Event Repository (CAPER). CAPER contains DLA’s official record of CPI projects, per DLAI 5309. These include specific project tags and fields describing the project; Summary baseline and post-improvement data in metric tables; Documents including signed project charters, supporting data sets, process maps and executive summaries. CAPER includes: DLA trained and certified practitioner information with tags and fields and certificates of DLA’s belts; DLA CPI tools and templates; training aids for the CAPER system; DoD and DLA CPI references; DLA CPI proposed ideas for future projects; and electronic records of CPI metrics, typically a series of weekly snapshots for a set of specific measures.</p> <p>This <u>overview</u> is for record series 8120.47.01 through 8120.47.XX. Do not use the overview for retention.</p>		
8120.47.01	<p>CAPER Database – Completed Projects, Metric & Benefit Reports, Electronic Graphs. Includes CPI projects with Completed status, administrative program management files, all project tollgate files, briefings, tools and organizational design and projects. Electronic metric tables (financial and performance).</p>	<p>Temporary. Cutoff at end of Event. Event is when project is completed or canceled. Destroy 10 years after cutoff.</p>	DAA-0361-0006-0001
8120.47.02	<p>CAPER Active Ideas and Projects, Training and Reference Documents. Active ideas include CPI projects that are approved by the approval authority. Ideas approved in CAPER convert to proposed projects. Active projects with “On Track”, “Needs Attention”, “Delayed”, or “Off Track” status. Training documents include PowerPoint decks and other training material used for CAPER. Reference documents include DoD, DLA directives, instructions, manuals and similar reference material used for the project.</p>	<p>Temporary. Cutoff at end of FY. Destroy 6 years after cutoff. Exception: If user had an explicit role in a completed project maintain profile until project is dispositioned.</p>	DAA-0361-0006-0002
8120.47.03	<p>CAPER – Civilian User Profiles and Belt Certificates. CPI training and certification information of civilian CPI belts, sponsors, champions and others involved in DLA CPI.</p>	<p>Temporary. Cutoff after user has left DLA. Destroy 6 years after cutoff.</p>	DAA-0361-0006-0003

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.47.04	CAPER – Active Ideas Proposed or Not Started. Active ideas that are proposed or not started status and have no change or action	Temporary. Cutoff at end of FY. <i>Destroy 3 years after cutoff if no status change.</i>	DAA-0361-0006-0004
8120.47.05	CAPER – Contractor User Profile. CPI training and certification information of contractor CPI belts.	Temporary. Cutoff after user has left DLA. <i>Destroy 3 years after cutoff. Exception: If user had an explicit role in a completed project maintain profile until project is dispositioned.</i>	DAA-0361-0006-0005
8120.47.06	CAPER – Canceled Ideas and Projects. Ideas and Projects with a canceled status.	Temporary. Cutoff when item is canceled. <i>Destroy 1 year after cutoff.</i>	DAA-0361-0006-0006
8120.48 Overview	<p>Fuels Manager Defense (FMD) – is DLA Energy’s Inventory System of Record and Accountable Property System. FMD is divided into a base level and enterprise level application that are synchronized at scheduled intervals. FMD is used for management of all base level operations to include: Airfield Management, Quality Assurance, Quality Surveillance, Accounting, and Inventory Management and the business processes that support those operations. It is comprised of many different modules that together form a portfolio of tools used to implement end to end Agency business processes. FMD supports broad Agency functions including Finance, Planning, Procurement, Retail, Order Fulfillment, Real Property, and Technical Quality. FMD modules include, but are not limited to: Data Warehouse, Dispatch, Quality, Maintenance, Equipment, Personnel, Training, Accounting and Inventory Management.</p> <p>This <u>overview</u> is for record series 8120.47.01 through 8120.47.XX. Do not use the overview for retention.</p>		
8120.48.01	FMD Input/Source Records. Data is input via manual entry though various user interfaces and via many different system-to-system data transactions. Each transaction type has a supporting record requirement defined in DLA Energy Policy P-3.	Temporary. Cutoff at end of Event. Event is data input. <i>Destroy 3 years after cutoff.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
8120.48.02	<p>FMD Master File. DLA capitalized fuel transaction data reported from all remote DFSPs worldwide that monitor, track issue, receive and store DLA WCF fuel for the DoD. Individual DFSPs depending on operational requirements will either enter transactional information directly into the FMD Enterprise system of record (Small/Medium DFSPs) daily. Larger operational DFSPs will import complete transactional files into the FMD Enterprise system of record daily.</p> <p>FMD does not save superseded information as this is a transactional system any updates done with save information is completed per required billing information changes from the financial system of record that validates transactional processing downstream of FMD Enterprise once validated individual records are complete. Does not contain Microdata. Does not contain summary data.</p>	Temporary. Cutoff at end of FY. Destroy 10 years after cutoff.	DAA-0361-2017-0011-0001
8120.48.03	<p>FMD Outputs. The principle products of the information system is source fuel transactional data by transaction type both input directly and uploaded as stated in 5C for transactional validation and processing to the financial system of record. All source data is contained within the FMD Enterprise system of record. Transactional processing is a daily continuous process as the Enterprise system supports over 600+ remote locations. Once transactional data is input or uploaded into FMD a individuals separate record (IDOC) record per transaction type is generated from the source record and sent to the financial system of record for validation and financial billing. Transaction validation</p>	Temporary. Cutoff at end of FY. Destroy 3 years after cutoff.	DAA-0361-2017-0011-0002

