

DLA RECORDS RETENTION SCHEDULE (RRS)

Office of Primary Responsibility: J6DC Records and Information Management (RIM) Program Office

Effective Date: October 1, 2024

Supersedes: DLA RRS dated October 26, 2023, and all previous editions

The use of the DLA RRS is mandatory for DLA worldwide and is the only authorized source for records retention/disposition of DLA records and information. Retentions, as cited by the disposition authorities, are approved by the National Archives and Records Administration, Archivist of the United States, in accordance with 44 USC 3303.

NOTES

1. To search across the workbook select Find, select Options, type in search term and under the within dropdown select workbook.
2. Appendix B provides a cross-walk to assist in identifying new records series. Select the Appendix B tab and search for the old record series or records title and in the far left column will be the new record series.

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[Basic Guidance for Managing Records and Information.](#)

Scheduled 1000

Human Resource Management: This schedule relates to the creation, and maintenance of information assets that pertain to Human Resource Management functions. Types of records and information maintained under this schedule includes: General manpower records, Drug testing, Morale, Welfare and Recreation, Training, Reserve Forces, Civilian Personnel and Payroll, and Equal Employment Opportunities records.

- 1000 Manpower and Personnel, General
- 1010 Drug and Alcohol Abuse
- 1015 Morale, Welfare, and Recreation
- 1025 Education and Training
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Schedule 2000

International Affairs and Foreign Military Sales (FMS): This schedule relates to records to creation and maintenance of records and information assets that pertain to International Affairs and Foreign Military Sales functions. Types of records and information maintained under this schedule includes: General International program records (i.e., NATO and foreign liaison, etc.) and Foreign Military Sales records.

2000 International Affairs, General
2140 Foreign Military Sales

Schedule 3000

Plans, Operations and Intelligence: This schedule relates to the creation and maintenance of records and information assets that pertain to Planning, Operations and Control functions. Types of records and information maintained under this schedule includes: Plans and operations records, Crisis management and emergency preparedness, logistics, Research and development, and Intelligence records.

3000 Plans and Operations
3020 Crisis Management and Emergency Preparedness
3110 Logistics
3201 Laboratories
3300 Intelligence

Schedule 4000

Supply Chain Management and Environmental : This schedule relates to the creation and maintenance of records and information assets that pertain to Supply Chain Management and Environmental functions. Types of records and information maintained under this schedule includes: Acquisition of goods and services (Contracting), Strategic Materials, Logistics management, Transportation records, Disposition and reutilization of serviceable assets, Law Enforcement Support, and Environmental records.

4000 Logistics Support
4010 Provisioning
4015 Data Library
4020 Logistics Operations and Support

- 4025 Logistics Standards
- 4030 Commercial and Government Entity (CAGE) Codes.
- 4035 Federal Item Identification and Supply Classification
- 4045 Item Standardization
- 4140 Materiel Management and Control
- 4145 Storage (Strategic Materiel)
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- 4160 Property Management
- 4161 Law Enforcement Support Office (LESO)
- 4165 Real Property
- 4180 Energy
- 4200 Acquisition/Contracting
- 4205 Small Business
- 4215 Industrial Plant Equipment (IPE)
- 4245 Acquisition Management and Production
- 4270 Value Engineering
- 4500 Transportation
- 4640 Telecommunications and Communications Security
- 4700 Environmental

Schedule 5000

Administrative Management and Support Services: This schedule relates to the creation and maintenance of records and information assets that pertain to administrative management and support functions. Types of records and information maintained under this schedule includes: Administrative reporting, Management program records, Forms and publications, Audiovisual, Command chaplain, Public Affairs, Security, Office administration records common to all offices, General Counsel, Supplies and equipment administration, and Legislative affairs.

- 5000 Administrative Management, General
- 5010 Management Programs
- 5025 DLA Forms, Publications and General Orders
- 5040 Visual Information Activities
- 5100 Command Chaplain
- 5122 Public Affairs
- 5200 Security
- 5210 Personnel, Facilities, and Classification Guides
- 5240 Counterintelligence
- 5300 Office Administration
- 5307 General Counsel

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Schedule 6000

Safety and Health: This schedule relates to records creation and maintenance of records and information assets that pertain to Safety and Health functions. Types of records and information maintained under this schedule includes: Occupational injury and illness records, workplace and facility safety, to include emergency services (police and fire).

6000 Safety and Health, General
6025 Health Care (Occupational Health)
6050 Environmental Hazards
6055 Safety

Schedule 7000

Finance, Audit, Inspector General and Budget: This Schedule relates to financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official Records held in the Office of Record. Budgeting records used to determine priorities for spending, forecasting future needs and related expenditures, and distributing budget authority to achieve results consistent with the formulated budget. Includes records related to functions and activities of the DLA Office of Inspector General (Investigations Division and Audit Division).

7000 Finance, General
7050 Investigation and Inspection
7100 Budget Records
7600 Inspector General and Auditing
7710 Financial Reporting

Schedule 8000

Information Governance, Management and Technology: This schedule relates to the creation and maintenance of records and information assets that pertain to Information Governance, Management and Technology functions. Types of records maintained under this schedule include: General Information and technology records, Privacy Act, Capital Planning and Investment Control, Electronic Information Systems, Governance Processes and Management Control, Asset inventory, Records and Information Management, Data Management, Information Infrastructure Design and Engineering, Software and Application, Information Assurance/Cybersecurity, PKI, System and Data Security, Network and Website records.

8000 Information Governance, Management and Technology, General
8100 Freedom of Information Act (FOIA) and Privacy Act
8115 Capital Planning and Investment Control
8120 Electronic Information Systems - Tab 9
8130 Governance Processes and Management Control Structures

8160 Asset inventory Management and Visibility
8180 Records and Information Management
8260 Data Management
8300 Information Infrastructure Design and Engineering
8360 Test and Evaluation
8370 Enterprise Architectures
8400 Information Technology, General
8430 Software and Application Systems
8500 Information Assurance, General
8520 Key and Identity Management (Public Key Infrastructure, Key Management Infrastructure, Electronic Key Management System)
8530 Systems and Data Security
8550 Network/Website

Appendices

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DLA RECORDS and INFORMATION (RIM) PROGRAM

1-100 Introduction

1-101 Purpose. The DLA Records and Information Management (RIM) program, provides an organizational function devoted to the **management of information** in an organization throughout its life cycle, from the time of creation or capture to its eventual disposition. Records, in **all** media and formats, must be indexed to facilitate locating and retrieving records when needed and to ensure they are identified when they have reached their retention and final and have an approved record series and retention to be compliant with Federal Regulations.

1-102 System Concept

a. Under the DLA Records System, a record document is filed according to the function to which it relates not the organization that creates and maintains the information.

b. The DLA Records Retention Schedule (RRS), is reformatted into 8 functional schedules. It is broken down into separate schedules using the DoD Publications major groups and sub-groups numbering breakdown and the NIST 800-60, Table 6.

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 (Schedules) and sub-groups (record series) are broken down under the schedules.

Numerical Group	Major Subject
1000-Schedule	Human Resource Management
2000-Schedule	International Affairs and Foreign Military Sales
3000-Schedule	Plans, Operations and Intelligence
4000-Schedule	Supply Chain Management and Environmental Program
5000-Schedule	Administrative Management and Support Services
6000-Schedule	Safety and Health
7000-Schedule	Finance, Audit, Inspector General and Budget
8000-Schedule	Information Governance, Management and Technology

b. Record Series. Record series are a filing classification or taxonomy used as a method to index (categorize) and file records, similar to the Dewey Decimal system used within libraries. The records classification is linked with a retention that is mandatory unless records are placed on hold by legal or records management.

1-104 Addition of Record Series. Additional numbers must not be added locally to the DLA Records Retention Schedule. Recommendations for changes, additions or deletions to the Records Schedule will be coordinated with the Enterprise Information Records Analyst (EIRA) 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 RRS 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. The following breakdown explains the current disposition authority cited.

Disposition Authority Dates Used Key/Definition

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

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 (Prescribing) Documentation. Created or captured information that is 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 and is prescribed by the use of written guidance such as policy, standard operating procedures, job aids, etc., that serves as adequate and proper documentation. 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 or use, 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 4000 and identify the appropriate series 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.

1-300 Records Maintenance and Retrieval

1-301 File Plan. A file plan is a comprehensive office information listing, that includes the records series, file organization and description, 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 or re-validated annually. They list what records are maintained and their 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)). File plans are mandatory and are used to establish folder/file structures.

b. All offices within each Component (D and J-codes, Major Subordinate Commands (MSC) and Field Activities must have a file plan that identifies the types of records they create and maintain. EIRAs will initiate an annual file plan review for the office and coordinate with the office supervisor and/or RC to review and update and then return to the EIRA. Component offices need to coordinate with the EIRA after any major reorganizations or establishment/disestablishment of an office.

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 business unit's 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 office file plans. Repositories include:

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

b. Electronic Records Management Applications. Holds unstructured electronic records and is Joint Interoperability Test Command (JITC) approved. DLA approved repository for records is DACS-RM.

c. Shared Drives/SharePoint. Holds Unstructured electronic documents and must be indexed to manage these documents in accordance with RIM policy.

d. Personal Drives. Records must not be maintained on personal drives. Information maintained on the OneDrive is considered non-record information and will be maintained only for 1 year after the employee's departure (cited in DLAM 5015.01, Enclosure 8)

1-400 Records Schedule and Disposition

1-401 Records Schedule. Applies to electronic and physical records and information. Identifies records as either temporary or permanent. All records schedules (series) 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 administrative and support functions.

c. DLA Records Retention Schedule (RRS). The DLA RRS 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

1-402 Records Disposition. Approved records dispositions are listed in the DLA RRS 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. 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.

Change Date	Record Series	Record Series Title	Type of Action (Add, Change, Delete)	Explanation of Change
APPROVED:				
6/24/2024	1432.01	Employee Incentive Awards Records	Retention/Authority change	Transmittal 35, GRS 2.2, Item 030
6/24/2024	5300.40	Official Passport Records. Application Files	Retention/Authority change	Transmittal 35, GRS 2.2, Item 090
6/24/2024	5040.06	Records Related to Official Passports. Application records	Retention/Authority change	Transmittal 35, GRS 2.2, Item 090
6/24/2024	1442.01	Telework/Alternative Worksite Agreements	Retention/Authority change	Transmittal 35, GRS 2.3, Item 040
6/24/2024	8120.53.04	DAI Output Records	Retention/Authority change	Transmittal 35, GRS 2.4, Item 061
6/24/2024	1416.20	Wage Survey Files	Retention/Authority change	Transmittal 35, GRS 2.4, Item 080
6/24/2024	1416.16	Payroll Program Administrative Records	Retention/Authority change	Transmittal 35, GRS 2.4, Item 061
6/24/2024	1025.08	Case Records on SESCDP Participants	Retention/Authority change	Transmittal 35, GRS 2.6, Item 041
6/24/2024	4165.13	Real Property Ownership Records and/or Military Construction Projects	Retention/Authority change	Transmittal 35, GRS 5.4, Item 020
6/24/2024	8120.10.01	EBS Real Property Records	Retention/Authority change	Transmittal 35, GRS 5.4, Item 020
6/24/2024	5335.05	Vehicle and Equipment Use and History	Retention/Authority change	Transmittal 35, GRS 5.4, Item 030
6/24/2024	5335.20	Vehicle and Equipment Ownership Records, Operation manuals and Warranties	Retention/Authority change	Transmittal 35, GRS 5.4, Item 030
6/24/2024	1442.06	Records of Credit Card Abuse	Retention/Authority change	Transmittal 35, GRS 5.6, Item 050
6/24/2024	6000.03	Safety Case Files	Retention/Authority change	Transmittal 35, GRS 5.6, Item 100
6/24/2024	6055.47	Accident and Incident Records	Retention/Authority change	Transmittal 35, GRS 5.6, Item 100
6/24/2024	6055.48	Fire Incidents	Retention/Authority change	Transmittal 35, GRS 5.6, Item 100
6/24/2024	3110.16	Contractor Mishaps	Retention/Authority change	Transmittal 35, GRS 5.6, Item 100
8/19/2024	3020.05	Updated crosswalk	N/A	Changed from "Pending NARA Approval" to Approved by NARA 6/2/2022
8/19/2024	DD Form 200	Updated records series	N/A	Changed from 7000.15 to 4140.27
8/19/2024	DLA Form 1885	Updated records series	N/A	Changed from 6000.01 to 5300.07
8/30/2024	4145.81	Storage Receipt and Release Files: Central Office	Pending NARA Approval	Approved 11/20/2023 - DAA-0361-2021-0020
8/30/2024	4151.01	Storage Facility Project Records	Pending NARA Approval	Approved 11/20/2023 - DAA-0361-2021-0020
8/30/2024	4151.05	Commodity Inspection Records	Pending NARA Approval	Approved 11/20/2023 - DAA-0361-2021-0020
8/30/2024	4151.06	"Depot" Inspection Files	Pending NARA Approval	Approved 11/20/2023 - DAA-0361-2021-0020
8/30/2024	4151.11	Inspection Activity Evaluations	Pending NARA Approval	Approved 11/20/2023 - DAA-0361-2021-0020
8/30/2024	4160.03	Item Case Files	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.04	Property Accountability	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.05	Property Turn-In Schedules	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.07	Demilitarization Requirements	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.09	Critical and Strategic Materials Reclamation	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.10	Precious Metal Reclamation	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.11	Inspections	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.12	Warehousing	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.20	Want Lists	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.22	Redistribution Efforts	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.23	Material Utilization and Disposal Progress Reports	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.24	Freeze Actions	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.27	Transfer Authority	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.29	Accounts Maintenance	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.34	Monthly Scrap Listing	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.37	Demilitarization and Mutilation Case Files	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.38	Demilitarization Code Challenges	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.40	Security Trade Control Violations	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.41	Warehouse Modernization/Mechanization Program Files	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.43	Surplus Property Transportation	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.44	Retrograde Transportation Files	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.45	Reutilization Monthly Expenditures	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.47	Market Analyses	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.56	Annual Bid Deposit Bonds	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.66	Strategic/Munitions List Items Control: Foreign Excess Personal Property (FEPP)	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.67	Strategic/Munitions List Items Control: Surplus	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.70	Personal Property Sales Unsuccessful Bids: Sensitive	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.71	Personal Property Sales Unsuccessful Bids: Non-Sensitive	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.73	Auction and Retail Sale Files	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4160.74	Bidders Master File: Disposition Services Office of Record	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4165.03	Engineering Services	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4165.06	Inspection and Execution	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4165.15	Pollution Studies: DLA Office of Environment and Safety Policy	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4165.24	Fiscal Year Program Analysis	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4165.27	Real Property Control	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4165.35	Building and Grounds Inventories	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4180.04	Alternative Fuel Studies	Pending NARA Approval	Approved 1/17/2024 - DAA-0361-2021-0013
8/30/2024	4500.02	Customs or Port of Entry Files	Pending NARA Approval	Approved 3/5/2024 - DAA-0361-2021-0002

8/30/2024	4500.20	Carrier Release Files	Pending NARA Approval	Approved 3/5/2024 - DAA-0361-2021-0002
8/30/2024	4500.28	Materiel Release Processing and Control Files	Pending NARA Approval	Approved 3/5/2024 - DAA-0361-2021-0002
8/30/2024	4500.30	Warehouse Denials	Pending NARA Approval	Approved 3/5/2024 - DAA-0361-2021-0002
8/30/2024	4500.44	Inspection, Testing, Results and Disposition	Pending NARA Approval	Approved 3/5/2024 - DAA-0361-2021-0002
8/30/2024	4500.52	Hazardous Material Stock Location	Pending NARA Approval	Approved 3/5/2024 - DAA-0361-2021-0002
8/30/2024	4500.53	Radioactive Material Disposal	Pending NARA Approval	Approved 3/5/2024 - DAA-0361-2021-0002
8/30/2024	4500.54	Radiation Monitoring and Exposure Policy and Guidance	Pending NARA Approval	Approved 3/5/2024 - DAA-0361-2021-0002
8/30/2024	4500.56	Radioactive Material Incident Reporting	Pending NARA Approval	Approved 3/5/2024 - DAA-0361-2021-0002
8/30/2024	1401.11	Check Cashing Privileges	Pending NARA Approval	Approved 9/25/2015 - DAA-0361-2015-0002-0005
8/30/2024	4200.62	Contractor Purchasing System Review (CPSR) Files	Pending NARA Approval	Approved 12/5/2022 - DAA-0361-2020-0003
8/30/2024	4245.06	Production Management	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.08	Manufacturing	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.12	Production Surveillance Files	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.13	Production Surveillance Requests and Status Reporting	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.15	Priorities and Allocations	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.17	Utilization Surveys	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.22	Situation Reports	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.27	Pricing Management	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.28	Pricing Registers	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.29	Contractor Pricing General	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.30	Price/Cost Analysis-Contract Pricing	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.30.01	Price/Cost Analysis-Defective Cost or Pricing, Catalog Data	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.31	Price/Cost Analysis Case Files	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.33	Post-Award Overpricing-Routine Files	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.33.01	Post-Award Overpricing-High Visibility Files	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.47	Production Control Files	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.49	Manufacturing Methods Project Files	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.51	Special Measuring and Orthopedic Footwear Files	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4245.53	Quality Control Files	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4270.01	Value Engineering Projects and Studies	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4270.08	Value Engineering Reporting	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4270.10	Value Engineering Change Proposal (VECP) Program Presentations	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
8/30/2024	4270.12	Replenishment Parts Purchases and Loans	Pending NARA Approval	Approved 4/8/2024 - DAA-0361-2021-0019
10/1/2024	DLA 3000-1	Federal Aviation Administration Buy Checklist	New Form	Records Series 4200.08 - form is approved/signed by RIM, IMCO, and Privacy and added to RRS 10/1/2024
10/1/2024	DLA 3000-2	Federal Aviation Administration Buy Worksheet	New Form	Records Series 4200.08 - form is approved/signed by RIM, IMCO, and Privacy and added to RRS 10/1/2024
10/1/2024	DLA 3001	Industry Engagement Sheet	New Form	Records Series 5300.12 - form is approved and added to RRS 10/1/2024
10/2/2024	8120.62	Human Resources Management (HRM) Application	Added new DLA records series for the HRM App	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)
10/16/2024	8120.06	DORRA	Updated disposition to reflect NARA's GRS	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)
10/16/2024	8120.12	Fusion Center	Updated disposition to reflect NARA's GRS	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)
10/16/2024	8120.24	Ozone	Updated disposition to reflect NARA's GRS	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)
10/16/2024	8120.25	FLIS	Updated disposition to reflect NARA's GRS	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)
10/16/2024	8120.38.09	Logistics Data Gateway (LDG)	Updated disposition to reflect NARA's GRS	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)
10/16/2024	8120.59	Distribution Standard System (DSS)	Updated disposition to reflect NARA's GRS	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)
10/16/2024	8120.01.01	AMPS	Updated disposition to reflect NARA's GRS	Transmittal 33 - Approved 1/2023 - GRS 3.2, Item 030 (DAA-GRS-2013-0006-0003)
10/16/2024	8500.13	SAR	Updated disposition to reflect NARA's GRS	Transmittal 33 - Approved 1/2023 - GRS 3.2, Item 030 (DAA-GRS-2013-0006-0003)
11/5/2024	4500.13	Discrepancy Reports	Updated disposition to reflect NARA's GRS	GRS 5.5, Item 040 (DAA-GRS-2016-0012-0004) - ADDED: but longer retention is authorized if required for business use.