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
	failures are returned individually to the FMD Enterprise system for correction and resubmission until correct and complete.		
8120.49 Overview	iComplaints. iComplaints is a web-based system used by the DLA Equal Employment Opportunity (EEO) office to maintain records of all events in EEO cases and copies of documents relevant to the cases and to produce reports required by the EEOC and DLA EEO leadership to effectively manage the EEO program This <u>overview</u> is for record series 8120.49.01 through 8120.49.04. Do not use the overview for retention.		
8120.49.01	iComplaints Input/Source Records. Information relevant to EEO complaints is manually entered or uploaded into the system.	Temporary. Cutoff when case is closed. <i>Destroy 4 years after case is closed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.49.02	iComplaints Master File. EEO complaints, counselor reports, investigative/hearing reports, decisions, appeals, grievances, records of adverse actions, within grade denials, other complaints, related documents and analyzes used to develop case files for tracking the progress/results of individual complaints and/or investigations.	Temporary. Cutoff when case is closed. <i>Destroy 4 years after resolution of case.</i>	GRS 2.3, Item 030 (DAA-GRS-2015-0007-0006)
8120.49.03	iComplaints Output Records. EEO reports and employment statistical files. Includes the annual report to the EEOC, the annual report to congress on the No FEAR Act, quarterly/monthly reports to senior leadership, and other related reports required by EEOC's MD 715 (such as the Analysis and Action Plans) or succeeding guidance as well as employment statistic files which support reporting requirements.	Temporary. Cutoff at end of CY. <i>Destroy 5 years after cutoff.</i>	GRS 2.3, Item 035 (DAA-GRS-2015-0007-0011)
8120.49.04	iComplaints System Documentation. Documentation relating to the deployment and sustainment of iComplaints	Temporary. Cutoff at end of Event. <i>Destroy 5 years after the project, Activity, or transaction is completed or superseded, or the</i>	GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)

SCHEDULE 8120 - Electronic Information Systems (EIS)			
Record Series	Record Series Title and Content Description	Disposition Cutoff Instructions	Disposition Authority
		<i>associated system is terminated or superseded.</i>	
8120.50	Mass Notification System (MNS). The DLA MNS uses AtHOC software and provides the ability for DLA installations to disseminate emergency alerts and notification information to DLA Installation personnel.	Temporary Destroy/delete when superseded or obsolete, or upon separation or transfer of employee.	GRS 5.3, Item 020 (DAA-GRS-2016-0004-0002)
8120.51	USA Staffing, USAJobs, Onboarding Manager. Office of Personnel Management (OPM) managed systems used by DLA Human Resources (J1) for records related to employment application packages for competitive positions in USAJobs or its successors, and other systems. Include: <ul style="list-style-type: none"> • Applications • Resume • Supplemental Forms • Other Attachments <p>NOTE: Copies of these records that are maintained by functional line of business offices are maintained under 1400.22 or 1400.22.01.</p>	Temporary. Destroy 1 year after date of submission. NOTE: This system is managed by OPM.	GRS 2.1, Item 060 (DAA-GRS-2014-0002-0011)

DLA RECORDS SCHEDULE – 8300
INFORMATION INFRASTRUCTURE

This schedule relates to activities associated with the operation and maintenance of Information Technology facilities.

SCHEDULE 8300 - Information Infrastructure			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
8300.1	ADP/T Operations. Records relating to the operation of the activity ADP/T, locally and at remote locations, such as shift work assignment logs.	Temporary. Cutoff at end of CY. <i>Delete or destroy after 1 year.</i>	N1-361-91-1
8300.2	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.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-91-1
8300.3	ADPE Site Environment. Records relating to monitoring of environmental control systems such as daily temperature log.	Temporary. <i>Destroy after 3 months.</i>	N1-361-91-1
8300.4	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.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	N1-361-91-1
8300.5	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.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	N1-361-91-1
8300.6	Magnetic Media. Records relating to the operation, maintenance, and control of magnetic media (tapes, disks, and diskettes).	Temporary. Review annually. Do Not Destroy	Pending Review. Do Not Destroy until after review.

SCHEDULE 8300 - Information Infrastructure			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
8300.7	Automated Information Systems (AIS) Testing. Records relating to the testing of newly designed and/or modified AIS.	Temporary. Review annually. <i>Delete/destroy when superseded, obsolete, or no longer needed for reference.</i>	N1-361-91-1
8300.8	System Scheduling Standards. Records relating to the development and implementation of standards for use between applications systems and ADP/T work stations.	Temporary. Review annually. <i>Destroy when no longer needed for reference.</i>	N1-361-91-1

DLA RECORDS SCHEDULE – 8500
INFORMATION SECURITY

This schedule relates to implementation of DoD, Federal Government, and NIST issuances in ADP security, communications network security, and emanations security. Includes records relating to the administration and implementation of ADP and Communications Security policies, plans, programs, procedures and systems, ADP security risk management, accreditation, certification, and security programs.

SCHEDULE 8500 - Information Security			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
8500.1	ADP Security Arrangements. Documents relating to arrangements to provide DLA activities with ADP security facilities and countermeasures.	Temporary. <i>Destroy when superseded, obsolete or no longer needed for reference.</i>	N1-361-91-7
8500.2 Overview	<p>System Access Records. These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users. Includes records such as:</p> <ul style="list-style-type: none"> • User profiles • Log-in files • Password files • Audit trail files and extracts • System usage files • Cost-back files used to assess charges for system use • System Authorization Access Requests (SAARS/DD 2875 Forms) • Appointment/Termination Files (DD Form 577) <p>Exclusion 1. Excludes records relating to electronic signatures</p> <p>Exclusion 2. Does not include monitoring for agency mission activities such as law enforcement.</p> <p>This <u>overview</u> is for record series 8500.2.01 through 8500.2.02. Do not use the overview for retention.</p>		

SCHEDULE 8500 - Information Security			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
8500.2.01	System Access Records: Systems requiring special accountability for access. These are user identification records associated with systems which are highly sensitive and potentially vulnerable (i.e., systems containing information that may be needed for audit or investigative purposes, and those that contain classified records) (i.e., DD Form 577)	Temporary. Cutoff at end of Event. <i>Destroy 6 years after password is altered or user account is terminated.</i>	GRS 3.2, Item 031 (DAA-GRS-2013-0006-0004)
8500.2.02	System Access Records: Systems NOT requiring special accountability for access. (i.e., DD Form 2875).	Temporary. Cutoff at end of Event. <i>Destroy 1 year after user's account is terminated from the system or when no longer needed for administrative, legal, audit or other operational purpose, whichever is later.</i>	GRS 3.2, Item 030 (DAA-GRS-2013-0006-0003)
8500.3	ADP Security Risk Analysis Files. Documents pertaining to risk analysis including risk analysis questionnaires, risk analysis reports and related correspondence.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years or when MSC (formerly PLFA's) issue new risk analysis reports.</i>	N1-361-91-7
8500.4	Systems and Data Security Records. These are records related to maintaining the security of information technology (IT) systems and data. Records outline official procedures for securing and maintaining IT infrastructure and related to the specific systems for which they were written. This series also includes analysis of security policies, processes, and guidelines, as well as system risk management and vulnerability analyses. Includes records such as: <ul style="list-style-type: none">• System Security Plans	Temporary. Destroy 1 year(s) after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system.	GRS 3.2, Item 010 (DAA-GRS-2013-0006-0001)