Scheduled 1000 - Human Resource Management: This schedule relates to the creation, and maintenance of information assets that pertain to Human Resource Management functions. Types of records and information maintained under this schedule includes: General manpower records, Drug testing, Morale, Welfare and Recreation, Training, Reserve Forces, Civilian Personnel and Payroll, and Equal Employment Opportunities records. Return to TOC				
New Record Series	Series Title and Content Description	Disposition Instructions (Includes Cutoff)	Disposition Authority	Prescribing Authority (Issuance, Manual, SOP, etc.)
1000.05	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 • Briefing materials • Studies and surveys • Lists of functions and staff at key locations • Documents pertaining to alignments and reorganizations and related backup materials Exclusion : Records maintained by executives responsible for policy formulation or other high-level actions. Schedule these on agency-specific schedules.	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)	
1000.07	Reorganization Planning. 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>	DAA-0361-2021-0022-0001	
1010.01	Non-Occupational Health and Wellness Program Records. Records documenting the planning, management, reporting, correspondence with internal agency offices, statistical summaries, and routine operations undertaken by employee health service organizations involving non-occupational worksite health and wellness programs, such as nursing mothers, Automated External Defibrillators (AEDs), alcohol and drug abuse programs, and tobacco cessation. Includes: • health risk appraisals • biometric testing • health coaching • disease management • behavioral management • preventive services • fitness programs	Temporary. Cutoff at end of Event. <i>Destroy 3 years after the project/activity/ or transaction is completed or superseded.</i>	GRS 2.7, Item 080 (DAA-GRS-2017-0010-0013)	
1010.05	Employee Drug Test Plans, Procedures, and Scheduling Records. Drug testing program records pertaining to the development of procedures, such as the determination of testing incumbents in designated positions and selection of specific employees/applicants for testing. Includes: • agency copies of plans and procedures, with related drafts, correspondence, and memoranda • lists of selectees • notification letters • testing schedules.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old or when superseded, obsolete.</i>	GRS 2.7, Item 100 (DAA-GRS-2017-0010-0016)	DLAI 1010.09; SOP 1010.01-032
1010.06	Employee Drug Test Acknowledgment of Notice Forms. Forms completed by employees whose positions are designated sensitive for drug testing purposes, acknowledging they have received notice and they may be tested.	Temporary. Cutoff at end of Event. <i>Destroy when employee separates from testing designated position.</i>	GRS 2.7, Item 110 (DAA-GRS-2017-0010-0017)	DLAI 1010.09; SOP 1010.01-032
1010.07	Employee Drug Testing Specimen Records. Identifying data on each specimen, recorded at each collection site in the order in which the specimen was collected. Includes records used to maintain control and accountability of specimens from the point of collection to final disposition, e.g., chain-of-custody records.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after date of last entry or when 3 years old, whichever is later.</i>	GRS 2.7, Item 120 (DAA-GRS-2017-0010-0018)	DLAI 1010.09; SOP 1010.01-032
1010.08	Employee Drug Test Results-Positive Results-Employees. Records documenting individual test results, including testing reports, notification of employees and employing offices, and documents relating to follow-up testing.	Temporary. Cutoff at end of CY or Event. <i>Destroy when employee leaves the agency or when 3 years old, whichever is later.</i>	GRS 2.7, Item 130 (DAA-GRS-2017-0010-0019)	DLAI 1010.09; SOP 1010.01-032
1010.09	Employee Drug Test Results: Negative Results. Records documenting individual test results, including testing reports, notification of employees and employing offices, and documents relating to follow-up testing.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 2.7, Item 131 (DAA-GRS-2017-0010-0020)	DLAI 1010.09; SOP 1010.01-032

1015.01	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.	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	DLAI 1015.02
1015.03	Family Advocacy. Information and documents relating to Family Advocacy Program assistance provided. Information includes referrals (governmental and non-governmental), memorandums of understanding standard operating procedures, and training support packages.	Temporary. Cutoff after last date of entry in case file. <i>Destroy 3 years from last entry date.</i>	GRS 4.2, Item 010 (DAA-GRS-2019-0001-0001)	
1015.04	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	DLAI 1015.02
1015.05	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	DLAI 1015.02
1015.06	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	DLAI 1015.02
1015.11	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	DLAI 1015.02
1015.15	Child Development Center-Child records with no serious accident or injury requiring emergency consultation or treatment. NOTE: Child Records <u>are non-electronic</u> 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.	Temporary. Cutoff at end of Event. Child Development Center maintains records as long as child is enrolled. <i>Destroy 2 year after child disenrollment.</i>	GRS 2.4, Item 121 (DAA-2016-0015-0015)	DLAM V1 1015.02
1015.17	Child Development Center-Child records <u>with serious accident or injury</u> requiring emergency consultation or treatment.	Temporary. Cutoff at end of Event. Child Development Center maintains records as long as child is enrolled. <i>Destroy 3 years after incident or 2 year after child disenrollment, whichever is later.</i>	GRS 2.4, Item 121 (DAA-2016-0015-0015)	DLAM V1 1015.02

1015.20	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. 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.	This overview is for record series 7304.2.01 through 7304.2.04. Do not use the overview for retention		DLAM V1 1015.02
1015.20.01	Child Development Center 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.	Temporary. <i>Forward to gaining activity.</i>	NARA approval not required business rule for transfer instructions only.	DLAM V1 1015.02
1015.20.02	Child Development Center Personnel Security Folders: Upon Separation or Transfer to a Non-DLA Organization.	Temporary. Cutoff at end of CY. <i>Destroy 2 years after separation or transfer.</i>	GRS 5.6, Item 180 (DAA-GRS-2021-0001-0007)	DLAM V1 1015.02
1015.20.03	Child Development Center 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 Event. Event is separation of employee.. <i>Upon separation, place remaining documents in inactive file, cut off at end of calendar year, and Destroy/delete after 5 years</i>	GRS 5.6, Item 181 (DAA-GRS-2021-0001-0008)	DLAM V1 1015.02
1015.20.04	Child Development Center 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>	GRS 5.6, Item 180 (DAA-GRS-2017-0006-0024)	DLAM V1 1015.02
1015.23	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>	GRS 2.4, Item 120 (DAA-2016-0015-0015)	DLAM V1 1015.02
1015.25	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>	GRS 2.4, Item 120 (DAA-2016-0015-0015)	DLAM V1 1015.02
1015.27	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, certification inspections, child injury logs, and other reports and related records.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	GRS 2.4, Item 120 (DAA-2016-0015-0015)	DLAM V1 1015.02

1015.30	Digital Monitoring Recordings. Digital monitoring recordings of DLA Child and Youth Program activities used for administrative purposes.	Temporary. <i>Delete, Erase or Rewrite after 30 calendar days unless there is an incident as outlined in Child Care Policy; then extract and maintain incident video for 5 years.</i>	GRS 5.6, Item 090 (DAA-GRS-2017-0006-0012)	DLAM V1 1015.02
1025.01	Non-mission Employee Training Program Records. Records about planning, assessing, managing, and evaluating an agency's training program: <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. Exclusion: This item does not cover ethics-related training. NOTE: Financial records related to purchase of training or travel for training are scheduled under 7000.01.	Temporary. Cutoff at end of CY. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate.	GRS 2.6, Item 010 (DAA-GRS-2016-0014-0001)	DLAI 1430.25
1025.02	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. Destroy when 3 years old.	GRS 2.6, Item 030 (DAA-GRS-2016-0014-0003)	DLAI 1430.25
1025.07	Senior Executive Service Candidate Development Program (SESCDP). <u>Program records. Records documenting program scope, policies, planning, budget, and curriculum planning.</u> SESCDP is an OPM-approved training program designed to develop employees with strong executive potential to qualify them for and authorize their initial career appointment in the Senior Executive Service.	Temporary. Cutoff at end of CY. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	GRS 2.6, Item 040 (DAA-GRS-2016-0014-0004)	DLAI 1430.25
1025.08	Senior Executive Service Candidate Development Program (SESCDP). <u>Case records on SESCO participants. Records documenting training, developmental assignments, mentor agreements and evaluations, and SES Development Plans</u> SESCDP is an OPM-approved training program designed to develop employees with strong executive potential to qualify them for and authorize their initial career appointment in the Senior Executive Service.	Temporary. <i>Destroy 1 year after certification or separation from the program, but longer retention is authorized if required for business use.</i>	GRS 2.6, Item 041 (DAA-GRS-2023-0005-0001)	DLAI 1430.25

1100.01	<p>Volunteer Service Case Files - Volunteers. Records documenting service performed without compensation by people not under a Federal appointment. Includes both students as defined in 5 U.S.C. 3111 and nonstudents. Records include:</p> <ul style="list-style-type: none"> • volunteer agreements documenting position title, office title, duty location, days/hours on duty • parental approval forms • performance evaluations • training information • certificates of appreciation • correspondence documenting inclusive dates of service and total hours or days worked. <p>Exclusion: Records documenting service for volunteers (students) who receive Federal appointments or for whom service is creditable for leave or any other employee benefits.</p>	<p>Temporary. Cutoff when volunteer departs service. Destroy 4 years after volunteer departs service.</p>	GRS 2.2, Item 110 (DAA-GRS-2017-0007-0016)	DLAI 1100.21
1100.02	<p>Volunteer Service Case Files - Volunteer Applicant Rejected. Records documenting service performed without compensation by people not under a Federal appointment. Includes both students as defined in 5 U.S.C. 3111 and nonstudents. Records include:</p> <ul style="list-style-type: none"> • volunteer agreements documenting position title, office title, duty location, days/hours on duty • parental approval forms • performance evaluations • training information • certificates of appreciation • correspondence documenting inclusive dates of service and total hours or days worked. <p>Exclusion: Records documenting service for volunteers (students) who receive Federal appointments or for whom service is creditable for leave or any other employee benefits.</p>	<p>Temporary. Cutoff when volunteer application rejected. Destroy when 1 year old.</p>	GRS 2.2, Item 111 (DAA-GRS-2017-0007-0017)	DLAI 1100.21
1200.01	<p>Individual Reservist Records. Documents relating to the administration of military reserve affairs including selection and assignment of mobilization designees, individual training plans and evidence of training completion, special schools applications, documentation of special skills identifiers, waivers from training and unit training schedules.</p>	<p>Temporary. Cutoff at end of CY. Destroy when 4 years old.</p>	DAA-0361-2021-0022-0002	
1200.03	<p>Reserve Organization/Force Management Program Planning Records. Documents relating to force structure of the military reserves including preparation of tables of distribution and force allocation, unit equipping requirements, organizational reporting relationships, and other force structure / capability artifacts.</p>	<p>Temporary. Cutoff at end of CY. Destroy when 4 years old.</p>	DAA-0361-2021-0022-0003	
1400.01	<p>Employee Management Administrative Records. Records on routine office program support, administration, and human resources operations. Includes:</p> <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 	<p>Temporary. Cutoff at end of CY. Destroy after 3 years.</p>	GRS 2.2, Item 010 (DAA-GRS-2017-0007-0001)	
1400.03	<p>Merit Systems Protection Board (MSPB) case files. Civil Service Reform Act appeal case files involving actions appealable to MSPB per 5 CFR 1201.3. May include:</p> <ul style="list-style-type: none"> • petitions for appeal, agencies' responses to petitions • hearing notices, transcripts, testimony, briefs, and exhibits • MSPB initial decisions • petitions for review, responses of opposing party to petition • orders granting or denying intervention • MSPB final opinions, orders, and decisions <p>Exclusion: Corresponding case files at MSPB (must be scheduled by MSPB).</p>	<p>Temporary. Cutoff at end of Event. Destroy 3 years after final resolution of case.</p>	GRS 2.3, Item 080 (DAA-GRS-2018-0002-0009)	DLAI 1404.01,

1400.05	Employee Performance Files--Acceptable Performance Appraisals of Non-Senior Executive Service Employees. Performance records for employees as defined in 5 U.S.C. 4301(2)). Legal citation: 5 CFR Part 293.404 Exclusion: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by GRS 2.2, item 073.	Temporary. Cutoff at end of Event. <i>Destroy no sooner than 4 years after date of appraisal.</i>	GRS 2.2, item 070 (DAA-GRS-2017-0007-0008)	DLAI 1400.25, V431
1400.06	Employee Performance Files- Unacceptable Performance Appraisals of Non-Senior Executive Service Employees. 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. Legal citations: 5 U.S.C. section 4303(d) and 5 CFR Part 293.404	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>	GRS 2.2, Item 071 (DAA-GRS-2017-0007-0009)	DODI 1402.03, V5
1400.07	Employee Performance Files-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. Legal citation : 5 CFR Part 293.404	Temporary. Cutoff at end of Event. <i>Destroy no sooner than 5 years after date of appraisal.</i>	GRS 2.2, Item 072 (DAA-GRS-2017-0007-0010)	DODI 1402.03, V5
1400.08	Employee Performance Files: Superseded Performance related records. Performance records superseded through an administrative, judicial, or quasi-judicial procedure. Superseded performance records of both non-senior executive service employees and senior executive service employees. Legal citation : 5 CFR Part 293.404	Temporary. Cutoff after event. <i>Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed.</i>	GRS 2.2, Item 073 (DAA-GRS-2017-0007-0011)	DODI 1402.03, V5
1400.10	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 The Guide to Personnel Recordkeeping for instructions. NOTE 2: Hardcopy original personnel folders scanned into the Enterprise Human	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)	SOP 1400.00-009
1400.11	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)	SOP 1400.00-009
1401.01	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. <i>Event is upon supersession or destroy with related fund account records on dissolution of the fund, as appropriate. Keep 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	

1401.02	<p>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.</p> <p>NOTE: 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.</p>	<p>Temporary. Cutoff at end Event. Event is after latest separation from NAF service. <i>Transfer of employee: Transfer folder to new Federal employing office.</i></p> <p>Separation of employee: <i>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></p>	NC1-330-80-3, Item 1 (Note: this is a DoD disposition authority and is approved for DLA use per NARA Archivist to DLA)	
1401.03	<p>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.</p> <p>Excludes applications resulting in appointment which are filed in the NAF Official Personnel Folder .</p> <p>NOTE: DA Forms 3438 are maintained by the office responsible for administration of NAF personnel programs.</p>	<p>Temporary. <i>Destroy when 6 months old.</i></p>	NC1-330-80-3, Item 12 (Note: this is a DoD disposition authority and is approved for DLA use per NARA Archivist to DLA)	
1401.04	<p>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.</p>	<p>Temporary. Cutoff at end of Event. Event is action prescribed within the recorded minutes of meeting if completed. <i>Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</i></p>	DAA-0361-2015-0002-0002	
1401.05	<p>NAF Financial Transactions Records. Documents related to procuring goods and services, paying bills, collecting debts, and accounting. Includes: • 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. • NAF Accounts. Information on the receipt, disbursement, and administration of non-appropriated funds, such as Installation MWR 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. • 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.</p>	<p>Temporary. Cutoff at end of FY. <i>Destroy 10 years after final payment or cancellation .</i></p> <p>*NOTE- Retention extension aligns with FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010.</p>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	

1401.07	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	
1401.11	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 certain individuals; and related papers.	Temporary. Cutoff at end of Event. <i>Event is after termination of suspension or similar notices. Keep until event occurs, then destroy 1 year after the event.</i>	DAA-0361-2015-0002-0005	
1401.12	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	
1401.15	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 until no longer needed for conducting business, but not longer than 6 years, then destroy.</i>	DAA-0361-2015-0002-0008	
1401.16	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 continued in effect until filed or final entry is made thereon.	Temporary. Cutoff at end of FY. <i>Keep 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)	
1401.17	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 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	
1401.22	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 until no longer needed for conducting business, but not longer than 6 years, then destroy.</i>	DAA-0361-2015-0002-0012	
1401.24	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. Destroy the record 2 years after the event.</i>	DAA-0361-2015-0002-0014	
1402.01	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)	

1402.05	<p>Job Vacancy Case Files. Records of one-time competitive and Senior Executive Service announcements/selections. Case files an agency creates when posting and filling 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 • 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 • mandatory applicant drug test records • annotated certificates of eligible candidates returned by selecting officials • job offers • records of job offer being accepted or declined • correspondence/documentation of announcement or recruiting operation <p>Legal citation: 5 CFR 335.103</p>	<p>Temporary. Cutoff at end of CY or Event. <i>Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.</i></p>	GRS 2.1, Item 050 (DAA-GRS-2017-0011-0001)	
1402.06	<p>Job Vacancy Case Files. Records of standing register competitive files for multiple positions filled over a period of time. Case files an agency creates when posting and filling 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 • 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 • mandatory applicant drug test records • annotated certificates of eligible candidates returned by selecting officials • job offers • records of job offer being accepted or declined • correspondence/documentation of announcement or recruiting operation <p>Legal citation: 5 CFR 335.103</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 2 years after termination of register.</i></p>	GRS 2.1, Item 051 (DAA-GRS-2017-0011-0002)	
1402.13	<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)	
1402.19	<p>Audits. Delegated Authority Audits. Reports of delegated examining operations audit delivered to the audited agency.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 3 years after day of audit report</i></p>	GRS 2.1, Item 160 (DAA-GRS-2014-0002-0022)	

1402.22	<p>Interview Records. Case files related to filling job vacancies, held by hiring official and interview panel members. Includes:</p> <ul style="list-style-type: none"> • Copies of records in the job vacancy case file (1402.05 and 1402.06) • Notes of interviews with selected and non-selected candidates • Reference check documentation <p>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</p>	<p>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></p>	GRS 2.1, Item 090 (DAA-GRS-2014-0002-0008)	
1402.25	<p>Excepted Service 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). Records created in filling permanent or temporary job vacancies by non-competitive appointment under Schedules A, B, or D (as defined in 5 CFR 213.3101, 3201, 3301 and 3401). Includes (as appropriate):</p> <ul style="list-style-type: none"> • application, attachments, and supplemental forms • documentation of eligibility for excepted service appointment • proof of special qualifications • resume or other proof of employment, education, or relevant experience • proof of disability issued by a licensed medical professional • certification of job readiness • notice of appointment, terms, and acceptance <p>Legal authorities: 5 CFR 213.3101, 3102, 3201, 3202, 3301, 3302, 3401, 3402.</p> <p>NOTE: Any of the above records appropriate to include in the OPF may be moved to the OPF when the agency creates it.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 5 years after candidate enters on duty, is no longer under consideration, or declines offer.</i></p>	GRS 2.1, Item 110 (DAA-GRS-2014-0002-0018)	
1402.26	<p>Excepted Service Appointment Case Files- Case files related to all other appointees. Records created in filling permanent or temporary job vacancies by non-competitive appointment under Schedules A, B, or D (as defined in 5 CFR 213.3101, 3201, 3301 and 3401). Includes (as appropriate):</p> <ul style="list-style-type: none"> • Application, attachments, and supplemental forms • Documentation of eligibility for excepted service appointment • Proof of special qualifications • Resume or other proof of employment, education, or relevant experience • Proof of disability issued by a licensed medical professional • Certification of job readiness • Notice of appointment, terms, and acceptance <p>Legal authorities: 5 CFR 213.3101, 3102, 3201, 3202, 3301, 3302, 3401, 3402.</p> <p>NOTE: Any of the above records appropriate to include in the OPF may be moved to the OPF when the agency creates it.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 2 years after candidate enters on duty, is no longer under consideration, or declines offer.</i></p>	GRS 2.1, Item 111 (DAA-GRS-2014-0002-0019)	
1402.28	<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)	
1402.29	<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)	
1402.31	<p>Pre-appointment Files: Background Investigation or Vetting of Prospective Employee-Copies of Records included in Job Vacancy Case File). 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 	<p>Forward to appropriate security office after prospective employee enters on duty, declines appointment, or is no longer a candidate.</p>	GRS 2.1, Item 143 (DAA-GRS-2014-0002-0010)	

1402.32	Pre-appointment Files: Records appropriate for inclusion in OPF. Prospective employees <u>who enter</u> 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, GRS 2.1, Item 141	
1402.35	Employment Eligibility Verification Records. Employment Eligibility Verification form I-9 and any supporting documentation.	Temporary. Cutoff at end of Event. Destroy 3 years after employee separates from service or transfers to another agency.	GRS 2.2, Item 060 (DAA-GRS-2017-0007-0007)	
1402.38	Recruitment Records. Records documenting agency in-person and on-line recruitment efforts at career fairs, job fairs, visits to colleges, and similar venues. Includes: <ul style="list-style-type: none"> • records documenting planning and logistics of individual recruitment events • record copy of advertisement and materials for distribution (schedule recruitment posters separately) • contact information and interest areas collected from potential job candidates • recruitment event reports • correspondence with prospective candidates 	Temporary. Cutoff at end of CY. <i>Destroy when 1 year old</i>	GRS 2.1, Item 180 (DAA-GRS-2018-0008-0003)	
1404.01	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)	
1405.01	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. Exclusion: OPM's case files on classification standards are not covered by this item.	Temporary. Destroy 2 years after standard is superseded, canceled, or disapproved by OPM (as appropriate).	GRS 2.1, Item 010 (DAA-GRS-2014-0002-0001)	DLAI 1400.25, V511
1405.04	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.	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)	
1405.05	Position Descriptions (PDs) - All other related records. Includes: <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)	
1405.08	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. Exclusion: OPM's corresponding case file is not covered by this item.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after final decision.</i>	GRS 2.1, Item 030 (DAA-GRS-2014-0002-0004)	
1405.12	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)	

1412.01	<p>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:</p> <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	
1412.05	<p>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:</p> <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 repayment; recruitment, retention, and relocation incentives; determinations of settlement) • Copy of leave record (retained for agency use) <p>Exclusion: Records required to be filed in employee's OPF are excluded from this item.</p>	Temporary. Cutoff at end of Event. Destroy 1 year after date of separation or transfer,	GRS 2.5, Item 020 (<i>DAA-GRS-2014-0004-0003</i>)	
1412.08	<p>Phased Retirement: Administrative Records. Records related to managing the program, including:</p> <ul style="list-style-type: none"> • Procedural guidance on program administration • Informational/marketing/publicizing materials general correspondence • Reports to OPM • 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>	Temporary. Cutoff at end of CY. Destroy when 3 years old or 3 years after revision or replacement.	GRS 2.5, Item 050 (DAA-GRS-2016-0007-0001)	