SCHEDULE 8500 - Information Security			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<ul style="list-style-type: none"> • Disaster Recovery Plans • Continuity of Operations Plans (COOP) • Published computer technical manuals and guides • Examples and references used to produce guidelines covering security issues related to specific systems and equipment • Records on disaster exercises and resulting evaluations • Network vulnerability assessments • Risk surveys • Service test plans • Test files and data 		
8500.5	Rescinded – Use 8100.2		
8500.6	<p>PKI administrative records.- Federal Bridge Certification Authority (FBCA) Certification Authority (CA).</p> <p>Records are PKI-unique administrative records 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. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records. Policies and procedures planning records relate to defining and establishing PKI systems. Records relate to such activities as determining that a PKI should be established; creating project implementation plans; creating the certificate policy (CP), certification practice statement (CPS), and other key</p>	<p>Temporary. 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.</p>	<p>GRS 3.2, Item 060 (N1-GRS-07-3, item 13a1)</p>

SCHEDULE 8500 - Information Security			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>operating documents; developing procedures in accordance with the CP and CPS; conducting risk analyses; developing records management policies (including migration strategies); and selecting the entity that will serve as registration authority (RA). Stand-up configuration and validation records relate to installing and validating both the Certification Authority (CA) and Registration Authority (RA), obtaining final approval or rejection from the agency's oversight or authorizing body, creating and generating a CA signature key, testing security procedures for the CA and RA, validating certification revocation procedures, and establishing back-up and storage for the PKI system. Operation records relate to the certification application; certificate issuance and key generation (including key pair generation and private key loading and storage of private keys and components of private keys); certificate acceptance, validation, revocation, suspension, replacement, and renewal; creating and maintaining an event log; and installing and validating software updates. Audit and monitor records relate 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, monitoring compliance with security requirements specified in the CPS and other operating procedures, investigating internal fraud or misconduct, and conducting internal and external audits of software and systems security. Termination,</p>		

SCHEDULE 8500 - Information Security			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>consolidation, or reorganization records relate to terminating, consolidating, or reorganizing a PKI; notifying subscribers of decisions, transferring inactive keys and revocation certificate lists to storage repositories, transferring consenting subscribers' and certificates and related materials to a new Certificate Authority, destroying sensitive records involving privacy (in accordance with an authorized records schedule), and shutting down and disposing of RA hardware and CA software.</p> <p>Note: Select PKI administrative records serve as transaction records that must be retained as part of the trust documentation set with transaction-specific records. Agencies must determine which PKI administrative records are embedded with transaction-specific records as transaction records. These administrative records may vary from transaction-to-transaction.</p>		
8500.6.01	<p>PKI administrative records.- Other – Non-FBCA et. Al.) CAs.</p> <p>Records are PKI-unique administrative records 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. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records. Policies and procedures planning records relate to</p>	<p>Temporary. Destroy/delete when 7 years 6 months to 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.</p>	GRS 3.2, Item 061 (N1-GRS-07-3 , item 13a2)

SCHEDULE 8500 - Information Security			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>defining and establishing PKI systems. Records relate to such activities as determining that a PKI should be established; creating project implementation plans; creating the certificate policy (CP), certification practice statement (CPS), and other key operating documents; developing procedures in accordance with the CP and CPS; conducting risk analyses; developing records management policies (including migration strategies); and selecting the entity that will serve as registration authority (RA). Stand-up configuration and validation records relate to installing and validating both the Certification Authority (CA) and Registration Authority (RA), obtaining final approval or rejection from the agency's oversight or authorizing body, creating and generating a CA signature key, testing security procedures for the CA and RA, validating certification revocation procedures, and establishing back-up and storage for the PKI system. Operation records relate to the certification application; certificate issuance and key generation (including key pair generation and private key loading and storage of private keys and components of private keys); certificate acceptance, validation, revocation, suspension, replacement, and renewal; creating and maintaining an event log; and installing and validating software updates. Audit and monitor records relate 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</p>		