1412.09	<p>Phased Retirement: Individual Case Files. Case files of individual employee participation in phased retirement, such as:</p> <ul style="list-style-type: none"> • Application for immediate retirement • Evidence of eligibility • Reviews/recommendations by supervisor and others • Notice of approval or disapproval • Retirement benefit estimates • Annuity calculations • Phased retirement agreement • Records documenting knowledge transfer activities • Confidentiality agreement with mentees • Action/project plans and logs • Correspondence <p><i>Notes: Agencies may choose to file these records with the employee's retirement file.</i></p>	<p>Temporary. Cutoff at end of CY. <i>Destroy 1 year after employee participation concludes or the employee retires.</i></p>	GRS 2.5, Item 051 (DAA-GRS-2016-0007-0002)	
1412.11	<p>Separation Program Management Records: Records <u>NOT</u> specific to an agency separation initiative. Records documenting the general work process to release career, temporary, and political-appointment employees from employment status. Includes:</p> <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 	<p>Temporary. Review Annually. <i>Destroy when superseded or obsolete.</i></p>	GRS 2.5, Item 010 (DAA-GRS-2014-0004-0001)	
1412.12	<p>Separation Program Management Records - Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs</p>	<p>Temporary. Cutoff at end of Event. Destroy 2 years after date of program closure</p>	GRS 2.5, Item 011 (DAA-GRS-2014-0004-0002)	
1416.01	<p>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"> o child care subsidies o Internal Revenue Service form W-9 (Request for Taxpayer Identification Number) o other additions • deductions from paychecks <ul style="list-style-type: none"> o insurance o retirement accounts (e.g. Thrift Savings Plan, my Retirement Account, etc.) o flexible spending accounts, such as medical savings and dependent care assistance o union dues o Combined Federal Campaign o garnishments (IRS form 668A—Notice of Levy—and similar records) o Treasury bond purchases o other deductions • authorizations for deposits into bank accounts • changes or corrections to previous transactions either at paying agency or payroll processor • Fair Labor Standards Act exemption worksheets 	<p>Temporary. Cutoff at end of Event. <i>Destroy 3 years after paying agency or payroll processor validates data</i></p>	GRS 2.4, Item 010 (DAA-GRS-2019-0004-0001)	
1416.03	<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. Legal citation: IRS Publication 15 (2015), (Circular E), Employer's Tax Guide, section on Recordkeeping.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 4 years after superseded or obsolete or upon separation of employee.</i></p>	GRS 2.4, Item 020 (DAA-GRS-2016-0015-0002)	
1416.07	<p>Phased-retirement employees' overtime documentation. Records documenting ordering or permitting phased-retirement employees to work overtime. Legal citation: 5 CFR 831.1715, section 4</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy when 6 years old.</i></p>	GRS 2.4, Item 035 (DAA-GRS-2018-0001-0001)	

1416.10	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 employing entity. Legal Citation: 5 U.S.C. 8466.	Temporary. <i>Destroy when 56 years old.</i>	GRS 2.4, Item 040 (DAA-GRS-2016-0015-0004)	
1416.13	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. 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).	Temporary. Cutoff at end of CY. <i>Destroy after 4 years.</i>	GRS 2.4, Item 050 (DAA-GRS-2016-0015-0005)	
1416.15	Payroll Program Administrative Records - <u>Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes.</u> Records produced in administering and operating payroll functions of a general nature and not linked to an individual employee's pay.	Temporary. Cutoff at end of CY. <i>Destroy when 2 years old.</i>	GRS 2.4, Item 060 (DAA-GRS-2016-0015-0006)	
1416.16	Payroll Program Administrative Records -<u>Payroll system reports providing fiscal information on agency payroll.</u> Records produced in administering and operating payroll functions of a general nature and not linked to an individual employee's pay.	Temporary. <i>Destroy when 3 years old, but longer retention is authorized if required for business use.</i>	GRS 2.4, Item 061 (DAA-GRS-2023-0004-0001)	
1416.20	Wage Survey Files. Records created while conducting periodic surveys of wages paid to non-Government workers in a specified wage area to support and modify the Federal Wage System. Includes survey data, background documents, correspondence and reports on area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).	Temporary. Destroy 7 years after survey completion, but longer retention is authorized if required for business use.	GRS 2.4, Item 080 (DAA-GRS-2023-0004-0002)	
1416.22	Requests for health benefits under spouse equity - <u>Successful applications, including those denied and successfully appealed.</u> Applications and related papers. If applications are denied, may include denial letters, appeal letters, and court orders.	<i>Transfer to appropriate retirement system after enrollment is cancelled or terminated, or annuity payment begins.</i>	Filing Instructions, GRS 2.4, Item 110	
1416.23	Requests for health benefits under spouse equity - <u>Denied applications.</u> Applications and related papers. If applications are denied, may include denial letters, appeal letters, and court orders.	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)	
1416.25	Construction Contractors' Payroll Files. 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.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after completion of contract or conclusion of contract being subject to an enforcement action.</i>	GRS 1.1, Item 050 (DAA-GRS-2013-0003-0003)	
1424.01	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)	

1424.02	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. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 2.4, Item 070 (DAA-GRS-2016-0015-0008)	
1424.05	Family Medical Leave Act program administrative records. Records related to managing the program, including copies of policies and guidance describing employee benefits and employee use of paid and unpaid leave under the FMLA, statistics, reports, and other records not linked to individual employee participation. Legal citation: 29 CFR 825.500	Temporary. Cutoff at end of Event. <i>Destroy 3 years after superseded or obsolete</i>	GRS 2.4, Item 140 (DAA-GRS-2016-0015-0019)	
1424.06	Family Medical Leave Act program individual case files. Includes: <ul style="list-style-type: none"> • Employee eligibility to participate in program • Eligibility notice given to employee • Notice of employee rights and responsibilities, questions from employees about those rights and responsibilities, and responses to them • Medical certifications • Employee identification data • Records of pay basis, compensation terms, normal hours per pay period, additions to or deductions from wages, total compensation normally paid • Leave request, approval/non-approval • Leave records • Records of premium payments of employee benefits • Records of disputes between employers and eligible employees regarding designation of leave as FMLA leave • Periodic reports of employee status and intent to return to work Legal citation: 29 CFR 825.500	Temporary. Cutoff at end of Event. <i>Destroy 3 years after conclusion of leave being taken.</i>	GRS 2.4, Item 141 (DAA-GRS-2016-0015-0020)	
1426.01	Employee Relations Programs' Administrative Records. Records documenting routine activities related to programs such as reasonable accommodation, displaced employees, telework/alternative worksite opportunities, anti-harassment, Alternative Dispute Resolution (ADR), Equal Employment Opportunity (EEO), and other avenues for settling disputes. Includes: <ul style="list-style-type: none"> • Program-related correspondence • Copies of statutes, regulations, directives, and instructions • Timetables and guidelines for processing case files and appealing decisions • Planning records • Meeting minutes • Program evaluations and reports to senior management • Statistical records tracking program participation and participants • Records tracking programs' compliance with relevant Executive Orders and other requirements • Records arranging for outside mediator and facilitator involvement in case settlements Exclusions: <ol style="list-style-type: none"> 1. Records specific to individual cases (covered by 1440.08) 2. Reports to external oversight agencies (covered by 5000.03) 3. Records created by offices responsible for monitoring employee relations programs government-wide (must be scheduled individually by responsible offices). 	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 2.3, Item 010 (DAA-GRS-2022-0001-0001)	

1426.03	Labor management relations agreement negotiation records: Office(s) Responsible for negotiations. Records relating to negotiations with labor unions. Includes: <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 	Temporary. Cutoff at end of Event. <i>Destroy 5 years after expiration of agreement.</i>	GRS 2.3, Item 130 (DAA-GRS-2018-0002-0015)	DLAI 1400.25 V711
1426.04	Labor arbitration (negotiated grievance procedure) case records. Records of workplace disputes processed under negotiated grievance procedures and settled by either agreement or binding arbitration.	Temporary. <i>Destroy 3 years after close of case.</i>	GRS 2.3, Item 090 (DAA-GRS-2018-0002-0010)	DLAI 1400.25 V711
1426.08	Federal Labor Relations Authority (FLRA) Case Files. Records of cases filed under provisions of the Federal Labor Relations Act concerning representation, unfair labor practices, negotiability, and review of arbitration awards. May include: <ul style="list-style-type: none"> • Records of representation proceedings <ul style="list-style-type: none"> o petitions, notice of petitions, cross-petitions, motions; o records documenting adequate showing of interest; o challenges to the status of a labor organization o records of meetings, hearings, and prehearing conferences; o statements of witnesses; o dismissals of petitions; o decisions, orders • Records of unfair labor practices proceedings <ul style="list-style-type: none"> o charges/allegations of unfair labor practices, amendments, and supporting evidence; o records of charges/allegations investigation, including subpoenas o complaints by FLRA Regional Director; o motions, responses, stipulations o records of hearings; o records of decisions and settlements • Records of negotiability proceedings <ul style="list-style-type: none"> o petitions for review; o records of post-petition conferences; o agencies' statements of position, unions' responses, and agencies' counter-responses; o records of post-petition conferences; o decisions, orders • Records of review of arbitration awards <ul style="list-style-type: none"> o exceptions to arbitrators' award rendered pursuant to arbitrations; o oppositions to exceptions; o determination of grounds for review; o decisions, orders 	Temporary. Cutoff at end of Event. <i>Destroy 3 years after final resolution of case.</i>	GRS 2.3, Item 100 (DAA-GRS-2018-0002-0011)	DLAI 1400.25 V711
1426.11	Employee Assistance Program (EAP) Counseling Records - Records related to employee performance or conduct. Records of counseling services provided through the EAP for performance or conduct reasons. Records include documentation of: <ul style="list-style-type: none"> • leave and attendance • performance • alleged inappropriate behavior or workplace violence • reason for referral • management interventions • illegal drug or alcohol use <ul style="list-style-type: none"> o test results for use of illegal drugs o test results for alcohol consumption on the job o substance abuse assessment, treatment, aftercare, and monitoring records 	Temporary. <i>Destroy once employee has met condition(s) specified by agreement or adverse action or performance-based action case file has been initiated.</i>	GRS 2.7, Item 090 (DAA-GRS-2017-0010-0014)	

1426.15	<p>Employee Assistance Program (EAP) Counseling Records - Records Not Related to Performance or Conduct. Records of individuals who have sought or been referred to counseling services provided through the Employee Assistance Program (EAP), and EEO advisory services. May include records of family members and dependents. Records documenting nature of an individual's problem and participation in a treatment or rehabilitation program. Records may include documentation of treatment by a private therapist or a therapist at a Federal, State, local government, or private institution. Includes:</p> <ul style="list-style-type: none"> • Privacy Act and signed written consent forms • psychosocial history and assessments • medical records • correspondence with the client • clinical and education interventions • records of attendance at treatment, kinds of treatment, and counseling programs • identity and contact information of treatment providers • name, address, and phone number of treatment facilities • notes and documentation of internal EAP counselors • insurance data • intervention outcomes 	<p>Temporary. Cutoff at end of Event. <i>Destroy 7 years after termination of counseling for adults or 3 years after a minor reaches the age of majority, or when the state-specific statute of limitations has expired for contract providers subject to state requirements</i></p>	GRS 2.7, Item 091 (DAA-GRS-2017-0010-0015)	DLAI 1440.03
1426.17	<p>Administrative Grievance, Disciplinary, Performance-based, and Adverse Action Case Files.</p> <ul style="list-style-type: none"> • Records of grievances filed by covered entities (for instance, employees who are not members of a bargaining unit). Includes: <ul style="list-style-type: none"> o statement of grievance, supporting documentation, and evidence o statements of witnesses, records of interviews and hearings o examiner's findings, recommendations, decisions • Records of disciplinary and performance-based actions against employees. Includes: <ul style="list-style-type: none"> o performance appraisal, performance improvement plan, and supporting documents o recommended action, employee's reply o records of hearings and decisions o records of appeals • Records of adverse actions (suspension, removal, reduction in grade, reduction in pay, or furlough) against employees. Includes: <ul style="list-style-type: none"> o proposed adverse action, employee's reply o statements of witnesses o records of hearings and decisions o letters of reprimand o records of appeals 	<p>Temporary. Cutoff at end of Event. <i>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.</i></p>	GRS 2.3, Item 060 (DAA-GRS-2018-0002-0006)	
1432.01	<p>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, 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>	<p>Temporary. <i>Destroy 2 years after final action, but longer retention is authorized if required for business use.</i></p>	GRS 2.2, Item 030 (DAA-GRS-2023-0002-0001)	
1432.04	<p>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. Includes: Proposals, case files, reports and supporting documents.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy 5 years after disapproval, completion of testing, or permanent implementation, as applicable</i></p>	GRS 2.2, Item 030 (DAA-GRS-2017-0007-0003)	DLAI 1432.03

1438.03	Workers' Compensation (personnel injury compensation) records. Records of agencies that do not forward case file material to DOL for retention in DOL's master OWCP records. Includes. -Worker's Compensation Claimant 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>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)	DLAI 1400.25
1438.06	Sexual Assault Prevention and Response (SAPR) Case Files. Includes copies of the following types of information: Client intake form, Services provided log, Statement of Understanding, DLA Commander's Critical Information Requirements (CCIR), Copy of Victim Reporting Preference Statement (DD Form 2910), DoD Sexual Assault Forensic Examination (SAFE) Report (DD2911), DLA No Contact Order/Military Protective Order (MPO), and a case closure memo for record.	Temporary. Cutoff at end of Event. <i>Delete 50 years after date of report.</i>	DAA-0361-2021-0022-0005	DLAI 6495.02
1438.10	Vaccination Attestations and Proof of Vaccination Records: Federal Employees and Contractors. Records attesting to an individuals' current vaccination status and providing proof or certification of vaccination as it applies only to records related to federal employees and contractors of the agency collecting the records.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 2.7, Item 063 (DAA-GRS-2021-0003-0001)	
1438.12	Vaccination Attestations and Proof of Vaccination Records: Visitors. Records attesting to an individuals' current vaccination status and providing proof or certification of vaccination as it applies federal employees and contractors visiting from other agencies.	Temporary. Cutoff at End of Visit. <i>Destroy when 30 days old.</i>	GRS 2.7, Item 064 (DAA-GRS-2021-0003-0002)	
1438.15	Symptom Screening and Testing Record: Federal Employees. Applies only to records related to Federal employees of the Agency collecting the records. Records related to screening and testing intended to detect a possible communicable or infectious disease, if collected. Includes: Symptom checks/screening data Testing records/results	Temporary. Cutoff at End of CY. <i>Destroy when 1 year old.</i>	GRS 2.7, Item 065 (DAA-GRS-2021-0003-0003)	
1438.16	Symptom Screening and Testing Record: Contactors and Visitors. Includes federal employees that are visiting from another agency. Records related to screening and testing intended to detect a possible communicable or infectious disease, if collected. Includes: Symptom checks/screening data Testing records/results	Temporary. Cutoff at End of Visit. <i>Destroy when 30 days old.</i>	GRS 2.7, Item 066(DAA-GRS-2021-0003-0004)	
1440.01	Affirmative Action Program. Annually compiled reports, plans, statistics and related documents, correspondence and backup materials used in the monitoring, surveillance and implementation of multi-year affirmative action and personnel programs and plans. Includes: community related services and programs such as 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 or when administrative purposes have been served, whichever is sooner.</i>	GRS 2.3, Item 010 (DAA-GRS-2018-0002-0001)	DLA 1440.03.
1440.07	EEO Complaint Case Files: Informal Process. Records of cases that do not result in an EEO complaint, and cases resulting in a complaint but resolved prior to the formal process stage. Includes: • Intake sheet • Summary report • Notes • Supporting documentation • Correspondence	Temporary. Cutoff at end of Event. <i>Destroy 3 years after resolution of case.</i>	GRS 2.3, Item 110 (DAA-GRS-2018-0002-0012)	DLAI 1440.02

1440.08	<p>EEO 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. Includes records gathered in the preliminary informal process, complaints, exhibits, withdrawal notices, copies of decisions, and records of hearings and meetings.</p> <ul style="list-style-type: none"> • Intake sheet • Summary report • Notes • Supporting documentation • Correspondence 	<p>Temporary. Cutoff at end of Event. <i>Destroy 7 years after resolution of case.</i></p>	GRS 2.3, Item 111 (DAA-GRS-2018-0002-0013)	DLAI 1440.02
1440.12	<p>Reasonable or Religious Accommodation Case Files. Individual employee files created, received, and maintained by EEO reasonable accommodation, diversity/disability programs, employee relations coordinators, supervisors, administrators, or Human Resource specialists containing records of requests for religious accommodation, 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 • forms, correspondence, records of oral conversations • policy guidance documents • medical records • supporting notes and documentation <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>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 020 (DAA-GRS-2022-0001-0002)	DLAI 1440.01 and DLA SOP 1440.01-01
1440.15	<p>Records documenting contractor compliance with EEO regulations. Reviews, background documents, and correspondence relating to contractor employment practices.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy when 7 years old,</i></p>	GRS 2.3, Item 120 (DAA-GRS-2018-0002-0014)	
1440.17	<p>Harassment Complaint Case Files. Includes: Records of complaints regarding unwelcome workplace conduct, filed in accordance with agency policies and procedures. Includes:</p> <ul style="list-style-type: none"> • complaint, correspondence, notes, forms, and supporting material • records of investigation, statements of witnesses • determination as to whether harassment occurred • documentation of preventive or corrective measures <p>NOTE: This series only include complaints of harassment that do not have an EEO basis. Complaints filed with an EEO counselor that have an EEO basis are filed under 1440.07 or 1440.08.</p>	<p>Temporary. Cutoff at end of Event. Event is case closure. <i>Destroy 7 years after close of case</i></p>	GRS 2.3, Item 050 (DAA-GRS-2018-0002-0005)	DLAI 1438.06
1442.01	<p>Telework/Alternative Worksite Agreements. Telework and worksite agreements between the agency and employee related documentation, such as questionnaires. Files include:</p> <ul style="list-style-type: none"> • agency/employee agreements • records such as questionnaires relating to the safety of the worksite • records documenting worksite safety and equipment; hardware, and software installation and use; and offsite use of secure, classified information or data subject to the Privacy Act or agencies' Personally Identifiable Information policies. 	<p>Temporary. <i>Destroy when superseded or obsolete, but longer retention is authorized if required for business use.</i></p>	GRS 2.3, Item 040 (DAA-GRS-2023-0003-0001)	DLAI 7212

1442.05	Government Purchase Card and Travel Credit Card Application and Approval Records. Applications by employees for Government credit cards issued in card-holder's name, whether for official travel expenses or for purchasing goods and services. May include: <ul style="list-style-type: none"> • application for credit card • credit release form • applicant credit report • cardholder agreement • acknowledgement of responsibilities and penalties for misuse • approving official agreement • certificate of appointment (warrant) • card training certificate 	Temporary. Cutoff at end of Event. Destroy upon card holder separation or when card is returned to office and destroyed, as appropriate.	GRS 1.1, Item 090 (DAA-GRS-2018-0003-0001)	
1442.06	Records of Credit Card Abuse. Records about misuse or irregularities of Government Charge or purchase cards. Includes: <ul style="list-style-type: none"> • Semi-annual reports on Government charge card violations. Exclusions: Mail service records covered under DRS 5.5, Mail, Printing, and Telecommunication Service Management Records, Item 020 	Temporary. Destroy 3 years after final action. Longer retention is authorized for business use.	GRS 5.6, Item 050 (DAA-GRS-2023-0007-0001)	
1442.10	Culture Climate Survey. The DLA Culture/Climate Survey is a tool used internally to measure workforce mission-readiness, leadership engagement, and the supportive organizational culture to build and sustain the elements of the DLA Strategic Plan. It provides a confidential mechanism for employees to share feedback on their work environment, resulting in opportunities for DLA employees and leaders to engage in thoughtful, data-driven discussions that lead to informed action and improve our collective performance.	Temporary. Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	DLAI 1442.01
1442.12	Dislocated Worker Program Case Files (Priority Placement Program). Includes applications, registrations, supporting documentation.	Temporary. Cutoff at end of Event. Destroy 1 year after employee eligibility for program expires.	GRS 2.3, Item 030 (DAA-GRS-2018-0002-0003)	
1442.15	Transportation Subsidy Program Administrative Records. Records related to managing the program, including: <ul style="list-style-type: none"> • Workload management and assignment records • 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. 	Temporary. Cutoff at end of FY. Destroy when 3 years old.	GRS 2.4, Item 130 (DAA-GRS-2016-0015-0017)	
1442.16	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. Destroy 2 years after employee participation concludes.	GRS 2.4, Item 131 (DAA-GRS-2016-0015-0018)	

Schedule 2000 – International Affairs and Foreign Military Sales (FMS): This schedule relates to records to creation and maintenance of records and information assets that pertain to International Affairs and Foreign Military Sales functions. Types of records and information maintained under this schedule includes: General International program records (i.e., NATO and foreign liaison, etc.) and Foreign Military Sales records.

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New Record Series	Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority	Prescribing Authority (Issuance, Manual, SOP, etc.)
2000.04	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>	DAA-0361-2020-0001-0001	
2000.05	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>	DAA-0361-2020-0001-0002	
2000.07	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>	DAA-0361-2020-0001-0003	DLAI 5230.01
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>	DAA-0361-2020-0001-0004	
2140.01	Foreign Military Sales Case Files-Excess Property. Case files relating to the authorized sale of excess property to foreign governments through the Foreign Military Sales Program.	Temporary. Cutoff at end of final Case closure. <i>Destroy 10 years after final case closure.</i>	DAA-0361-2020-0001-0009	SOP 4160.01-016
2140.02	Foreign Military Sales Case Files-Cataloging Services. Copies of FMS sales agreements, amendments, correspondence, final statements, and related supporting documentation accumulated as a result of providing cataloging services to foreign governments.	Temporary. Cutoff at end of final Case closure. <i>Destroy 10 years after final case closure.</i>	DAA-0361-2020-0001-0010	SOP 4160.01-016
2140.04	Foreign Military Sales (FMS) Functional System Changes. Messages, memoranda for record (MFRs), printouts of Enterprise Business System (EBS) 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>	DAA-0361-2020-0001-0005	
2140.07	Foreign Military Sales (FMS) Discrepancies. Correspondence, tracer actions, proofs of shipment, printouts of EBS 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>	DAA-0361-2020-0001-0006	

2140.09	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 in document number sequence.	Temporary. Cutoff at end of FY. <i>Destroy when 30 years old.</i>	DAA-0361-2020-0001-0007	DoD 4500.9; DLAI 4500.05 (J3)
2140.12	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>	GRS 5.5, Item 020 (DAA-GRS-2016-2012-0002)	
2140.15	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>	DAA-0361-2020-0001-0008	

Schedule 3000 – Plans, Operations and Intelligence: This schedule relates to the creation and maintenance of records and information assets that pertain to Planning, Operations and Control functions. Types of records and information maintained under this schedule includes: Plans and operations records, Crisis management and emergency preparedness, logistics, Research and development, and Intelligence records.
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New Record Series	Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority	Prescribing Authority
3020.01	Continuity of Operations (COOP) Planning and Related Emergency Planning Files. Records may include: <ul style="list-style-type: none"> • Records on continuity and emergency planning administrative and operational activities for: o Briefing materials and presentations; o Status reports; o Informational papers; o Files documenting policy or plan development, including policy studies procedures, operational manuals, and related development records; o Implementation guidance; o Related correspondence; o Memorandum (s) of Understanding (MOU); o Delegations of Authority; o Orders of Succession • Continuity plans or directives and supporting documentation, including but not limited to: o Continuity of Operations (COOP) plans; o Devolution Plans; o Occupant Emergency Plans (OEP); o Emergency Action Plans (EAP); o Facility Emergency Action Plans (FEAPS); o Records Emergency Plans (REMT); o Disaster Recovery Plans (DRP); o Pandemic Influenza Plans • Records on continuity or emergency tests or exercises, such as: o Instructions to members participating in tests; o Staffing assignments; o Records of tests of communications and facilities • Evaluative reports on continuity or emergency tests or exercises, such as: o Result reports; o Readiness reports; o Risk and vulnerability assessments; o Site evaluations and inspections; o Corrective action plans; o Improvement plans 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.	Temporary. Cutoff at end of CY. Destroy/delete when 3 years old or 3 years after superseded or obsolete, whichever is applicable.	GRS 5.3, Item 010 (DAA-GRS-2016-0004-0001)	DLAI 3020.26; DLAM 3020.26
3020.04	War and Emergency Support Plan(s)-Office of Responsibility. Plans, policies, procedures, and correspondence that are acted upon relating to preparedness measures taken for general war, limited war, contingencies, domestic emergencies (includes pandemics, hurricanes, etc.), mobilization, and similar activities. Includes the following type of records: <ul style="list-style-type: none"> • DLA Basic Emergency Plan (BEP) • Field Activity Basic Emergency Plans (FABEPs) • Decision Matrix • Activation and De-activation documents • Incident Response records • After Action Reports / Lessons Learned 	PERMANENT. Cutoff at end of CY in which the event ends. Retain in current files area for 3 years, then transfer to Federal Records Center. Transfer to the National Archives after 10 years in FRC.	NC1-361-76-5	DLAI 3020.05; DLAI 3000.04; DLAI 3020.26
3020.05	War and Emergency Support Plan(s)-other offices. Plans, policies, procedures, and correspondence that are acted upon relating to preparedness measures taken for general war, limited war, contingencies, domestic emergencies (includes pandemics, hurricanes, etc.), mobilization, and similar activities. Includes the following type of records: <ul style="list-style-type: none"> • DLA Basic Emergency Plan (BEP) • Field Activity Basic Emergency Plans (FABEPs) • Decision Matrix • Activation and De-activation documents • Incident Response records • After Action Reports / Lessons Learned 	Temporary. Cutoff at end of CY in which the event ends. Destroy / delete when 5 years old.	DAA-0361-2021-0018-0001	DLAI 3020.05; DLAI 3000.04; DLAI 3020.26
3110.01	Quality Assurance Program and Project Files. 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. Includes documents providing staff guidance and reporting in the management and administration of Quality Assurance matters, interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting and similar document not covered elsewhere.	PERMANENT. Cutoff at end of CY. Transfer to National Archives in 5-year blocks when 30 years old.	N1-361-91-14	
3110.03	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 Event. Event is completion of action. Destroy 3 years after completion of action.	DAA-0361-2021-0018-0002	DLAI 4155.05
3110.04	Professional Development and Certification. Individual development plans, system and commodity certifications and re-certifications, and related documents. NOTE: Give to the employee when the employee is moving to a position where certification is not required.	Temporary. Cutoff at end of Event. Event is when employee transfers or it is no longer needed. Destroy/delete when no longer needed, or if employee transfers, forward to gaining organization required.	DAA-0361-2021-0018-0003	DLAI 4155.05
3110.05	Quality Assurance Program Evaluations. Process reviews, statistical analyses, trend analyses, and related items pertaining to contractor quality programs. Includes: <ul style="list-style-type: none"> • Routine • Non-Routine 	Temporary. Cutoff at end of Event. Destroy/delete 2 years after evaluation or completion of corrective action, whichever, occurs first.	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	DLAI 4155.05

3110.07	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/delete 1 year after completion of contract.	DAA-0361-2021-0018-0004	DLAI 4155.05
3110.08	Quality Assurance Contracts. Case files relating to individual contracts. 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.	Temporary. Cutoff at end of Event. Destroy/delete 10 years after close of contract except: (1) If a NASA contract, and NASA has prescribed a retention period of longer than 2 years, the retention period shall be as prescribed. (2) If the Contract contains a warranty provision for a period greater than 2 years, the retention period shall be the warranty period. (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.	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	DLAI 4155.05
3110.12	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. Destroy/delete 2 years after contract closure.	DAA-0361-2021-0018-0007	DLAI 4155.05
3110.13	Lab Testing. Laboratory reports, certifications, and related documents pertaining to destructive and non-destructive testing, and material analysis.	Temporary. Cutoff at end of CY. Destroy/delete after 2 years or when no longer needed for reference, whichever is longer.	DAA-0361-2021-0018-0008	DLAI 4155.05
3110.15	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. Destroy/delete 3 years after termination or completion.	GRS 5.6, Item 081 (DAA-GRS-2017-0006-0011)	DLAI 4155.05
3110.16	Contractor Mishaps. Contractor mishap investigations of DLA administered contracts and related documents - Records documenting accidents and incidents occurring on, in, or at government-owned or -leased facilities, vehicles (land, water, and air), and property used by federal agencies. Exclusions: 1. Records of the Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB) relating to aircraft used by federal agencies, including leased aircraft used by federal agencies. The FAA and NTSB cover these records under agency-specific schedules. 2. Records related to federal law enforcement and federal correctional activities. Federal law enforcement includes border and transportation security and immigration and naturalization services. Agencies that create these records must schedule them on agency-specific schedules. 3. Records of accidents or incidents in federal facilities involved in incarcerating or detaining individuals. Agencies that create these records must schedule them on agency-specific schedules. 4. Workers' compensation (personnel injury compensation) records. GRS 2.4, Employee Compensation and Benefits Records, items 100 and 101, covers these records. 5. Records that vehicle management offices maintain about vehicle and vessel accidents—land, water, and air. GRS 5.4, Facility, Equipment, Vehicle, Property, and Supply Records, item 140, covers these records.	Temporary. Destroy 3 years after final action. Longer retention is authorized for business use.	GRS 5.6, Item 100 (DAA-GRS-2023-0007-0002)	DLAI 4155.05
3110.18	Specialized Safety. Documents regarding safety programs related to specialized safety and aircraft ground safety. Includes Contractor specialized safety case files.	Temporary. Cutoff at end of CY. Destroy/delete after 6 years.	GRS 2.7, Item 030 (DAA-GRS-2017-0010-0003)	DLAI 4155.05
3110.19	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.	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	DLAI 4155.05
3110.21	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/delete 6 years and 3 months after final payment.	DAA-0361-2021-0018-0009	DLAI 4155.05
3110.23	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/delete 3 years after item transfer.	DAA-0361-2021-0018-0010	DLAI 4155.05
3110.25	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/delete 1 year after specification is revised or canceled.	DAA-0361-2021-0018-0011	DLAI 4155.05

3110.27	Strategic Network Optimization (SNO). 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/delete when 5 years old.</i>	DAA-0361-2013-0007-0001	DLAI 4155.05
3110.35	DLA Quality Audit Development 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. Includes: <ul style="list-style-type: none"> • Records relating to educational support • Training materials, booklets, checklists (functional) • Standard Operating Procedures • Flow charts • Related backup materials 	Temporary. Review annually. <i>Destroy when superseded, obsolete, or no longer needed</i>	DAA-0361-2021-0018-0013	
3110.37	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/delete 30 years after cutoff.</i>	DAA-0361-2017-0008-0001	
3110.38	National Stock Number (NSN) Audit Files. Contract copies, supporting technical data, requests for testing, findings, product verification records, correspondence and similar records relating to audited products.	Temporary. Cutoff at end of CY. <i>Destroy/delete after 1 year.</i>	DAA-0361-2021-0018-0014	
3110.39	Calibration Files. Listings, printouts, correspondence, calibration audit findings, and similar records relating to calibration of inspection and testing devices.	Temporary. Cutoff at end of CY-Review annually. <i>Destroy/delete when 3 years old, or when no longer needed, whichever is longer.</i>	GRS 5.4, Item 070 (DAA-GRS-2016-0011-0008)	
3110.41	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/delete after 1 year.</i>	DAA-0361-2021-0018-0015	
3110.42	Quality Audit Performance and Summary Files. Listings, printouts, sample data, observation and summary records, correspondence, report and recommendations, and similar records accumulated during performance of scheduled and unscheduled (special) audit. Includes: <ul style="list-style-type: none"> • Functional Quality Audit Files • Special Quality Audit Files • Quality Audit Summary Files • Evaluation Charts, graphs, statistical tools 	Temporary. Cutoff at end of Event. Review Annually. <i>Destroy/delete after 3 years after completion of audit.</i>	DAA-0361-2021-0018-0016	
3110.44	Quality Audit Review, Response and Resolution Files. Copies of reports and audits identifying administrative program weaknesses, mitigation action plans, corrective actions, tracking records, correspondence, and other records. Includes: <ul style="list-style-type: none"> • Quality Audit Discrepancy Files • Quality Audit Follow-up Files • Problem Resolution Files 	Temporary. Cutoff at end of Event. <i>Destroy/delete 5 years after no further corrective action is needed.</i>	DAA-0361-2021-0018-0017	
3201.01	Inspection, Testing, 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. Includes: <ul style="list-style-type: none"> • Verification testing requests, funding documents, material release orders, tracking documents, coordination, complaint documentation and backup materials to justify and arrange verification testing. • Lab Testing backup material for lab results, complaints used to identify needs for laboratory testing and subsequent requests for lab testing. 	Temporary. Cutoff at end of Event. <i>Destroy 2 years after contract closure.</i>	DAA-0361-2021-0018-0018	DLAI 4155.05
3300.01	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.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years</i>	GRS 5.7, Item 050 (DAA-GRS-2020-0001-0003)	DLAM 3606.01
3300.05	OPSEC Survey Files. Documents relating to preparation for and participation in OPSEC surveys within DLA Headquarters and primary level field activities.	Temporary. <i>Destroy/delete upon obsolescence or supersession</i>	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	DLAM 3606.01

3300.10	<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: 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 <p>Includes: Requests (either first-party or third-party); replies; copies of requested records; administrative appeals; related supporting documents (such as sanitizing instructions).</p> <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)	DLAM 3606.01
3300.12	<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/delete 90 days after last entry on form.</i></p>	GRS 4.2, Item 032 (DAA-GRS-2016-0002-0003)	DLAM 3606.01
3300.15	<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/delete 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-2019-0001-0002)	DLAM 3606.01
3300.17	<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/delete when superseded or obsolete</i> NOTE: Forms involved in investigations will be retained until completion of the investigation.</p>	GRS 4.2, Item 031 (DAA-GRS-2013-0007-0020)	
3300.20	<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 (i.e., Top Secret Inventories, etc.) • 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-2013-0007-0004)	
3300.26	<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 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)</p>	<p>Temporary. Maintained separately from the individual's official personnel folder. Destroy when 50 years old.</p>	GRS 4.2, Item 121 (DAA-GRS-2015-0002-0003)	DLAM 3606.01
3300.29	<p>Index to the Personnel Security Case Files. Lists or reports showing the current security clearance status of individuals.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy/delete when superseded or obsolete.</i></p>	GRS 5.6, Item 190 (DAA-GRS-2017-0006-0026)	
3300.30	<p>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.</p>	<p>Temporary. Cutoff at end of Event. Event is Separation or transfer. <i>Destroy 2 years after separation or transfer.</i></p>	GRS 5.6, Item 180 (DAA-GRS-2021-0001-0007)	DLAI 5200.02
3300.31	<p>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 in (3300.30 and 3300.32). Records documenting personnel clearances by HQ DLA will have the same disposition as similar records described.</p>	<p>Temporary. Cutoff at end of Event. Event is separation. <i>Upon separation, place remaining documents in inactive file, cut off at end of calendar year, and Destroy/delete after 5 years</i></p>	GRS 5.6, Item 181 (DAA-GRS-2021-0001-0008)	DLAI 5200.02

3300.32	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>	NARA approval not required- business rule for transfer instructions only.	DLAI 5200.02
3300.35	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>Destroy/delete 2 years after expiration of approval.</i>	GRS 5.6, Item 111 (DAA-GRS-2017-0006-0015)	DLAI 5230.01
3300.40	Insider Threat Administrative and Operations Records. Records about insider threat program and program activities. Includes: • correspondence related to data gathering; • briefing materials and presentations; • status reports; • procedures, operational manuals, and related development records; • implementation guidance; • periodic inventory of all information, files, and systems owned. Note: Mandatory employee training about insider threats are covered by 1025.02 Employee Training Records	Temporary. Cutoff at end of CY. <i>Destroy/delete when 7 years old.</i>	GRS 5.6, Item 210 (DAA-GRS-2017-0006-0028)	
3300.41	Insider Threat Inquiry Records. Records about insider threat program inquiries initiated or triggered due to derogatory information or occurrence of an anomalous incident. Includes initiated and final reports, referrals, and associated data sets. Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.	Temporary. Cutoff at end of Event. <i>Destroy/delete 25 years after close of inquiry.</i>	GRS 5.6, Item 220 (DAA-GRS-2017-0006- 0029)	
3300.42	Insider Threat Information. Data collected and maintained by insider threat programs undertaking analytic and risk-based data collection activities to implement insider threat directives and standards. Includes, but is not limited to: • Counterintelligence and security information o personnel security files; o polygraph examination reports; o facility access records, including visitor records; o security violation files; o travel records; o foreign contact reports; o financial disclosure filings; o referral records; o intelligence records; • Information assurance / Cybersecurity information o personnel usernames and aliases; o levels of network access; o levels of physical access; o enterprise audit data which is user attributable; o unauthorized use of removable media; o print logs; • Human resources information o personnel files o payroll and voucher files; o outside work and activities requests; o disciplinary files; o personal contact records; o medical records/data; • Investigatory and law enforcement information o statements of complainants, informants, suspects, and witnesses; o agency, bureau, or department data; • Public information of court records o private industry data; o personal biographical and identification data, including U.S. Government name check data; o generic open source and social media data Exclusion: Case files of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules	Temporary. Cutoff at end of Event. <i>Destroy/delete 25 years after close of inquiry.</i>	GRS 5.6, Item 230 (DAA-GRS-2017-0006- 0030)	
3300.43	Insider Threat User Activity Monitoring (UAM) Data. User attributable data collected to monitor user activities on a network to enable insider threat programs and activities to: • identify and evaluate anomalous activity involving National Security Systems (NSS); • identify and assess misuse (witting or unwitting), or exploitation of NSS by insiders; • support authorized inquiries and investigations Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules Legal authority: CNSSD No. 504, 4 February 2014	Temporary. Cutoff at end of Event. <i>Destroy/delete no sooner than 5 years after inquiry has been opened.</i>	GRS 5.6, Item 240 (DAA-GRS-2017-0006-0031)	
3300.50	CUI Program Implementation Records. Records of overall program management. Includes: • records documenting the process of planning agency policy and procedure • agency submissions to the CUI Executive Agent of authorities (laws, federal regulations, or Government-wide policies containing safeguarding or dissemination controls) the agency proposes to include in the CUI Registry to designate unclassified information as CUI • agency submissions to the CUI Executive Agent of proposed laws, federal regulations, or Government-wide policies that would establish, eliminate, or modify a category of CUI, or change information controls applicable to CUI • correspondence with CUI Executive Agent Exclusion 1: CUI directives and formal policy documents (agencies must schedule these separately). Exclusion 2: Records of CUI self-inspections (GRS 5.7, item 020 covers these). Exclusion 3: Records of annual program reports to the CUI Executive Agent (GRS 5.7, item 050 covers these).	Temporary. Cutoff at end of CY. <i>Destroy when 7 years old.</i>	GRS 4.2, Item 190 (DAA-GRS-2019-0001-0005)	
3300.51	CUI Information Sharing Agreements. Agreements in which agencies agree to share CUI with non-executive branch entities (e. g., state and local police) and foreign entities that agree to protect the CUI.	Temporary. Cutoff at end of Event. Event is when superseded or canceled. <i>Destroy 7 years after event.</i>	GRS 4.2, Item 191DAA-GRS-2019-0001-0006)	

3300.52	Records of waivers of CUI requirements. Description of and rationale for each waiver, documentation of alternate steps the agency takes to ensure it sufficiently protects the CUI covered by the waiver, and records of the agency notifying authorized recipients and the public of the waiver.	Temporary. Cutoff at end of Event. Destroy when waiver is rescinded, system is no longer in use, or all affected records are destroyed, as applicable	GRS 4.2, Item 192 DAA-GRS-2019-0001-0007)	
3300.53	Records of Requests for Decontrol and Challenges to CUI Records Filed with the record designations: Records Filed separately from the record-keeping copy of the CUI-marked records. Requests to decontrol CUI or challenging a CUI marking as incorrect (either improperly assigned or lacking), responses to requests, records of adjudication, and records of dispute resolution if adjudication is appealed.	Temporary. Cutoff at end of Event. Destroy 6 years after change in CUI status, but longer retention is authorized if required for business use.	GRS 4.2, Item 194 DAA-GRS-2019-0001-0008)	
3300.54	Records of CUI misuse. Allegations of CUI misuse, records of internal investigations, communications with and reports of findings from the CUI Executive Agent, and records of corrective actions. Exclusion: If the agency assigns such investigations to its Inspector General (IG), the agency schedule for IG records covers the records created in the IG office.	Temporary. Cutoff at end of Event. Destroy 5 years after completing the investigation or completing all corrective actions, whichever is later.	GRS 4.2, Item 195 DAA-GRS-2019-0001-0009)	