SCHEDULE 8500 - Information Security			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>policies, monitoring compliance with security requirements specified in the CPS and other operating procedures, investigating internal fraud or misconduct, and conducting internal and external audits of software and systems security. Termination, consolidation, or reorganization records relate to terminating, consolidating, or reorganizing a PKI; notifying subscribers of decisions, transferring inactive keys and revocation certificate lists to storage repositories, transferring consenting subscribers' and certificates and related materials to a new Certificate Authority, destroying sensitive records involving privacy (in accordance with an authorized records schedule), and shutting down and disposing of RA hardware and CA software.</p> <p>Note: Select PKI administrative records serve as transaction records that must be retained as part of the trust documentation set with transaction-specific records. Agencies must determine which PKI administrative records are embedded with transaction-specific records as transaction records. These administrative records may vary from transaction-to-transaction.</p>		
8500.7	<p>PKI transaction-specific records.</p> <p>Records relate to transaction-specific records that are generated for each transaction using PKI digital signature technology. Records are embedded or referenced within the transaction stream and may be appended to the transaction content or information</p>	<p>Temporary. Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the appropriate CA and after the information</p>	GRS 3.2, Item 062 (N1-GRS-07-3, item 13b)

SCHEDULE 8500 - Information Security			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
	<p>record. Along with PKI administrative and other administrative records, transaction-specific records are part of the PKI trust documentation set that establish or support the trustworthiness of a transaction. They may vary from transaction-to- transaction and agency-to-agency. When retained to support the authentication of an electronic transaction content record (information record), PKI digital signature transaction records are program records.</p> <p>Note: Extreme care must be taken when applying the GRS-PKI to transaction records. Destruction of the transaction-specific and administrative records embedded in the transaction stream prior to the authorized retention of the information record that they access/protect will render the PKI incapable of performing what it is designed to do-protect and provide access to the information record. Due to the relative newness of PKI technology, both from an implementation and a litigation perspective, it is recommended that agencies identify all PKI transaction records (including PKI select administrative records embedded in the transaction stream and transaction-specific records) to be retained as part of the trust documentation for the records the PKI is designed to protect and or access and link the retention of the transaction records with that of the information record it protects/accesses. Transaction records must be retained as trust documentation set records together with the content/information record.</p>	<p>record the PKI is designed to protect and/or access is destroyed according to an authorized schedule, 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 a longer period..</p>	

SCHEDULE 8500 - Information Security			
Record Series	Record Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority
8500.7.01	Rescinded with release of GRS Transmittal 26		
8500.8 and 8500.8.01 Overview	Rescinded with release of GRS Transmittal 26		
8500.8	Rescinded with release of GRS Transmittal 26		
8500.8.01	Rescinded with release of GRS Transmittal 26		
8500.9	Source Documentation. Logs and files documentation of completed end-user products.	Temporary. Review annually. <i>Destroy when superseded or obsolete.</i>	N1-361-91-1
8500.10	Off-line Printing. Records relating to the off-line printing (Xerox and micrographic) of computer-generated output products.	Temporary. Cutoff at the end of CY. <i>Destroy after 1 year.</i>	N1-361-91-1

APPENDIX A**Form Cross-Reference to Record Series and Retention**

Refer to DLA Records Schedule for correct series (if more than one identified) and retention.

Form Number	Form Title	Schedule + Rule = Series (xxxx.xx)
DA 4283	Facilities Engineering Work Request	4165.17
DD 1155	Order for Supplies or Services	4165.14
DD 1348	Issue Receipt Documents	5335.35 or 4500.9
DD 1348-5	Notice of Availability/Shipment	4500.9
DD 1384	Transportation Control and Movement Document	4500.17
DD 1502	Frozen Medical Materiel Shipment	Non-Record
DD 1502-1	Chilled Medical Materiel Shipment	Non-Record
DD 1502-2	Limited Unrefrigerated Medical Materiel Shipment	Non-Record
DD 1898	Energy Sales Slip	7000.1
DD 200	Financial Liability Investigation of Property Loss	7000.67
DD 2606	DOD Child Development Program Request for Care Record- replaces DLA 1854 Application for Child Care Services	7304.1
DD 2338-2	Inventory Control Effectiveness (ICE) Report, General Supplies	4140.48
DD 2345	Militarily Critical Technical Data Agreement	2000.3
DD 250	Material Inspection and Receiving Report	7000.12; 4140.56; 4500.12
DISP 1729A	Customer Verification of Waste Removal	5000.1
DLA 1853-5	Application for Child Care Services	7304.3.02
DLA 20	Contract Data Requirement List Cover Sheet	5000.5
DLA 0012	Physical Fitness Inquiry for Material Handling Equipment Operators	6000.12
DLA 0013	Critical Safety Items and SPC Items Award Checklist	5000.5
DLA 11	Operation Warfighter Notification of Intern Placement	1300.4
DLA 1359	Request for Unit of Issue Change	4100.14
DLA 138	Top Secret Receipt and Access Record	5240.9
DLA 1591	Supervisory Mishap Report	6000.3
DLA 1620	DLA Police Desk Blotter	6055.29
DLA 1689	File Plan	5015.1
DLA 1690	Record Retention Recommendations	5015.2