Schedule 4000 - Supply Chain Management and Environmental : This schedule relates to the creation and maintenance of records and information assets that pertain to Supply Chain Management and Environmental functions. Types of records and information maintained under this schedule includes: Acquisition of goods and services (Contracting), Strategic Materials, Logistics management, Transportation records, Disposition and reutilization of serviceable assets, Law Enforcement Support, and Environmental records.
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New Record Series	Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority	Prescribing Authority (Issuance, Manual, SOP, etc.)
4000.01	Supply Chain Management Program/Project Files. Documents related to the formulation, management, administration and execution of individual supply chain management and/or projects that pertain to the missions and functions for which the office exists and not appropriate for filing with related records under other series. Includes the following types of records: <ul style="list-style-type: none"> • Program plans and guidance • Studies and analyses • Reports and similar documents • Requests for waivers and exceptions • and related documents 	Temporary. Cutoff at end of Event. Destroy/delete 2 years after termination of program effort, or when no longer required, whichever is sooner as identified by internal business rules.	DAA-0361-2020-0004-0001	
4000.03	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>	DAA-0361-2020-0004-0002	
4000.10	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>	DAA-0361-2020-0004-0003	
4010.01	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>	DAA-0361-2020-0004-0004	
4010.02	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>	DAA-0361-2020-0004-0005	
4010.03	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 Event. <i>Destroy when stock number has been canceled or when no longer needed for reference.</i>	DAA-0361-2020-0004-0006	

4010.04	Provisioning System Input Control. Suspense log book used to track inputs to the Provisioning Surveillance System.	Temporary. Review annually. <i>Destroy when no longer needed for reference.</i>	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	
4010.05	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>	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	
4010.07	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. <i>Destroy on completion of action.</i>	DAA-0361-2020-0004-0009	
4010.08	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. <i>Destroy after 5 years, or when no longer required for follow-up or reference, whichever is later.</i>	DAA-0361-2020-0004-0010	
4010.09	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. <i>Destroy after 1 year.</i>	DAA-0361-2020-0004-0011	
4010.12	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>	DAA-0361-2020-0004-0012	
4010.14	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>	DAA-0361-2020-0004-0013	
4010.16	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>	DAA-0361-2020-0004-0014	
4015.05	Military 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 Event. <i>Destroy 5 years after expiration date. Exception: Agreements containing major changes bring original agreement forward to current file.</i>	DAA-0361-2020-0004-0016	DoDD 5230.25

4015.08	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. Includes: Item technical history records used to determine 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. Review annually. <i>Destroy when obsolete, superseded, or no longer needed for reference or when items is transferred or removed.</i>	REFERENCE-Disposition Authority not required.	
4020.01	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, and verified, whichever is applicable.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4020.02	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>	DAA-0361-2020-0004-0019	
4020.05	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>	DAA-0361-2020-0004-0020	
4020.06	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>	GRS 4.2, Item 010 (DAA-GRS-2013-0007-0001)	
4020.09	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>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4020.11	Logistics Data Management Reports. System reports used to maintain, update, and analyze data with the total item record.	Temporary. <i>Destroy when update completed, verified or no longer needed for reference, whichever is later.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4020.17	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>	DAA-0361-2020-0004-0022	

4020.20	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 / verified.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4020.24	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>	DAA-0361-2020-0004-0023	
4025.01	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>	DAA-0361-2020-0004-0024	
4025.03	Logistics Systems Committee Files. Records accumulated as a result of the operation of committees, such as Process Review Committees, established to review and resolve issues concerning the development, implementation, and maintenance of various DoD logistics functional areas.	Temporary. Cutoff at end of Event. <i>Destroy after 5 years or when no longer needed, whichever is later</i>	DAA-0361-2020-0004-0025	
4025.05	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>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4025.10	Defense Enterprise Data Standards Change Tracking and Reporting. Logs or similar documents used for tracking and reporting the status of Defense Enterprise Data Standards Changes from submission to approval to implementation. Tracking and reporting allows for research, analysis, and future improvements to the Defense Enterprise Data Standards Changes. Includes but not limited to: - Defense Enterprise Data Standards Change Tracking Logs - Defense Enterprise Data Standards Change processing time reports - Stakeholders' response status for concurrence or non-occurrence reports - Publication impact reports - Transaction impact reports - Implementation status reports	Temporary. Cutoff at end of Event. Event is after superseded or no longer needed. <i>Destroy/delete 5 years after superseded, obsolete or no longer needed.</i>	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	
4025.12	Defense Enterprise Data Standards Change Files. Records and supporting documentation associated with the submission, collaboration, processing, and closing of data standards changes approved for implementation. Defense Enterprise Data Standards Change Files are the procedures, business rules, transaction formats, code lists, and information exchanges, of various functional areas such as cataloging, supply, transportation, acquisition, maintenance, and finance. Includes, but not limited to the following types of records: - Approved Standards Change - Version Release Memorandums - Configuration Packages	Temporary. <i>Cutoff when change is approved, disapproved or canceled. Destroy 5 years after the termination of the program / project effort or when superseded.</i>	GRS 3.1, Item 030 (DAA-GRS-2013-0005-0005)	

4030.01	Commercial and Government Entity (CAGE) Codes and Supply Code Requests. Copies of requests to establish CAGE codes for item manufacturers 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. Review Annually. <i>Destroy when update completed, verified or no longer needed for reference, whichever is later.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4030.05	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. Review Annually. <i>Destroy when update completed, verified or no longer needed for reference, whichever is later.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4035.01	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. Review annually. <i>Destroy when item is removed from the supply system.</i>	DAA-0361-2020-0004-0027	
4035.03	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 and verified.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4035.05	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>	DAA-0361-2020-0004-0028	
4035.07	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>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4035.09	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>	DAA-0361-2020-0004-0029	
4045.01	Defense Standardization and Specification Program Policies, Procedures and Instructions (DoD 4120.3-M) Updates. Commercial item descriptions, coordination, 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>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4045.03	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>	DAA-0361-2020-0004-0030	

4045.08	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>	DAA-0361-2020-0004-0031	
4045.14	Maintenance Files. Drawings, item descriptions, listings, correspondence, backup materials for Federal Supply Codes and related materials on items not covered by 4045.03, Item Standardization Reviews.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	DAA-0361-2020-0004-0032	
4045.17	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>	DAA-0361-2020-0004-0033	
4045.22	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>	DAA-0361-2020-0004-0034	
4045.25	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>	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	
4140.06	Precious Metals Files. Records used to document precious metal delivery information, transaction ledgers, transactions and receipt. Includes the following types of records and information. <ul style="list-style-type: none"> • Settlement Letters. Correspondence pertaining to precious metals delivery information from Disposition Services. • 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. • Precious Metals Receipts Ledger. Ledgers or similar documents used to log due-in precious metals shipments. • 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. • Precious Metals Receipt Documentation. Monthly transaction sheets, credit invoices, and related records used to verify receipt of precious metals. • Precious Metals Price Sheets. 	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	DAA-0361-2021-0001-0001	
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. <i>Destroy when obsolete or when system is deleted, whichever is sooner.</i>	DAA-0361-2021-0001-0002	

4140.13	Special Program Requirements. Monthly reports, correspondence, and similar records related to special requirements for managed systems.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	DAA-0361-2021-0001-0003	
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. <i>Destroy after 2 years.</i>	DAA-0361-2021-0001-0004	
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. <i>Destroy after 2 years.</i>	DAA-0361-2021-0001-0005	
4140.17	Customer Misdirects. Correspondence, disposition instructions, payment requests, conversation records, and supporting documentation relating to customer misdirected shipments.	Temporary. Review annually. <i>Destroy when no longer needed for analysis.</i>	DAA-0361-2021-0001-0006	
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 managed. Series applicable to activities without access to AIMS system or similar system.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years or when no longer needed for reference or analysis, whichever is later.</i>	DAA-0361-2021-0001-0007	
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. <i>Destroy after 1 year.</i>	DAA-0361-2021-0001-0008	
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. <i>Destroy after 1 year.</i>	DAA-0361-2021-0001-0009	
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. <i>Destroy after system reflects receipt of materiel or when no longer needed for analysis, whichever is later.</i>	DAA-0361-2021-0001-0010	
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. <i>Destroy after 2 years.</i>	DAA-0361-2021-0001-0011	

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 assist in materiel management related problem identification and resolution.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	DAA-0361-2021-0001-0012	
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>	DAA-0361-2021-0001-0013	
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: • 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 Financial Liability Investigation for Property Loss (FLIPL). • Copies of balance and transaction files documenting monthly transactions used to research and reconcile losses and gains.	Temporary. Cutoff at end of CY. <i>Destroy 10 years after cutoff.</i>	DAA-0361-2017-0010-0001	
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>	DAA-0361-2021-0001-0014	
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>	DAA-0361-2021-0001-0015	
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>	DAA-0361-2021-0001-0016	

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>	DAA-0361-2021-0001-0017	
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 EBS files reflecting credit actions, when applicable, and related documentation.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years or until no longer needed for reference, whichever is sooner.</i>	DAA-0361-2021-0001-0018	
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. <i>Destroy after 1 year.</i>	DAA-0361-2021-0001-0019	
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 FY. <i>Destroy after 1 year or when no longer needed, whichever is sooner.</i>	DAA-0361-2021-0001-0020	
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 FY. <i>Destroy after 1 year.</i>	DAA-0361-2021-0001-0021	
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>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
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 FY. <i>Destroy after 1 year or when no longer needed, whichever is sooner.</i>	DAA-0361-2021-0001-0022	
4140.48	Inventory Control Effectiveness Files. Correspondence, reports, listings, and backup materials used to summarize inventory results/ effectiveness.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	DAA-0361-2021-0001-0023	
4140.49	Location Changes. Cards and related item locator information used to add or delete stock locations.	Temporary. <i>Destroy after 6 months.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
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>	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	

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.	Temporary. Cutoff at end of Event. <i>Destroy 3 months after receipt of final shipment.</i>	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	
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_. Hard copy or microfilm records will be maintained separately from receipt documentation described in record series 4140.78 and they will be filed by date of acceptance by calendar year.	Temporary. Cutoff at end of FY. <i>Destroy 10 years after cutoff.</i>	DAA-0361-2021-0001-0024	
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. <i>Destroy after 2 years .</i>	DAA-0361-2021-0001-0025	
4140.60	Receipt Not Confirmed Files. Listings, reports, and related records pertaining to materiel received but not assigned storage location.	Temporary. <i>Destroy after receipts confirmed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
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. <i>Destroy after 2 months.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4140.62	Receiving Adjustment Records. Suspense listings used to monitor condition code adjustments of stored materiel not ready for issue.	Temporary. <i>Destroy after computer updating action verified.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4140.65	Project/Job Orders. Project order forms and amendments, job orders, material order forms, incoming/outgoing stock 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.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	DAA-0361-2021-0001-0026	
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. <i>Destroy after 2 years.</i>	DAA-0361-2021-0001-0027	
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. <i>Destroy after 2 years.</i>	DAA-0361-2021-0001-0028	

4140.70	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>	DAA-0361-2021-0001-0029	
4140.72	Packaging Complaints. Customer and depot complaints and related correspondence.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	DAA-0361-2021-0001-0030	DLAI 4140.04
4140.75	Requisitions, Other: Remarks/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 no sooner than 1 week after requisition obtains status or no longer than 45 days after updating actions complete in EBS.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4140.78	Non-procurement Receipt Documentation: Automatic Disposal Action 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 CY. <i>Destroy after 2 years.</i>	DAA-0361-2021-0001-0031	
4140.79	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>	DAA-0361-2021-0001-0032	
4145.01	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. <i>Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</i>	N1-361-92-5	
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>	DAA-0361-2021-0001-0033	
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 3 years old.</i>	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	
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>	DAA-0361-2021-0001-0034	

4145.21	Cold Chain Management. Documentation captured and maintained related to stringent and non-stringent cold chain management packaging, handling, marking, and shipping of temperature sensitive medical products. Included are: compromised or discrepancy reports, worksheet disposition reports, temperature logs, DD Form 1502N, and additional information that supports the Cold Chain Management process.	Temporary. Cutoff at end of CY. <i>Destroy/delete when 10 years old.</i>	DAA-0361-2021-0001-0044	DLAR (JP) 4145.21; SOP 4145.02
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 3 years after superseded or obsolete, except that change notices will be destroyed after the change is made on the locator.</i>	DAA-0361-2021-0001-0035	
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. Cutoff at end of Event. <i>Destroy the plat, plan, or chart, when superseded or obsolete.</i>	DAA-0361-2021-0001-0036	
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. <i>Destroy when 10 years old.</i>	DAA-0361-2021-0001-0037	
4145.37	Barter Transaction Comments. Documents accumulated in reviewing communications with the Federal Emergency Management Agency (FEMA) for the purpose of approving or providing detailed instructions on specifications, marking, and packaging for specific barter transactions.	Temporary. Cutoff at end of Event. <i>Destroy on disposal of the stockpile.</i>	DAA-0361-2021-0001-0038	
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 Event. <i>Hold for the life of the stockpile, and then retire to FRC. Destroy 10 years after disposal of stockpile.</i>	DAA-0361-2021-0001-0039	
4145.41	Research Study Files. Documents created in studying and analyzing economic, marketing, environmental, technical, and planning considerations affecting the acquisition, maintenance, quality assurance, rotation, beneficitation, upgrading, use, release, destruction, or abandonment of Strategic Materials. Included are proposals, requests, studies, analyses, clearance actions, and related records.	Temporary. Cutoff at end of Event. <i>Hold for the life of the stockpile, and then retire to FRC. Destroy 5 years after disposal of stockpile.</i>	DAA-0361-2021-0001-0040	

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 Strategic Materials 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>	DAA-0361-2021-0001-0041	
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. Destroy 6 years after cancellation or termination of lease.</i>	DAA-0361-2021-0001-0042	
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>Destroy when 20 years old.</i>	DAA-0361-2021-0001-0043	
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 4145.67, 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>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	
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 Strategic 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>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	
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 3 years old.</i>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	
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>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	

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, 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. <i>Destroy 1 year after completion of contract.</i>	DAA-0361-2021-0020	
4145.89	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>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4145.90	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. Destroy when 30 years old.</i>	GRS 2.7, Item 040 (DAA-GRS-2017-0010-0004)	
4145.91	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 books, and related records.	Temporary. Cutoff at end of Event. <i>Withdraw on transfer or separation of the individual concerned and file records in official personnel folders.</i>	Filing Instructions.	
4145.92	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 when 6 years old.</i>	GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)	
4145.93	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 6 years old.</i>	GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)	

4145.94	Radioactive Material Licenses and Licensing Files. 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 6 years old.</i>	GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)	
4145.95	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. <i>Withdraw upon separation of the individual concerned and transfer records to the Official Personnel Folder.</i>	Filing Instructions.	
4145.96	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>Destroy when 6 years old.</i>	GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)	
4145.97	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 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. <i>Destroy when litigations have been resolved.</i>	GRS 5.2, Item 020 (DAA-GRS2017-0003-0002)	
4151.01	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. <i>Cutoff annually following completion of the project, destroy when 3 years old.</i>	DAA-0361-2021-0020	
4151.03	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 Strategic Materials, but not inspection reports on commodities which are included in the Strategic Materials inspection files.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	

4151.05	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>	DAA-0361-2021-0020	
4151.06	"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>	DAA-0361-2021-0020	
4151.11	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. <i>Destroy after 5 years.</i>	DAA-0361-2021-0020	
4151.27	Physical Inventory Files. Documents accumulated in scheduling, supervising, coordinating, and assisting in the physical inventory of DNSC materials. Included are inventory notices and schedules, physical inventory reports, coordination actions, and related records.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after removal of material from the stockpile.</i>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	
4151.37	Inventory Accountability. 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 such as: <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 • account and ledgers, other than those pertaining to structures • stock cards and voucher records • 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. Event is following the next comparable inventory or when superseded, obsolete. Destroy 3 years after event.	GRS 1.1, Item 040 (DAA-GRS-2013-0003-0012)	
4151.39	Stock Record Voucher Records. Documents accumulated at depots to show and support additions to, or decreases in, stock record accounts for stocks other than Strategic Materials. Included are receiving reports; tally-in sheets; inspection reports; stock 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.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	

4160.03	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>	DAA-0361-2021-0013	
4160.04	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>	DAA-0361-2021-0013	
4160.05	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>	DAA-0361-2021-0013	
4160.06	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 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. 	Temporary. Cutoff at end of CY. <i>Destroy 4 years after cutoff.</i>	DAA-0361-2014-0002	
4160.07	Demilitarization Requirements. Microfiche, or other media, containing information on items requiring demilitarization.	Temporary. Review annually. <i>Destroy when superseded or obsolete.</i>	DAA-0361-2021-0013	
4160.09	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>	DAA-0361-2021-0013	
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>	DAA-0361-2021-0013	
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>	DAA-0361-2021-0013	
4160.12	Warehousing. Copies of item release/receipt documents, screener forms, issue forms, location change forms, tally sheets, and similar materials used to locate, warehouse, safeguard, and issue property other than operating supplies and equipment.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	DAA-0361-2021-0013	
4160.13	Space Management. Warehouse and other space layout plans used to manage storage areas.	Temporary. Review annually. <i>Destroy after 3 years or when no longer needed.</i>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	

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>Destroy after 2 years or when no longer needed.</i>	DAA-0361-2013-0008-0013	
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>Destroy when 3 years old.</i>	DAA-0361-2021-0013	
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>	DAA-0361-2021-0013	
4160.22	Redistribution Efforts. Documentation on efforts to dispose of property by reutilization, transfer, and donation.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	DAA-0361-2021-0013	
4160.23	Material Utilization and Disposal Progress Reports. Reports initiated or received showing progress on property utilization and disposal programs.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	DAA-0361-2021-0013	
4160.24	Freeze Actions. Messages and supporting records freezing property for designated programs pending receipt of requisitions.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	DAA-0361-2021-0013	
4160.27	Transfer Authority. Signature cards and letters of designation identifying personnel authorized to transfer property.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after authority expires.</i>	DAA-0361-2021-0013	

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 documentation used to research, maintain and correct accounts.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	DAA-0361-2021-0013	
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. <i>Destroy 50 years after contract closeout.</i>	DAA-0361-2017-0004	
4160.34	Monthly Scrap Listing. Inventory on-hand listings containing locations and weights of precious metals on-hand.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	DAA-0361-2021-0013	
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 operations.	Temporary. Review annually. Cutoff at end of Event. <i>Destroy 3 years after contract is closed.</i>	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	
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. <i>Destroy after 10 years.</i>	DAA-0361-2021-0013	
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. <i>Destroy after 4 years.</i>	DAA-0361-2021-0013	
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>	DAA-0361-2021-0013	
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>	DAA-0361-2021-0013	
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>	DAA-0361-2021-0013	

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>	DAA-0361-2021-0013	
4160.45	Reutilization Monthly Expenditures. Data pertaining to reutilization transportation costs used to track and program funds.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	DAA-0361-2021-0013	
4160.46	Market Research and Information. 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. Includes Catalogs, customer comment cards, related correspondence and materials used to evaluate and provide marketing information.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years or when no longer needed for reference, whichever is later.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4160.47	Market Analyses. Periodic analyses of inventories of recyclable materials, directed criteria, and related documents.	Temporary. Cutoff at end of CY. <i>Destroy after 7 years.</i>	DAA-0361-2021-0013	
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. Review annually. <i>Destroy when no longer needed for reference.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4160.56	Annual Bid Deposit Bonds. Applications for annual bid deposit bonds, and related documents.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	DAA-0361-2021-0013	
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-GRS-2017-0006-0007 (GRS 5.6, Item 060)	
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: <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 Exclusion: Records documenting financial management of surplus property disposal by sale is covered by 7000.02	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	GRS 5.4, Item 040 (DAA-GRS-2016-0011-0004)	

4160.66	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. <i>Destroy 6 years after completion of security trade controls on individual transactions.</i>	DAA-0361-2021-0013	
4160.67	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 certificate/delivery verification requirements.	Temporary. Cutoff at end of Event. <i>Destroy 7 years after bid award date.</i>	DAA-0361-2021-0013	
4160.70	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. <i>Destroy 6 years after sale date.</i>	DAA-0361-2021-0013	
4160.71	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. <i>Destroy 1 year after removal of all property sold under the related invitation for bids.</i>	DAA-0361-2021-0013	
4160.73	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 review • 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. 	Temporary. Cutoff at end of Event. <i>Destroy 10 years after final payment.</i>	DAA-0361-2021-0013	

4160.74	Bidders Master File: Disposition Services Office of Record. 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. <i>Destroy after 50 years.</i>	DAA-0361-2021-0013	
4160.76	Debarred, Ineligible, or Suspended Bidders. Correspondence and documents relating to debarred, ineligible, or suspended bidders on surplus property.	Temporary. Cutoff at end of Event. Event is removal from approved status. <i>Destroy after 10 years after removal from approved status.</i>	GRS 1.1, Item 071 (DAA-GRS-2016-0001-0005)	
4161.01	Application for Participation. Requests from state agencies to participate in the 1033 program (Law Enforcement Program Office (LESO)).	Temporary. Cutoff at end of CY. <i>Destroy after 5 years.</i>	DAA-0361-2022-0001-0001	DLAI 4140.11
4161.05	Program Compliance. Documentation compiled for state compliance reviews. Records may include: Cover letters, checklists, trackers, in-briefs, inventory certifications, notifications, templates	Temporary. Cutoff at end of FY. Destroy after 6 years.	DAA-0361-2022-0001-0002	DLAI 4140.11
4161.06	Program Compliance Planning and Review Documents. Documentation utilized in planning for a compliance review on a state and the selected agencies participating in the program. Includes the post compliance visit documentation with information pertaining to the process and outcome of the review.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	DAA-0361-2022-0001-0003	DLAI 4140.11
4161.10	Property Accounting. All documentation resulting in the adjustment of the accountable records system. Records may include: Turn-ins, Transfers, Correspondence, Reports, Trackers, Other related records generated by the agency or by participating parties.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	DAA-0361-2022-0001-0004	DLAI 4140.11
4161.11	Quarterly Reconciliations. Documents used to conduct individual state reconciliations each quarter.	Temporary. Cutoff at end of FY. <i>Destroy after 4 years or no longer needed, whichever comes first.</i>	DAA-0361-2022-0001-0005	DLAI 4140.11
4161.12	Reports of Survey for DEMIL property-Title of Ownership Transfers to Customer. Records may include: Correspondence, Notifications, Other related records generated by the agency or by participating parties.	Temporary. Cutoff at end of Event. <i>Destroy 1 year after title transfer.</i>	DAA-0361-2022-0001-0006	DLAI 4140.11
4161.15	Ammunition. Documentation regarding requests and exceptions to policy for Ammunition. Records may include: Application, trackers, Justification documentation, plan, correspondence, ammunition listing document	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	DAA-0361-2022-0001-0007	DLAI 4140.11
4161.17	Cannibalization. Documentation and correspondence approving the customer to cannibalize property to maintain serviceability of other property.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	DAA-0361-2022-0001-0008	DLAI 4140.11

4161.19	Aircraft. Documentation regarding requests, transfers, turn in, and exceptions to policy for aircraft	Temporary. Cutoff at end of Event. <i>Destroy after 5 years or after the life span of the property, whichever is later.</i>	DAA-0361-2022-0001-0009	DLAI 4140.11
4161.21	Tactical Vehicles. Documentation regarding requests, transfers, turn in, and exceptions to policy for tactical vehicles.	Temporary. Cutoff at end of Event. <i>Destroy after 5 years or after the life span of the property, whichever is later.</i>	DAA-0361-2022-0001-0010	DLAI 4140.11
4161.23	Weapon Records. Documentation regarding requests, transfers, turn in, and exceptions to policy for weapons dispositions.	Temporary. Cutoff at end of Event. <i>Destroy after 5 years or after the life span of the property, whichever is later.</i>	DAA-0361-2022-0001-0011	DLAI 4140.11
4165.03	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>	DAA-0361-2021-0013	
4165.06	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>	DAA-0361-2021-0013	
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 superseded or when project terminates, as appropriate.</i>	GRS 5.4, Item 050 (DAA-GRS-2016-0011-0005)	
4165.11	Mobilization Plan. Five-year Engineering Mission Mobilization Plan.	Temporary. Review annually. <i>Destroy when superseded.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	DLAI 4165.03

4165.13	Real Property Ownership Records and/or Military Construction Projects. Abstract or certificates of title documenting Federal real property ownership, surveys, easements, rights-of-way, and certain chain of title for property the Government acquired after December 31, 1920, by purchase, condemnation, donation, exchange, or otherwise. Note: Ownership records may be transferred to a new owner, if applicable. This Includes: <ul style="list-style-type: none"> • Facilities planning 5-year master plan and documentation related to analysis of existing facilities; the annual energy budget with supporting documentation and concept design reports. • Historical Building file – drawings and blueprints of the center from initial construction to present • Military Construction Projects – Records and documentation relating to engineering services for military construction programming and project preparation of congressionally approved projects. 	Temporary. Destroy after final action. Longer retention is authorized if needed for business use.	GRS 5.4, Item 020 (DAA-GRS-2023-0006-0001)	DLAI 4165.03
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>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	
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>	DAA-0361-2021-0013	
4165.16	Installation Master Plan and/or Military Construction Plans. Documents describing buildings, locations, siting, layouts, utilities, and related matters in DLA activities and related documents and correspondence.	Temporary. Review annually. <i>Destroy when superseded or obsolete.</i>	GRS 5.4, Item 051(DAA-GRS-2016-0011-0006)	
4165.17	Building Records Case Files. Agency copies of 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>	GRS 5.4, Item 051(DAA-GRS-2016-0011-0006)	DLAI 4165.01
4165.18	Facility 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>	GRS 5.4, Item 060 (DAA-GRS-2016-0011-0007)	
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>	GRS 5.4, Item 050 (DAA-GRS-2016-0011-0005)	
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>	DAA-0361-2021-0013	

4165.26	Real Property Leases. Real property leases, documentation on easements and leases right-of-way	Temporary. Cutoff at end of Event. Event end of lease. <i>Destroy when 10 years old. <u>NOTE:</u></i> Retention extension aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010.	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>	DAA-0361-2021-0013	
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>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	DLAI 4165.01, DLAM 4165.01
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>	GRS 5.4, Item 070 (DAA-GRS-2016-0011-0008)	
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>	DAA-0361-2021-0013	DLAI 4165.01, DLAM 4165.01
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>	GRS 5.4, Item 051(DAA-GRS-2016-0011-0006)	
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>	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	
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>	GRS 5.1, Item 020 (DAA-GRS2016-0016-0002)	
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>	GRS 5.1, Item 020 (DAA-GRS2016-0016-0002)	
4165.55	Water Systems. Documentation reflecting study results of water distribution systems.	Temporary. Review annually. <i>Destroy when no longer needed.</i>	GRS 5.1, Item 020 (DAA-GRS2016-0016-0002)	

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>	GRS 5.1, Item 020 (DAA-GRS2016-0016-0002)	
4165.57	Facilities/Construction Projects and Programming. Includes: Work orders, programming documents, correspondence, drawings, funding documents, project approvals, and certifications of costs incurred; annual work plans and documents pertaining to real property maintenance and military construction programming.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after project completion or termination.</i>	GRS 5.4, Item 060 (DAA-GRS-2016-0011-0007)	
4180.01	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. NOTE: 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	Temporary. Review annually. <i>Destroy when no longer needed for reference.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4180.02	Alternative Fuels Supplies. User fuel requirements and related documentation and correspondence used to develop methodologies and direct actions for supplying alternative fuels.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old or 3 years after superseded.</i>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	SOP 4140.00-01
4180.04	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.	Temporary. Cutoff at end of CY. Destroy 3 years after cutoff	DAA-0361-2021-0013-0041	
4180.05	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.	Temporary. Cutoff at end of FY. <i>Destroy 3 years after cutoff.</i>	DAA-0361-2015-0004-0001	
4200.01	Information Requests. Copies of requests for information from contractors, cover letters, responses to requests and related backup data.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years</i>	GRS 4.2, Item 010 (DAA-GRS-2013-0007-0001)	
4200.06	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	

4200.07	Contracting Officer's Representative (COR) / Contracting Officer's Technical Representative (COTR) Files. Files maintained by COR/COTR 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.	Temporary. Cutoff at end of Event. Event is Final Payment. <i>Destroy 10 years after final payment or cancellation. *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)	
4200.08	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: • Sales Contracts; • Preaward; • Award Rejects; • Service Contract, • Foreign Military Sales (FMS) Contracts • 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; Documents accumulated in awarding and administering contracts for receiving, identifying, inspection services, handling services, technical research, packaging and shipping, invoices and invoice certifications, receiving reports, and related records	Temporary. Cutoff at end of Event. Event is Final Payment. <i>Destroy 10 years after final payment or cancellation. *NOTE: Retention extension is aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010.</i>	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)	
4200.09	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: • <u>Reference copies</u> used by component elements of a procurement office for administrative purposes.	Temporary. Cutoff at end of FY. <i>Keep until no longer needed for business , but not longer than 6 years after final payment, then destroy.</i>	GRS 1.1 Item 011 (DAA-GRS-2013-0003-0002)	
4200.10	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. Cutoff at end of Event. <i>Destroy 3 years after removal from approved status,</i>	GRS 1.1, Item 071 (DAA-GRS-2016-0001-0005)	
4200.11	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 3 years after removal from approved status, or until no longer needed.</i>	GRS 1.1, Item 071 (DAA-GRS-2016-0001-0005)	

4200.12	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, 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.	Temporary. Review annually. <i>Destroy when item is obsolete, item purchases have ceased, or when no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4200.13	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. Review annually. <i>Destroy when superseded, obsolete, or no longer needed.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4200.15	Acquisition History File. Copies of solicitations, abstracts and cards used to review acquisition assignments and report infringements that cannot be resolved.	Temporary. Review annually. <i>Destroy when no longer needed.</i>	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	
4200.17	Contractor Performance. Information used to document contractor performance that includes the following types of records: •Contract performance, delinquency and discrepancy reports used for pre-award review and to evaluate contractor performance •Provide recommendations on contractor performance •Monthly and annual contractor performance reports used to provide an annual history of contractor performance.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	DAA-0361-2020-0003-0003	
4200.19	Mobilization/Industrial Planning and Preparedness File. Documents related to 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. Includes Documents' relating to DLA mobilization plans (BEP and FABEP) to include correspondence relating to DLA emergency support plans, staffing, and mission requirements.	Temporary. Cutoff at end of Event. <i>Destroy 2 years after end of planning year or until no longer needed for business purposes.</i>	DAA-0361-2020-0003-0005	

4200.22	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. <i>Destroy 3 years after contract is awarded or when issue is no longer significant, whichever is later.</i>	DAA-0361-2020-0003-0006	
4200.25	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. <i>Destroy 5 years after cancellation.</i>	DAA-0361-2020-0003-0007	
4200.27	Evaluation History File. Registers, logs, and checklists used for future contract evaluation analyses.	Temporary. Cutoff at end of FY. <i>Destroy after 5 years.</i>	GRS 1.1, Item 001 (DAA-GRS-2016-0013-0001)	
4200.30	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. <i>Destroy when no longer needed or when issue is no longer significant, whichever is sooner.</i>	DAA-0361-2020-0003-0009	
4200.31	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>	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	
4200.36	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	
4200.37	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. Cutoff at end of Calendar Year. <i>Destroy when 3 years old or when superseded, or obsolete, whichever is later.</i>	GRS 5.1, Item 020 (DAA-GRS2016-0016-0002)	

4200.42	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>	DAA-0361-2020-0003-0012	
4200.44	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>	DAA-0361-2020-0003-0013	
4200.48	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>	DAA-0361-2020-0003-0014	
4200.50	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. <i>Destroy 3 years after contract closeout.</i>	DAA-0361-2020-0003-0015	
4200.57	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. <i>Destroy when contractor is no longer under DLA cognizance.</i>	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	
4200.62	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. <i>Destroy after 3 years.</i>	DAA-0361-2020-0003	
4200.66	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. <i>Destroy after 1 year.</i>	DAA-0361-2020-0003-0017	
4200.69	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. <i>Destroy after 1 year.</i>	DAA-0361-2020-0003-0018	

4200.78	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 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.	Temporary. Cutoff at end of FY. <i>Destroy when 6 years, 3 months old or when no longer needed.</i>	DAA-0361-2020-0003-0019	
4200.80	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. <i>Destroy 1 year after program termination, or completion of contract.</i>	DAA-0361-2020-0003-0020	
4200.82	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. <i>Destroy after 3 years.</i>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	
4200.83	Program Managed Contracts Reports. Status reports on weapon systems and other priority program contracts.	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	DAA-0361-2020-0003-0021	
4200.89	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. <i>Destroy after 2 years.</i>	DAA-0361-2020-0003-0022	
4200.90	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. <i>Destroy 50 years after cutoff.</i>	DAA-0361-2017-0005-0001	

4200.91	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. Review annually. <i>Destroy when no longer needed.</i>	DAA-0361-2017-0005-0002	
4200.92	Combatant Vessel and Aircraft Sales Contracts. Contract files relating to the disposal of combatant vessel or aircraft through sales.	Temporary. Cutoff after Event. Event is after sales contracting officer is notified vessel or aircraft has been dismantled and has lost its identity as a vessel or aircraft. <i>Destroy after 50 years.</i>	DAA-0361-2017-0005-0003	
4200.93	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. Contracts are required to be maintained 100 years due to potential hazardous waste Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) litigation.	Temporary. Cutoff at end of Event (Contract closeout). <i>Destroy 100 years after contract closeout.</i>	DAA-0361-2020-0003-0023	
4200.94	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>	Filing Instructions.	
4200.95	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 maintained	Temporary. <i>Destroy when no longer needed for reference.</i>	Non-Record. Reference Copy maintained by offices other than the Office of Primary Responsibility. Disposition Authority not required for disposal.	
4200.96	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. Review Annually. <i>Destroy upon verification of successful creation of the final document or file.</i>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4205.03	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. Review Annually. <i>Destroy when superseded, obsolete, or when the concern is no longer considered as source of supply for any reason.</i>	GRS 4.2, Item 010 (DAA-GRS-2019-0001-0001)	DLAI 4205.01

4205.04	<p>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.</p> <p>Note: Program transferred to DoD. No new records should accumulate in this series after October 2023.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy after 10 years after closeout.</i></p>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	DLAI 4205.02
4205.05	<p>Small Business and Disadvantaged Business Utilization Records. Records maintained by offices of Small and Disadvantaged Business Utilization (offices of Small Business Programs in the Department of Defense) established pursuant to the Small Business Act (15 U.S.C. 644(k), as supplemented). Includes:</p> <ul style="list-style-type: none"> • inquiries or assistance requests from industry or the general public regarding small business contracting, subcontracting, or other funding opportunities • materials negotiating and promoting small business contracting goals • records of outreach events such as workshops, conferences, specialized vendor outreach sessions, and award ceremonies; • event evaluations, surveys, and other customer feedback; • reviews of proposed agency acquisitions for bundling and small business contracting opportunities; • spending management and goals; • forecasting and studies; • subcontracting and performance reports; • data reported to and gathered from central reporting systems [Note: the systems are scheduled by their owners, not the GRS]; • program director's recommendations to contracting officers regarding awards; • complaints and responses to them; • Small Business Administration requests or recommendations regarding set-aside of contracts or requirements or changes in acquisition strategies; • records documenting receipt and referral of unsolicited proposals or small business capability statements containing proprietary or confidential contractor information; • communications with the Small Business Administration Enforcement Ombudsman, per Public Law 104-121, section 30(b)(2); • correspondence 	<p>Temporary. Cutoff at end of FY. <i>Destroy when 3 year old.</i></p>	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	DLAI 4205.01
4205.06	<p>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.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i></p>	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	DLAI 4205.01
4205.08	<p>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.</p>	<p>Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i></p>	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	DLAI 4205.01

4205.09	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. <i>Destroy after 3 years.</i>	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	DLAI 4205.01
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 Event. <i>Destroy when superseded, obsolete, or after 3 years, whichever is sooner.</i>	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	DLAI 4205.01
4205.11	Development and Implementation of Programs. Inquiries, information requests, cover letters, and correspondence related to the development and implementation of programs. Includes the following types of programs. • Sheltered Workshop Support - affiliated with National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH). • Federal Prison Industries	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	DLAI 4205.01
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. <i>Destroy after 6 years.</i>	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	DLAI 4205.01
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 complying with goals and other subcontracting plan requirements.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	DLAI 4205.01
4205.17	Small Business/Labor Surplus Area Preference Activity Files. Documents relating to preferential consideration given to small business and/or labor surplus area firms.	Temporary. Cutoff at end of FY. <i>Destroy after 10 years.</i>	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	DLAI 4205.01
4215.06	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>	GRS 1.1, Item 030 (DAA-GRS-2013-0003-0004)	

4215.07	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>	GRS 1.1, Item 030 (DAA-GRS-2013-0003-0004)	DLAM 4140..08-V1
4215.09	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>	GRS 1.1, Item 030 (DAA-GRS-2013-0003-0004)	
4245.06	Production Management. Documents relating to acquisition plans, economic production runs, economic buys, production lead times, industry capacity, contracting data packages, pre-award 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.	Temporary. Review annually. <i>Destroy when superseded, obsolete, or no longer needed.</i>	DAA-0361-2021-0019	
4245.08	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 7000.04.	Temporary. Cutoff at end of CY. <i>Destroy after 10 years.</i>	DAA-0361-2021-0019	
4245.12	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. <i>Destroy 1 year after completion of contract except contracts in litigation, forward pertinent documents to assigned ACO.</i>	DAA-0361-2021-0019	
4245.13	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 surveillance, follow-up and liaison; conduct progress payment evaluations, overtime analyses, miscellaneous surveys, and to report on progress and status.	Temporary. Cutoff at end of FY. <i>Destroy after 2 years.</i>	DAA-0361-2021-0019	
4245.15	Priorities and Allocations. Contractor requests, IPR review and recommendations, and similar documents related to processing of requests for special assistance for materials.	Temporary. Cutoff at end of FY. <i>Destroy after 5 years.</i>	DAA-0361-2021-0019	
4245.17	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. <i>Destroy after 5 years.</i>	DAA-0361-2021-0019	

4245.22	Situation Reports. Reports regarding urgent or emerging Defense issues related to programs at contractor plants.	Temporary. Cutoff at end of FY. <i>Destroy after 1 year.</i>	DAA-0361-2021-0019	
4245.27	Pricing Management. Documents relating to the overall administration of pricing functions. Includes 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>	DAA-0361-2021-0019	
4245.28	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>	DAA-0361-2021-0019	
4245.29	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 documents, relevant to the estimating, pricing, accounting, billing and financial policies, procedures, practices, and capability/status of specific contractors.	Temporary. Cutoff at end of Event. <i>Destroy after 5 years, except documents associated with controversial matters or which 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>	DAA-0361-2021-0019	
4245.30	Price/Cost Analysis-Contract Pricing. 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 pricing event. <i>Destroy after 4 years but longer retention is authorized if needed for business use.</i>	DAA-0361-2021-0019	
4245.30.01	Price/Cost Analysis-Defective Cost or Pricing, Catalog Data. 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 pricing 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.</i>	DAA-0361-2021-0019	

4245.31	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. <i>Destroy after 4 years.</i>	DAA-0361-2021-0019	
4245.33	Post-award Overpricing-Routine Files. 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 post-award review. <i>Destroy after 4 years but longer retention is authorized if needed for business use</i>	DAA-0361-2021-0019	
4245.33.01	Post-award Overpricing-High Visibility Files. 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. Note: High visibility includes newspaper articles, public hearings or related to controversial matters.	Temporary. Cutoff at end of post-award review. Destroy after 8 years if related to reviews of items that achieved high visibility (e.g., via a newspaper article or public hearing, but longer retention is authorized if needed for business use.	DAA-0361-2021-0019	
4245.47	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>	DAA-0361-2021-0019	DLAI 5025.16
4245.49	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>Destroy after 5 years.</i>	DAA-0361-2021-0019	

4245.51	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>	DAA-0361-2021-0019	DLAR 4235.18
4245.53	Quality Control Files. In process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers maintained for detection, prevention, and control of manufacturing defects.	Temporary. Cutoff at end of Event. <i>Place in active file upon completion of final production order for the related component and destroy after 3 years.</i>	DAA-0361-2021-0019	
4270.01	Value Engineering Projects and Studies. Should-cost analyses, value engineering change proposals, reverse engineering projects, price challenges, and related records pertaining to projects. Includes the following types of records: <ul style="list-style-type: none"> • Resulting in Cost Savings • Not Resulting in Cost Savings 	Temporary. Cutoff at end of FY. <i>Destroy after 6 years, or when no longer needed for reference or research, whichever is later.</i>	DAA-0361-2021-0019	
4270.05	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>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4270.08	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 3 years.</i>	DAA-0361-2021-0019	
4270.10	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>	DAA-0361-2021-0019	
4270.12	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>	DAA-0361-2021-0019	