DLA 1690	Record Series Recommendation	5015.2
DLA 17	Office Document Device Waiver Request	8100.6
DLA 1749	Vehicle Registration Log	6055.12
DLA 1753	Interview Work Sheet	6055.5.01 or 6055.5.02
DLA 1777	Investigator Credentials	6055.14
DLA 1777a	Investigator Credentials	6055.14
DLA 1806-T	Cooperative Agreement Performance Report	4205.4
DLA 1808	Formal Complaint of Discrimination in the Federal Government	1445.7
DLA 1815	Request for DLA Badge	6055.14
DLA 1834	Security Briefing/Debriefing Certificate	5240.18 or 5240.18.01
DLA 1835	Freedom of Information Act Request Coversheet	Non-Record
DLA 1835-1	Freedom of Information Act Appeal Coversheet	Non-Record
DLA 1838	Organic Manufacturing Quote	5000.5
DLA 1841	Daily Child and Youth Programs Outdoor Safety Checklist	7304.3.02
DLA 1841-1	Monthly Child and Youth Programs Outdoor Safety Checklist	7304.3.02
DLA 1842	Daily Child and Youth Programs Indoor Safety Checklist	7304.3.02
DLA 1842-1	Monthly Child and Youth Programs Indoor Safety Checklist	7304.3.02
DLA 1843	CDC Fire Warden Monthly Emergency Checklist	7304.3.02
DLA 1844	DLA Fire & Emergency Services - CDC Fire Risk Management Survey	7304.3.02
DLA 1847	Child Development and Youth Services Evacuation Drill Report	7304.3.02
DLA 1851-1	Child and Youth Program Ratio Sheet	7304.3
DLA 1854	Application for Child Care Services	7304.1
DLA 1855	DLA Child and Youth Program (CYP) Individual Development Plan (IDP) CYP Assistant – Foundation Level	7304.1
DLA 1856	Child Care Emergency Contact Information	7304.1
DLA 1869	Request for Advance Leave	5300.16
DLA 1875	Request for Waiver of PIR - Noncritical Positions	5240.18; 5240.18.01
DLA 1875-B	Request for Waiver of PIR - Critical Sensitive Positions	5240.18; 5240.18.01
DLA 1875-C	Request for Waiver of PIR - Contractor IT Positions	5240.18; 5240.18.01

DLA 1877	Equal Employment Opportunity (EEO) Pre-Complaint Intake Form	1445.7
DLA 1878	DLA Mass Transportation Fringe Benefit Program Application (ONCR)	5300.30.02
DLA 1883-1	DLA 926B Police Credential	6055.14
DLA 1883-2	DLA 926C Police Credential for Separated or Retired Officers	6055.14
DLA 1885	Request for Deviation from Security and Emergency Services Criteria	6055.2
DLA 1887	Confirmation of Request for Reasonable Accommodation	1445.9.02
DLA 1887-1	Denial of Reasonable Accommodation Request and Notification of Rights	1445.9.02
DLA 1887-2	Reasonable Accommodation Information Reporting Form	1445.9.04
DLA 1890	Contracting Officer (KO) Appointment/Warrant Eligibility Transfer/Termination Request	5000.41
DLA 1892	DLA Police - Employment Conditions	1400.60.01
DLA 1901	Government Purchase Card (GPC) Purchase Request	7000.1
DLA 1912	DLA Local Purchase - Technical Support Request	4100.3
DLA 1913	Adjusted Stock Level	4140.27
DLA 1917	FOIA Request for Documents	5400.1
DLA 1922	Request for Open Storage Approval	6055.22
DLA 1923	Security Review Request for Release of DLA Information	5122.7
DLA 1924	Request for Expedited Delivery Services	5300.26
DLA 1928	Certificate to Register a Tactical Vehicle	5335.17
DLA 1928a	Certificate to Register a Fireighting Vehicle	5335.17
DLA 1932	Family and MWR Facility Use Request	8120.27.01
DLA 1933	Over/Under Pick Exception request for NIIN approval	4140.20
DLA 1935	Electronic Information System (EIS) Records Management Appraisal	5015.3
DLA 1936	Standardized Recordkeeping Checklist	5015.1
DLA 1937	Records Management Checklist for Employee Transfer-Departure	5300.12
DLA 1939	Request for Admin Leave for Fitness Activities	5300.21
DLA 1940	Social Media Application	5122.15
DLA 1940-1	Social Media Certification	5122.15
DLA 1943	Hazardous Property Release Checklist	5000.92; 5000.92.01 or 5000.92.02