4500.01	Transportation Documents and Packaging Records. Includes: <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), certificates used in lieu of GBLs, packing lists, rail bills • 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, • Commercial Bills of Lading (CBLs) and TCMDs, and to identify contractors requiring orientation. 	Temporary. Cutoff at end of Event. <i>Destroy 10 years after final payment or Final invoice/IPAC.</i> **NOTE: Retention extension aligns with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010.	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	
4500.02	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.	Temporary. Cutoff at end of CY. <i>Destroy after 4 years.</i>	DAA-0361-2021-0002	

4500.03	Transportation Movement Tracking and Control Records. Logs, registers, or similar documents used for tracking and control. Includes: <ul style="list-style-type: none"> • Outbound Bill of Lading Logs used to maintain accountability for Government Bill of Lading numbers assigned • Export Load files, Booking requests, routings and confirmations • Shipment Billing details used for reporting statistics and research • Security Seal logs to maintain accountability for numbered seals applied to departing carriers. • Scheduling files used to coordinate and control inbound truck and railcar traffic • Issuance Control for GBLs, GTRs, and Military Airlift Command transportation authorizations (MTA), logs and notices of receipt • Tonnage Distribution listings, printouts and application used for proper distribution to carriers • Carrier Control Files 	Temporary. Cutoff at end of FY. <i>Destroy after 3 years.</i>	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	
4500.05	Contractor Coordination and Traffic Management. <ul style="list-style-type: none"> • 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. • 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 upon completion of contract.</i>	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	
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 6 years, but longer retention is authorized if required for business use.</i>	GRS 5.5, Item 040 (DAA-GRS-2016-0012-0004)	
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>	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	
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 shipment planning purposes.	Temporary. Review annually. <i>Destroy when 1 year old or when superseded, or obsolete, whichever is applicable.</i>	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	
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>	DAA-0361-2021-0002	

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> *NOTE: <i>Retention extension aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010.</i>	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	
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>	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	
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. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
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>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
4500.28	Materiel Release Processing and Control Files. Issue release/receipt documents relating to processing (select, prepare, ship) stored materiel for release. Includes Materiel release 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>	DAA-0361-2021-0002	
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>	DAA-0361-2021-0002	
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>	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	
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>	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	
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>	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	
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>	GRS 5.6, Item 090 (DAA-GRS-2017-0006-0012)	

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>	DAA-0361-2021-0002	
4500.51	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 3 years old, or 3 years after superseded, or obsolete..</i>	GRS 5.5, Item 010 (DAA-GRS2016-0012- 0001)	
4500.52	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>	DAA-0361-2021-0002	
4500.53	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>	DAA-0361-2021-0002	
4500.54	Radiation Monitoring and Exposure Policy and Guidance. 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>	DAA-0361-2021-0002	
4500.56	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>	DAA-0361-2021-0002	
4500.60	Transportation Movement Files and Shipping Manifests: Other than FMS Shipments. Copies of transportation control movement documents, consists, and related papers concerning export loads and 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>	GRSR 5.5, Item 020 (DAA-GRS-2016-0012-0002)	

4640.01	Telecommunication Services Administration Records. Records of telecommunication services administration and operation. Includes: <ul style="list-style-type: none"> • Agreements and related background data and other records regarding telecommunication, and radio services, the agency retains for administrative (not fiscal) use. • Records document acquiring, installing, changing, removing, and telecommunication, and radio service equipment. • Telephone and mobile device use records with details on call origin/ destination, date, time, duration, downloads, messaging, cost and other data. • Records documenting allocation, distribution, and use of telephone calling cards. • Related correspondence. NOTE: Financial documents are maintained under 7000.01.	Temporary. Cutoff at end of Event. <i>Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate.</i>	GRS 5.5, Item 010 (DAA-GRS-2016-0012-0001)	
4640.03	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>	GRS 5.6, Item 140 (DAA-GRS-2017-0006-0019)	
4640.09	Telecommunication Services Control Records. Records of general day-to-day communication service administration and specific transmission tracking. Includes: <ul style="list-style-type: none"> • Traffic Reports. Reports that reflect the volume of messages handled. • 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. • Telephone Locator Service. Telephone change order forms used for updating local and area telephone directories. 	Temporary. Cutoff at end of CY. <i>Destroy when 1 year old or when superseded or obsolete, whichever is applicable.</i>	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	
4640.11	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>	GRS 4.2, Item 030 (DAA-GRS2019-0001-0002)	
4640.12	Communications Security (COMSEC) Material Accounting Records. Inventories, transfer reports, destruction reports, package/voucher registers, hand receipts, and related documents.	Temporary. <i>Destroy as described in certificate of accounting records clearance.</i>	GRS 4.2, Item 001 (DAA-GRS2019-0001-0001)	
4640.13	COMSEC Inspections. COMSEC Inspection reports related to Command and Custodian inspection reports and related COMSEC account records.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after succeeding report, or after inactivation of the facility, whichever is sooner.</i>	GRS 4.2, Item 001 (DAA-GRS-2019-0001-0001)	

4640.16	Incident (Compromise) Files. Reports of compromises, involving personnel, cryptologic and physical insecurities of COMSEC material.	Temporary. Cutoff at end of Event. <i>Destroy 6 years after incident.</i>	GRS 4.2, Item 060 (DAA-GRS-2015-0002-0001)	
4700.01	Environmental 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>Destroy after 3 years.</i>	DAA-0361-2021-0011-0001	
4700.03	Environmental Quality Policies and Procedures. Documents relating to major policies and procedures for assuring the proper management and administration of environmental quality matters. Example: Environmental Management System, and Customer Assistance Booklets.	Temporary. Cutoff at end of Event <i>Destroy 3 after supersession or obsolescence.</i>	DAA-0361-2021-0011-0002	
4700.04	National Environmental Policy Act (NEPA) Document. Documentation supporting the National Environmental Policy Act (NEPA), the guidelines issued by the Council on Environmental Quality (CEQ), and implementing regulations. Includes: Finding of No Significant Impact (FONSI), General Conformity, Record of No Applicability (RONA), Public Comments on Draft Environmental Impact Statements (EIS), Administrative Records and Categorical Exclusions (CATEX) determinations.	Temporary. Cutoff CY. <i>Destroy after 10 years. Longer retention is authorized if still needed for business purposes.</i>	DAA-0361-2021-0011-0003	DLAR 1000.22; DLAI 4715.03;
4700.05	Environmental Reports. Reports relating to the status, progress, and plans regarding environmental quality program. Includes: External and Internal Environmental Compliance Assessments, Integrated Pest Management Plan. Sustainability Report and Implementation Plan (SRIP), Greenhouse Gas (GHG) Report, Integrated Cultural Resource Management Plan (ICRMP), Integrated Natural Resource Management Plan (INRMP) and Historical Building Surveys.	Temporary. Cutoff at end of CY. Destroy 13 years after permit issuance. Example: Permit issued February 1, 2021 would be destroyed 1/1/2035. Cutoff the record December 31, 2021 and maintain for 13 years (Dec 31 2034) Destroy Jan 1, 2035.	DAA-0361-2021-0011-0004	DLAR 1000.22
4700.06	Water Pollution . 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 plans and case files on water pollution incidents. Includes: National Pollutant Discharge Elimination System (NPDES) Supporting documentation and Storm Water Pollution, prevention plans, permit/data, backflow prevention plans, construction permits, groundwater monitoring.	Temporary. Cutoff at end of CY. Destroy 13 years after permit issuance. Example: Permit issued February 1, 2021 would be destroyed 1/1/2035. Cutoff the record December 31, 2021 and maintain for 13 years (Dec 31 2034) Destroy Jan 1, 2035.	DAA-0361-2021-0011-0005	SOP 4700.01-001;
4700.07	Air Pollution. 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. Includes: (Air Operating Permit) Title V Permit, California Air Resources Board Requirement, Air Pollution Compliance Violations, Refrigerant Management. Generator Hour Logs, Air Emissions Inventories and Air Calculations.	Temporary. Cutoff at end of CY. Destroy 13 years after permit issuance. Example: Permit issued February 1, 2021 would be destroyed 1/1/2035. Cutoff the record December 31, 2021 and maintain for 13 years (Dec	DAA-0361-2021-0011-0006	

4700.08	Land Pollution. Documents relating to current activities such as hazardous waste operations, open-burn/open-detonation (OB/OD) units, and operational ranges, which have potential to cause land pollution. Includes: Open Burn Permits, Resource Conservation and Recovery Act (RCRA) permit requirements and operating plans for landfills, hazardous waste and disposal, (Part B Applications, Biennial reports, un-manifested waste reports, exception reports,) waste management disposition reports, Aboveground Petroleum Storage Act (APSA) Management (California Only), Solid Waste Management Plan, Qualified Recycling Program and Waste Tire Authorizations.	Temporary. Cutoff at end of CY. Destroy 13 years after permit issuance. Example: Permit issued February 1, 2021 would be destroyed 1/1/2035. Cutoff the record December 31, 2021 and maintain for 13 years (Dec 31 2034) Destroy Jan 1, 2035.	DAA-0361-2021-0011-0007	
4700.09	Other Pollution. 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. Includes: Air Installation Compatible Use Zone (AICUZ) studies, Insecticide spills, Pest Management Certifications, Surveillance Permits and Inventories.	Temporary. Cutoff at end of CY. Destroy 13 years after permit issuance. Example: Permit issued February 1, 2021 would be destroyed 1/1/2035. Cutoff the record December 31, 2021 and maintain for 13 years (Dec 31 2034) Destroy Jan 1 2035	DAA-0361-2021-0011-0008	
4700.10	Environmental Restoration Program. Documents relating to environmental restoration, corrective action, or cleanup such as reports, studies, decision documents, and related correspondence. Includes: Installation Restoration Plans, Interagency Agreements, Restoration Investigations and Studies, Monitoring Well Data, Public Meeting Records.	Temporary. Cutoff at end of Event. Destroy 50 years after regulatory approval for final site closure. (CERCLA 9603(d)(2).	DAA-0361-2021-0011-0009	DLAI 4715.07
4700.11	Radioactive Material Disposal (Low-Level Radioactive Waste). Documents relating to management or disposal of items containing Low-Level Radioactive Waste (LLRW) to include disposal certifications, studies, or item specifications. Includes: DOT requirements and NRC licensing proceeding supporting documentation.	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>	DAA-0361-2021-0011-0010	DLAR (JP) 4145.08
4700.13	Environmental Inquiries. External inquiries from congress, public inquiries or other such information request. Examples: NDAA Reports on Section 335 -Effects of Climate Change, Section 116-120 Fuel Resiliency Issues within the Department, Allocation of Excess Property for Wildfire Fighting and Utilization of Recycled Products in Military Clothing Items."	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	DAA-0361-2021-0011-0011	
4700.14	Environmental Training. Training, listings of qualified personnel, dates of training tracking documents, and other materials related to environmental training certifications except for TSCA Training. Includes: Professional Development Seminar Series (PDSS), pesticide certification, Hazardous Waste Operations and Emergency Response (HAZWOPER) certification, refrigerant training certification.	Temporary. Cutoff at end of Event. <i>Update, as current DLA personnel are re-certified. Destroy 5 years after last certification or 3 years after employee departure (40 CFR 265.16)</i>	DAA-0361-2021-0011-0012	

4700.15	Environmental Contingency Plans. Environmental response plans and procedures. Includes: Environmental response plans, Spill prevention, Control and Countermeasure (SPCC) Plans, contingency plans, Hazardous Waste Management Plans, and notifications and correspondence used to establish appropriate actions.	Temporary. Review annually. <i>Destroy when superseded, obsolete or no longer needed.</i>	DAA-0361-2021-0011-0013	DLAI 4715.06
4700.16	Pre-solicitation Technical Reviews. Technical reviews of hazardous material/waste service contractors. Includes: Contract Agreements.	Temporary. Review Annually <i>Destroy when no longer needed for reference.</i>	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	
4700.17	Technical Evaluation of Bids and Proposals. Retained copies of technical evaluations of bids and proposals for service or acquisition actions. Includes: Legacy Program Proposals.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	
4700.18	Third-Party Liability Program. 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. Includes: Superfund Sites Documentation	Temporary. Cutoff at end of Event. <i>Destroy 100 years after regulatory approval for final site closure of the subject site. (Note: Longer retention requested by DLA Legal)</i>	DAA-0361-2021-0011-0014	SOP 4700.02
4700.20	Spill Reports. Reports on spills of material and/or Petroleum/Oils/Lubricants (would include what needs to be documented on DLA's Environmental Event Report including follow-up actions and related actions. Includes: Environmental Event Report.	Temporary. Cutoff at end of Event. <i>Destroy 50 years after completion of final action.</i>	DAA-0361-2021-0011-0015	SOP 4715.07-01
4700.21	Environmental Compliance Audits. Checklists, reviews, photographs, reports and related correspondence on compliance with environmental requirements by DLA activities, contractors, and regulators. Includes: Environmental Management System record, Cross-functional Team minutes, Monitoring and Measurement and Corrective Actions, Storage Tank Inspections.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after completion of any required corrective actions.</i>	DAA-0361-2021-0011-0016	
4700.22	Treatment, Storage and Disposal Facilities (TSDF). Documents and correspondence pertaining to service contractor TSDFs such as state licenses, Department of Transportation (DOT) ratings for transportation, Resource Conservation and Recovery Act (RCRA) facility permits, TSDF environmental operating records, inspections documents, and related records. Includes: Certification of TSDFs, Qualified TSDF and Transporter Lists, closure plan, waste analysis plan/records, training records, hazardous waste log, inspection log, spill records, notices to off-site generators, and notices to TSDFs, notifications, permits, and waste minimization certificates.	Temporary. Cutoff at end of Event. <i>Destroy 50 years after termination of facility.</i>	DAA-0361-2021-0011-0017	

4700.24	Hazardous Waste Disposal Documents. Documentation supporting Hazardous Waste Disposal Proceedings. Includes: Manifests, waste analysis, manifest discrepancies, used oil logs, sales/, retrograde, hazardous waste profile sheets, notices, certifications, demonstrations, waste analysis data, of Land Disposal Restrictions (LDRs) hazardous waste sent to treatment, storage, or disposal facilities.	Temporary. Cutoff at end of Event. <i>Destroy 50 years after regulatory approval for final site closure by the TSDF.</i>	DAA-0361-2021-0011-0018	DLAM 4140.15
4700.30	Emergency Planning and Community Right-to-Know Act. Inventories, various status reports, and snapshot reports used to maintain cognizance of current and correct hazardous substances inventories. Includes: Emergency Planning and Community Right-to-know Act (EPCRA) Tier I and Tier II.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years, or when no longer needed.</i>	DAA-0361-2021-0011-0019	
4700.40	Special Studies. Special management studies, surveys, research and analyses, and related documentation as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements. Includes: Biological Surveys, Toxic Substance Control Act (TSCA) supporting documentation and Energy Assessments.	Temporary. Cutoff at end of CY. <i>Destroy after 50 years or when no longer needed for reference, whichever is later.</i>	DAA-0361-2021-0011-0020	
4700.41	Special Studies - Asbestos. Special management studies, surveys, research and analyses, and related documentation as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements.	Temporary. Cutoff at end of Event. <i>Duration of ownership and must transfer to successive owners. Employee exposure: The employer shall maintain these records for at least 30 years.</i>	DAA-0361-2021-0011-0021	SOP 4700.08
4700.42	Special Studies - Lead. Special management studies, surveys, research and analyses, and related documentation as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements.	Temporary. Cutoff at end of Event. <i>Destroy 3 years following completion of the renovation.</i>	DAA-0361-2021-0011-0022	SOP 4700.08
4700.43	Special Studies - Polychlorinated Biphenyl (PCB). Special management studies, surveys, research and analyses, and related documentation as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements. Includes. 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. Cutoff at end of Event. <i>Destroy 50 years after disposing of transformer.</i>	DAA-0361-2021-0011-0023	SOP 4700.08
4700.44	Special Studies - Mercury. Special management studies, surveys, research and analyses, and related documentation as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements.	Temporary. Cutoff at end of CY. <i>Destroy after 4 years.</i>	DAA-0361-2021-0011-0024	SOP 4700.08

4700.45	Special Studies - Radon. Special studies, surveys, research, training and analyses, and related documentation for PFAS as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements.	Temporary. <i>Cutoff at end of CY. Destroy after 50 years or when no longer needed for reference, whichever is later [40 CFR 711.25]</i>	DAA-0361-2021-0011-0025	SOP 4700.08
4700.46	Special Studies - Per-and Polyfluoroalkyl Substances (PFAS). Special management studies, surveys, research and analyses, and related documentation as a result of identifying and resolving problems. Training files will be maintained with appropriate Special Study to adhere to disposition requirements. This series covers the following types of Special Studies:	Cutoff at end of CY. <i>Destroy at 50 years. Longer retention is authorized if still needed for business purposes.</i>	DAA-0361-2021-0011-0026	SOP 4700.08

Schedule 5000 – Administrative Management and Support Services: This schedule relates to the creation and maintenance of records and information assets that pertain to administrative management and support functions. Types of records and information maintained under this schedule includes: Administrative reporting, Management program records, Forms and publications, Audiovisual, Command chaplain, Public Affairs, Security, Office Administration Records , General Counsel, Supplies and Equipment Administration, and Legislative Affairs.
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New Record Series	Series Title and Content Description	Disposition Instructions (Includes Cutoff)	Disposition Authority	Prescribing Authority (Issuance, Manual, SOP, etc.)
5000.01	Administrative Management and Support Services Program and Project files. Documents related to the formulation, management, administration and execution of individual Administrative Management Offices and Support Services programs/ projects that pertain to the missions and functions for which the office exists and not appropriate for filing with related records under other series. Includes the following types of records: • Program plans and guidance • Studies and analyses • Reports and similar documents • Newsletters (Original issuing office) • Requests for waivers and exceptions • 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 as identified by internal business rules.</i>	DAA-0361-2021-0014 Pending NARA approval	
5000.03	Mandatory Reports to External Federal Entities Regarding Administrative Activities. Agency-level reports that external Federal oversight entities such as the White House, 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: • 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 Congress; • feeder reports to GSA fleet reports; • E-Government status and compliance report (per PRA). Includes ancillary records such as: • background and research records • submission packets and compilations • related files	Temporary. Cutoff at end of Event. <i>Cut off when action is completed. Destroy 6 years after report submission or oversight entity notice of approval, as appropriate.</i>	GRS 5.7, Item 050 (DAA-GRS-2020-0001-0003)	
5010.05	Productivity Improvement Program (PIP). Man-hour and cost data, studies, reports, correspondence and other statistical data and materials used to develop and identify performance measurement indicators relating to Continuous Process Improvement (CPI) and unit cost theories for implementation of the PIP program.	Temporary. Cutoff at end of CY. <i>Destroy/delete with 3 years old, or when no longer needed for reference, whichever is sooner.</i>	GRS 2.2, Item 010 (DAA-GRS-2017-0007-0001)	
5010.07	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>	DAA-0361-2021-0014 Pending NARA approval	
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. Review Annually. <i>Destroy when no longer needed for reference.</i>	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	
5010.12	Continuous Process Improvement (CPI) 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>	DAA-0361-2021-0014 Pending NARA approval	
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 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.	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>	DAA-0361-2021-0014 Pending NARA approval	
5010.15	Organization Modeling Program (OMP). Printouts, instructions, letter guidance, and related correspondence and backup materials used to manage the activity OMP and maintain current data for authorized positions.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	
5010.17	Mobilization Plans (Other Agencies). Copies of Mobilization plans of higher headquarters and other DoD activities.	Temporary. <i>Destroy when superseded or canceled, or no longer needed for reference.</i>	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	