DLA 1950	Justification for the Collection of the SSN	5025.1
DLA 1951	Causative and Non-Causative Research Worksheet	7120.14
DLA 1952	Form is canceled	
DLA 1953	Form is canceled	
DLA 1955	Resolution Specialist Review of Credit/Debit Memo Requests	7000.1
DLA 1956	Supplier Engagement Outcome Submission	5300.33.01
DLA 1958	Blocked Sales Order Report Review	7000.11
DLA 1959	Missing Reimbursable Sales Orders Cover Sheet	7000.11
DLA 1960	Reimbursable Revenue Journal Vouchers	7000.11
DLA 1961	Revenue Review Form	7000.11
DLA 1962	Funding Document Request	7000.1
DLA 1963	DLA SEXUAL ASSAULT INCIDENT RESPONSE OVERSIGHT REPORT	5010.19
DLA 1964	Hours of Duty Work Schedule Request	5300.21
DLA 2006	Bunker Delivery Note	5300.10
DLA 2014	DLA Energy Contract Approval	5000.5
DLA 204	Military Awards Decorations Board Briefing Voting Form	1300.6
DLA 205	Final Action Record of DLA Military Awards and Decorations Board	1300.8
DLA 2050	DLA Energy MRO Material Request	5000.5 or 5000.5.01
DLA 2052	DLA Energy Offline Ordering Form	8120.10.01
DLA 2053	DLA Energy Requirement Worksheet	8120.10.01
DLA 21	Funding Document/Obligation Request	7000.1
DLA 22	For Official Use Only Cover Sheet	Non-Record
DLA 2500	Certification of Hard Drive Disposition	8100.21
DLA 2501	Demilitarization Certificate	4160.6
DLA 2503	Transporter Qualification Review Application	4700.22
DLA 2504	Precious Metal (PM) Shipment Request	5000.1
DLA 2505	Manifest Tracking Log (Hazardous Waste)	5000.92; 5000.92.01 or 5000.92.02
DLA 2506	Container Count Sheet	5000.1
DLA 2507-1	Qualified Facility List Application	4700.22
DLA 2507-2	DLA Disposition Services Qualified Facility List - Update Checklist	4700.22
DLA 2508	Precious Metal Recovery Program (PMRP) Container Paccard	5000.1

DLA 2509	Asbestos Waste Shipment Record	5000.92, 5000.92.01 and 5000.92.02
DLA 2510	DLA Disposition Services Treatment, Storage, Disposal & Recycling Facility Inspection Guidelines & Checklist	4700.22
DLA 2511	Hazardous Waste Profile Sheet	5000.92; 5000.92.01 or 5000.92.02
DLA 2512	Certification of Services/Manifest Tracking	5000.92
DLA 2513	Hazardous Waste Log	5000.92; 5000.92.01 or 5000.92.02
DLA 2515	Turn-In Checklist and Certification for Wrecked Aircraft	4160.6.1
DLA 2516	Letter of Authorization to Remove	4160.27
DLA 2517	Letter of Authorization	4160.27
DLA 2518	Request for Waiver	5300.33
DLA 2519	Qualified Facility List (QFL) / Qualified Transporter List (QTL) Job Check Sheet	5000.33
DLA 2520	Vehicle Data Worksheet	4160.6.1
DLA 2521	Hazardous Waste Task Order Tracking	5000.1
DLA 2943	Hazardous Property Release Checklist	5000.92
DLA 27	Classified Document Receipt	5240.6
DLA 35	Office Device Request	7000.1; 5000.5
DLA 36	DLA Suggestion	5010.14.01 or 5010.14.02
DLA 37	DLA Suggestion Evaluation and Transmittal Record	5010.14.01 or 5010.14.02
DLA 38	Incentive Award Nomination and Approval	1400.53
DLA 4000	Requirement Justification for Acquisitions	5335.31
DLA 43	Exit Checklist	5300.21
DLA 46	Performance Rating	1400.43.01; 1400.43.02; 1400.43.03; 1400.43.04; 1400.43.05
DLA 46	Performance Rating	1400.44.01; 1400.44.02; 1400.44.04
DLA 46A	Position Performance Plan	1400.43.02
DLA 46A	Position Performance Plan	1400.43.05
DLA 5000	Elevation of Negotiations	5000.5

DLA 5001 (formerly DSCR 4215)	Request for Quote for Emergency Contracting Support	5000.5
DLA 5004	SURGE WAIVER REQUEST	5000.5
DLA 5005	Out-of-Cycle Selling Unit Price Change Request	5000.13
DLA 5006	Approval to Purchase from Organic Manufacturer	5000.5
DLA 5007	Discrepant Material Hand-off Notification	4500.13
DLA 524	Routing Slip	5300.5 or file in functional file if needed
DLA 5500	IRPOD (SPC 02) CHECKLIST Individual Repair Parts Ordering Document	5000.5
DLA 5501	Protest Referral Summary Sheet	5000.5
DLA 563	DLA Firearm Authorization	6055.28
DLA 563a	DLA Weapon(s) and Ammunition Receipt	6055.28
DLA 574	Application for Identification Card	6055.14
DLA 584	Visitor Registration	6055.12.01
DLA 635	Incident Report	6055.5.01; 6055.5.02; 6055.6; 6055.7; 6055.7.01; 6055.7.02; 6055.8; 6055.8.01 - Review DLA records schedule for appropriate retention assignment
DLA 635	Security_Criminal Incident report	6055.5 - Review DLA records schedule for appropriate retention assignment
DLA 6003	Requirement Justification for Acquisitions	5300.6
DLA 7001	Job Hazard Analysis	6000.1
DLA 7002	Incident Participant Feedback	6055.32
DLA 7003	Registration of Privately Owned Firearms	6055.20
DLA 7004	HQC Quarterly Safety Inspection	6000.7
DLA 7005	DLA Active Shooter Awareness Card	5300.4
DLA 7006	Disposition Services Security Project Management	6055.31
DLA 7007	Disposition Services Security Program Review/Survey Report Worksheet	6055.31

DLA 7008	Common Access Card Return Tracking Log	5300.5
DLA 7011	DLA Installation Support at Columbus Request for Facility Use	5300.12
DLA 7012	Ebola Post-Exposure Symptom Diary	6000.11; 6000.11.01; 6000.11.02
DLA 7015	Mishap/Near Miss Analysis	6000.5
DLA 7020	Request for Photography_Columbus	5040.3
DLA 7021	Request For Artwork_Columbus	5040.3
DLA 7022	Request Authorization and Certificate of Reimbursement for Graphic Art/Photographic Service	
DLA 73	Request and Approval of Overtime	5300.16
DLA 83	Fund Authorization	7000.12; 7000.15; 7000.33
DLA 89	Requisition and Position Description for Military Positions	5300.22; 1300.10
DLA 89A	Military Manpower Change Request (MMCR)	1300.1 or 1300.2
DLA 96	Issuance Coordination Record	5025.3
DLAH 1734	Circumstances Surrounding the Loss, Damage, Destruction, or Theft of Government IT Equipment	5335.42
OPM 71 (Previous SF-71)	Request for Leave or Approved Absence	5300.17; 5300.17.01
SF-1012	Travel Voucher	7000.1
SF-1034	Public Voucher for Purchases and Services Other Than Personal	7000.1
SF-1038	Advance of Funds Application and Account	7000.1
SF-1047	Public Voucher for Refunds	7000.1
SF-1080	Voucher for Transfer Between Appropriations and/or Funds	7000.1
SF-1081	Voucher and Schedule of Withdrawals and Credits	7000.1
SF-1113	Public Voucher for Transportation Charges	7000.1
SF-1145	Voucher for Payment Under Federal Tort Claims Act	7000.1
SF-1154	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	7000.1
SF-1156	Public Voucher for Fees and Mileage	7000.1
SF-182	Request for Training	1400.5; 7000.1; 5300.12; 5300.21
SF-2806	Individual Retirement Record	7000.49
SF-2807	Register of Separations and Transfer (CSRS)	7000.5

SF-701	Activity Security Checklist	5240.8
SF-702	Security Container Checklist	5240.8