5010.23	Administrative Internal 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: <ul style="list-style-type: none"> • copies of internal and external directives outlining management control policy • 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 • related correspondence Exclusion 1: Reports related to agency mission activities (agencies schedule these separately). Exclusion 2: Consolidated final agency reports submitted to the President/OMB or Congress (agencies schedule these separately). Exclusion 3: Reports that mandating agencies receive (these agencies must schedule them separately).	Temporary. Cutoff at end of CY. <i>Cut off closed files annually. 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-2020-0001-0001)	
5010.40	Records of non-Mission Internal Agency Committees: Internal agency committees unrelated to an agency's mission. 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)	
5010.41	Committee Records –Substantive 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: <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. 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	Permanent. <i>Transfer when records are 15 years old or upon termination of committee, whichever is sooner.</i>	GRS 6.2, Item 010 (DAA-GRS-2015-0001-0001)	
5010.45	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	
5010.46	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 Realignment and Closure Commission.	Temporary. Cutoff at end of CY. <i>Destroy after 5 years or when no longer needed for reference, whichever is later.</i>	DAA-0361-2021-0014 Pending NARA approval	
5010.50	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	DLAI 5010.05
5010.51	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. Includes organizational charts and plans, missions and functions. Maintained by the agency for historical and reference purposes.	Temporary. Cutoff at end of CY when superseded or obsolete. <i>Destroy when no longer needed for business purpose in accordance with internal business rules.</i>	DAA-0361-2018-0001-0002	DLAI 5010.05
5010.55	Situation Report (Sitrep) Files. 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. Includes the following types of records. <ul style="list-style-type: none"> •Recurring, includes classified and unclassified crisis action operations. •Routine Field and HQ Issues, includes daily or weekly updates. 	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>	Pending NARA approval	
5010.60	Strategic Planning: HQ DLA Director, Vice-Director, Staff Element Directors, & 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. <ul style="list-style-type: none"> • HQ DLA Strategic Plan. • MSC Strategic Plans. 	PERMANENT. Cutoff at end of CY. <i>Transfer to National Archives in 5 year blocks when 20 years old</i>	N1-361-92-03	
5010.61	Strategic Planning - Directorate and Division Offices. Relates to long-range planning information that is intended to provide direction for the Organization offices in providing logistics and other support and services.	Temporary. <i>Destroy when superseded or no longer needed for reference.</i>	DAA-0361-2021-0014 Pending NARA approval	

5010.65	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.	PERMANENT. Cutoff at end of CY. Transfer to the National Archives in 5-year blocks when 30 years old.	NI-361-92-03	
5010.66	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.	Temporary. Cutoff at end of CY. Destroy after 10 years.	DAA-0361-2021-0014 Pending NARA approval	
5010.68	DLA Council Actions. 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. Transfer to the National Archives in 5-year blocks when 30 years old.	NC1-361-76-5	
5010.69	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. Destroy after 10 years.	Pending NARA approval	
5010.70	Federal Activities Inventory Reform (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. Includes: 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 4000 schedule.	PERMANENT. Cutoff at end of CY. Transfer to the National Archives in 5-year blocks when 20 years old.	NC1-361-84-6	
5010.71	Federal Activities Inventory Reform (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. Includes: 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 4000 schedule.	Temporary. Cutoff at end of CY. Destroy when superseded, obsolete, or no longer needed for reference.	Pending NARA approval	
5010.75	Interagency and Inter/Intraservice Agreements - DLA Activities Executing 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.	Temporary. Cutoff at end of Event. Destroy 10 years after supersession or expiration of agreement.	DAA-0361-2021-0014 Pending NARA approval	
5010.76	Interagency and Inter/Intraservice Agreements- Other Offices. 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	Temporary. Cutoff at end of CY. Destroy when superseded, obsolete, or no longer needed for reference.	DAA-0361-2021-0014 Pending NARA approval	
5010.77	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. Destroy 5 years after expiration of agreement.	DAA-0361-2021-0014 Pending NARA approval	DoDM 5530.3
5025.01	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: • 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	Temporary. Cutoff at end of Event. Destroy 3 years after form is discontinued, superseded, or canceled.	GRS 4.1, Item 040 (DAA-GRS-2013-0002-0009)	
5025.03	Publication Master Record Sets and Authentications. Publications master record sets, and related background concurrence documents and correspondence.	PERMANENT. Cutoff at end of CY when superseded or obsolete. One copy of each publication should be designated the record copy. Transfer to the National Archives in 5-year blocks when 20 years old.	DAA-0361-2018-0002-0001	
5025.04	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. Destroy when no longer needed for business purpose in accordance with internal business rules.	DAA-0361-2018-0002-0002	

5040.01	Mission-related Motion and/or Audio Recording Visual Information Productions. A complete linear or non-linear interactive motion and/or sound recording presentation developed according to a plan or script; such as motion pictures, television broadcasts, informational and/or training videos, interactive video learning modules, entertainment/music videos, TV Public Service Announcements, and other video spot announcements designed to achieve specific training or communication objectives. DLA sponsored productions intended for OSD-wide, DoD-wide DLA or public distribution, Production produced for or by DLA that are intended for internal staff use, Productions intended for broadcasting or training that are acquired from outside the DoD that either: provide information concerning the organization, functions, policies, procedures, operations, and essential activities of the DoD or A DoD Component, Convey information about current or historical events involving the DoD or Component, Communicate information or instructions concerning the operation, maintenance, construction, design, repair, use of, capabilities of, or tactical implications of weapons, equipment, or technologies that are unique to, used in a unique manner by, or used primarily by either the U.S. Military, foreign armed forces, or armed non-governmental organizations. • Production talent and all other releases, contracts, scripts, treatments, transcripts and other documentation bearing on the origin, acquisition, and ownership of the production maintained by the DIMOC.	Filing Instructions. Upload to DIVIDS for management by <i>Defense Imagery Management Operations Center (DIMOC) upon completion of production. DIMOC will cut off productions annually.</i>	DAA-0330-2013-0014-0012	DOD 5040.02
5040.02	Non-significant Motion and/or Audio Recording Visual Information Productions & Cancelled Productions. Motion and/or audio recording VI productions that are duplicative, excessive in coverage as related to particular types of training, weapons systems, etc., non-useable for lack of metadata, or relating to routine subjects not reflective of mission of the Department of Defense. Includes acquired productions from commercial, network, or other non-DOD sources. Includes items deemed in excess of adequate sampling as relate to highly technical medical, scientific, or engineering topics. Also, unedited motion and/or audio recording outtakes and trims, which are un-described or lack arrangement, including those that lack any discernable relationship to a completed production. The Production folder and the Procurement package for cancelled productions are included as well.	Filing Instructions. Upload to DIVIDS for management by <i>Defense Imagery Management Operations Center (DIMOC) upon completion of production. DIMOC will cut off productions annually.</i>	DAA-0330-2013-0014-0013	
5040.03	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>	GRS 5.5, Item020 (DAA-GRS-2016-0012-0002)	
5040.04	Photography or Audiovisual Recordings That Does Not Reflect the Mission of DLA. Includes Photographs or audiovisual recordings or electronic finding aids and caption information recorded by DoD military, civilian or contract personnel, that records/documents routine award ceremonies, retirement ceremonies, social events, and activities not related to the mission of the DLA. Also included are production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records.	Temporary. Cutoff at end of CY. <i>Destroy when 2 years old.</i>	GRS 6.4, Item 050 (DAA-GRS-2016-0005-0006)	
5040.05	Significant Still, Motion and/or Audio Recording Pertaining to Non-Combat DLA Missions. Visual information and associated hard copy or electronic finding aids and caption information recorded by DoD military, civilian or contract personnel, or acquired from non-DoD sources, that records/documents the various types of events and activities that may include: Category 1: Non-Combat Visual Information with an Operation Name & Year • Change of Commands; • Humanitarian Aid and Disaster Relief/Response (HADR), Supplies, Medical Aid, Damage Assessment, Reconstruction; • Exercises by Name and Year; • Women's Issues; • History / Documentation; • First-time events within DoD component Category 2 • Non-Combat Visual information without an Operation Name; • Change of Commands; • Humanitarian Aid and Disaster Relief/Response (HADR), Supplies, Medical Aid, Damage Assessment, Reconstruction; • Exercises by Name and Year; • Women's Issues; • History / Documentation; • First-time events within DoD component • Imagery of individuals of national interest (newsworthy) whether foreign or domestic # ; history/documentation # ; • Unique events # Military support/Joint assistance to civil authorities/law enforcement (e.g. peaceful protests, riots) # Recruiting/Promotional # Non-combat imagery documenting significant political, social, cultural, economic, environmental, scientific, or technological subject-matter	Filing Instructions. Upload to DIVIDS for management by <i>Defense Imagery Management Operations Center (DIMOC) upon completion of production. DIMOC will cut off productions annually.</i>	DAA-0330-2013-0014-0002	
5040.06	Records related to official passports. Application records. The Department of State issues official passports to people traveling abroad to carry out official duties on behalf of the U.S. Government.	Temporary. Destroy 3 years after submission, but longer retention is authorized if required for business	GRS 2.2, Item 090 (DAA-GRS-2023-0002-0002)	
5040.08	Graphic Visual Information – Posters – Published to the mission and history of DLA or DoD. These VI materials may highlight a DoD program/message or may seek the interpretation of the viewer to grasp the pertinent information and possible message. Graphics/Posters may represent people, places, and events as well as unit seals, montages, icons, logos, composites, displays, exhibits and fictional people, places and events. Posters may exist in layered digital file-formats and/or a physical format. They may also be hand or mechanically drawn and may exist in a printout or digital image of the graphic. These graphic VI records may also include imagery that has been altered beyond the parameters of DoD Instruction 5040.02 , such as photo illustrations. The above description is not inclusive or limiting. RECORD ELEMENTS: Digital files; and, when a physical copy is available for posters two (2) copies are required plus any digitized version.	PERMANENT. <i>Transfer two copies of each printed poster in hard-copy form, or, if hard copy does not exist, digital form, to the Defense Imagery Management Operations Center (DIMOC) immediately after publication. DIMOC will cut off annually.</i>	DAA-0330-2013-0014-0006	
5100.03	Ecclesiastical Supply Line Management. Documents the acquisition and focused logistics support of ecclesiastical supplies for the Armed Forces Chaplains Corps. Includes: Ecclesiastical supplies and services to all chaplains in the Armed Forces; Agile, responsive, interoperable solutions to include internet ordering, web site training, and the ability to provide supplies during any national emergencies; Pursuing partnerships with industry and suppliers to provide the Armed Services Chaplain Corps the highest quality ecclesiastical supplies at the best cost; Provide newsletter, and training to ensure chaplains and religious support staff understand how to obtain supplies through the DLA system.	Temporary. Cutoff at end of FY Destroy after 6 years.	DAA-0361-2021-0014 Pending NARA approval	

5100.04	Spiritual Resiliency. 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>	DAA-0361-2021-0014 Pending NARA approval	
5122.01	Internal DLA Public Affairs Publications Master Set. Consists of a Record Set of booklets, pamphlets, employee newspapers, and other similar informational documents published and issued by DLA Public Affairs Office. Includes: LOGLINES, brochures, fact sheets and other edited content.	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	
5122.02	Internal DLA Public Affairs Publication Reference Copy. Consists of a copies used for reference Includes: LOGLINES, brochures, fact sheets and other edited content.	Temporary. Cutoff at end of CY. <i>Retain until no longer needed for reference, then review for historical relevance and maintain in accordance with DLA and Component Histories and Background Records.</i>	GRS 6.4, Item 030 (DAA-GRS-2016-0005-0003)	
5122.04	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: • 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) • exhibit and demonstration backup material	Temporary. <i>Destroy when 3 years old.</i>	GRS 6.4, Item 010, (DAA-GRS-2016-0005-0001)	
5122.05	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: • Comments the agency receives but does not act upon or that do not require a response, such as: o Write-in campaigns o Personal opinions on current events or personal experiences o Routine complaints or commendations o Anonymous communications o Suggestion box comments o Public correspondence addressed to another entity and copied to the agency or that the agency receives in error o Comments posted by the public on an agency website that do not require response or that the agency does not collect for further use • 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 • Guest speaker biographies and correspondence	Temporary. <i>Destroy when 2 years old.</i>	GRS 6.4, Item 020 (DAA-GRS-2016-0005-0002)	
5122.06	Public Affairs Releases and Correspondence Requiring Formal Action. Records relating to the release of information to the public, such as contract award announcements, responses to inquiries from DoD Public Affairs, the establishment of new programs or elimination of old programs, major shifts in policy, changes in senior personnel, and interview transcriptions in which the interviewee gives permission for public distribution.	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	
5122.07	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: • News clippings; • Handbills; • Flyers and other graphics; • Marketing research; • 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) NOTE: 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. 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. Exclusion 2: 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. Exclusion 3: Does not include working papers or files that propose and evaluate options or alternatives and their implications in the development of high-level policies and decisions or that document findings or support recommendations. Exclusion 4: Does not include bibliographies, checklists or indexes relating to records scheduled as permanent, such as permanent publications. 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. Exclusion 6: Does not cover clearances for release of information related to declassification review.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	GRS 6.4, Item 030, (DAA-GRS-2016-0005-0003)	
5122.08	Routine Media Relations Records. Records of interactions with the press or media that contain duplicate, minimal, or limited information, such as: • 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 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.	Temporary. Cutoff at end of CY. <i>Destroy after 1 year.</i>	GRS 6.4, Item 040 (DAA-GRS-2016-0005-0004)	
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>	GRS 6.2, Item 010 (DAA-GRS-2016-0005-0001)	

5122.12	Publications External to DLA. Informational material 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 5300.55, DLA and Component Histories and Background Records..</i>	DAA-0361-2021-0014 Pending NARA approval	
5122.13	Speech Files: Speeches delivered by the Directors 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>	N1-361-90-03	
5122.14	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 5300.55, DLA and Component Histories and Background Records.</i>	DAA-0361-2021-0014 Pending NARA approval	
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	
5122.20	Historical Program. Documents relating to the DLA Historical Program.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years or when superseded or obsolete, whichever is later.</i>	DAA-0361-2021-0014 Pending NARA Approval	
5122.21	Histories and Historical Background and References: Historian DLA. Formally prepared histories, including organizational and functional histories produced by DLA historians or by others for DLA. 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. Includes: DLA Annual History	PERMANENT. Cutoff at end of CY. <i>Transfer to the National Archives when 10 years old.</i>	NC1-361-76-4 (135.10A)	
5200.01	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 when 7 years old or after the next periodic application of the system or upon inactivation of the office or system, whichever occurs first.</i>	GRS 5.6, Item 210 (DAA-GRS-2017-0006-0028)	
5200.03	Security Violations. Documents relating to reports and investigations of security violations, including final disposition.	Temporary. Cutoff at end of Event. <i>Destroy 3 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>	GRS 3.2, Item 020 (DAA-GRS-2013-0006-0001)	
5210.01	Security Inspections: Areas Requiring Highest Level Security Awareness. Includes areas designated by the Interagency Security Committee as Facility Security Level V. Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies. Includes: • Facility notes • Inspector notes and reports • Vulnerability assessments	Temporary. Cutoff at end of Event. <i>Destroy after 5 years after updating the security assessment or terminating the security awareness status, whichever is sooner.</i>	GRS 5.6, Item 080 (DAA-GRS-2017-0006-0010)	
5210.02	Security Inspections: All other Security areas. Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV. Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies. Includes: • Facility notes • Inspector notes and reports • Vulnerability assessments	Temporary. Cutoff at end of Event. <i>Destroy after 3 years after updating the security assessment or terminating the security awareness status, whichever is sooner.</i>	GRS 5.6, Item 081 (DAA-GRS-2017-0006-0011)	
5210.05	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.	Temporary. Cutoff at end of CY. <i>Destroy when 7 years old, but longer retention is authorized if needed for business use.</i>	GRS 5.6, Item 210 (DAA-GRS-2017-0006-0028)	
5210.08	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 CY. <i>Destroy when 7 years old or after the next comparable survey or inspection.</i>	GRS 5.6, Item 210 (DAA-GRS-2017-0006-0028)	
5240.22	Counterintelligence Information and Investigative Files. Data collected and maintained by insider threat programs undertaking analytic and risk-based data collection activities to implement insider threat directives and standards. Includes the following type of records: • 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. • 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. Cutoff end of event. Event is after last action. <i>Destroy when 25 years old.</i>	GRS 5.6, Item 230 (DAA-GRS-2017-0006-0030)	

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>	Pending NARA approval	
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>	Pending NARA approval	
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>	Pending NARA approval	
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>	Pending NARA approval	
5240.29	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>	Pending NARA approval	
5300.01	DLA Executive Office(s), Command Issues, Administrative and Oversight Documentation. Records and correspondence signed and retained by DLA Director, Vice Director, Staff Element Directors, and MSC Commanders (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 • Reading files – Outgoing communications signed by the MSC Commanders and above, including joint message forms, arranged chronologically. 	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>	NI-361-91-12	
5300.02	Directorate and Division Office Administrative and Oversight Documentation: Retained below the Directors, Staff Element and MSC Commanders. Documentation on matters of critical interest to Directorate and Division Office Directors and Chiefs 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 • Reading files – Outgoing communications signed by the Directorate Directors and Division Chiefs, arranged chronologically. 	Temporary. Cutoff at end of CY. <i>Destroy 2 years after cutoff or when no longer needed for reference.</i>	DAA-0361-2021-0015-0001	
5300.03	Suspense Records and Working Documents (Intermediary). Records of an intermediary nature, that are created or used in the process of creating a subsequent record. 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. Records include: <ul style="list-style-type: none"> • Non-substantive working files. These working papers do not result directly in a final product or an approved finished report. Included are 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. • Audio and video recordings of meetings that have been fully transcribed • Dictation recordings. • 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) **SEE Appendix D-LongSeriesDescription** in this records schedule for a more detailed descriptions of the types of Suspense and working documents records covered by this record series. Exclusion: This item does not include the following data output files (agencies must follow agency-specific schedules for these records, except for the final bullet, which the GRS covers in another schedule): • files created only for public access purposes • summarized information from unscheduled electronic records or inaccessible permanent records • data extracts produced by a process that results in the content of the file being significantly different from the source records. In other words, the process effectively creates a new database file significantly different from the original • data extracts containing Personally Identifiable Information (PII). Such records require additional tracking and fall under GRS 4.2, item 130 (DAA-GRS-2013-0007-0012)	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)	
5300.04	Reference Library. Non-record Copies of policy or publications, correspondence, specialized references, inquiries, and information that is used for general reference within individual offices. Excludes <u>issuing</u> office record sets of publications and policy documents that are file under Schedule 5025.03 or <u>issuing</u> office SOPs or similar records filed under 5300.34. The copies described here are Federal records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records. Includes copies maintained for reference: <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, technical data or documents used by offices as reference material 	Temporary. Cutoff at end of CY. <i>Destroy 3 years after cutoff.</i>	GRS 5.1, Item 020 (DAA-GRS-2016-0016-0002)	

5300.05	<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 include substantive comments • 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 	<p>Temporary. <i>Destroy when 6 months old or when no longer needed, whichever is sooner.</i></p>	GRS 5.2, Item 010 (DAA-GRS-2017-0003-0001)	
5300.06	<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. 	<p>Temporary. Review Annually. <i>Destroy when no longer needed.</i></p>	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	
5300.07	<p>Correspondence and Memoranda-Program Office. Correspondence created or received and maintained to support 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"> o metrics o meeting minutes related to the program and/or decisional meetings o Periodic reporting and similar documents for the program 	<p>Temporary. Cutoff at end of CY. <i>Destroy when 7 years old. If needed for historical relevance maintain in accordance with 5300.55, DLA and Component Historical Background Records.</i></p>	DAA-0361-2021-0015-0006	
5300.09	<p>Meeting Documentation. Documentation created and used by participants and staff offices for informational briefing presentations, in-house training, executive briefings that document meeting and conference events and related actions. Includes, but not limited to, records:</p> <ul style="list-style-type: none"> • Working group participants • Process action teams • Ad hoc committees • Briefing charts and spreadsheets • Similar records used for work assigned projects and tasks • Meeting minutes and agendas - Informational meetings • In-process Reviews (IPRs) presented as information updates only <p>Exclusion: Copies that document an office's functional programs and projects, including decisional briefings, are retained by office of primary responsibility that created/presented them under a functional record series.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy no sooner than 1 year or when no longer required, as identified by internal business rules.</i></p>	GRS 5.1, Item 030 (DAA-GRS-2016-0016-0003)	
5300.11	<p>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.</p>	<p>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.</p>	DAA-0361-2014-0008-0001	
5300.12	<p>Office Administrative Records and Routine Correspondence. Information accumulated by individual offices and routine correspondence captured and maintained to support that relate day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:</p> <ul style="list-style-type: none"> • Staff locators and/or recall rosters, 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) • Informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182) • Office Safety Reports • Job Hazard Analysis sheets • Data calls • Informational references • Internal office activity and workload reports • Office work schedules • Studies and analyses of office administrative functions and activities • Non-mission related management reviews and surveys • 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) <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.</p> <p>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>	<p>Temporary. Cutoff at end of CY. <i>Destroy when 2 years old, or when no longer needed, whichever is sooner.</i></p>	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	
5300.13	<p>Office Studies and Analyses. Records created as a result of studies and analyses conducted within an office that pertain to organization, workload, manpower, space requirements, office layouts, costing data, budgets, and similar records not directly related to mission.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy when 3 years old or 3 years after superseded, as appropriate.</i></p>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	

5300.14	Organizational Chart Files. Information indicating positions, grades, and personnel of each organizational segment. Included are charts, tables, and similar information.	Temporary. Cutoff at end of Event. <i>Maintain until superseded or obsolete and then transfer to DLA and Component Histories (5300.55)</i>	DAA-0361-2021-0015-0003	
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 CY. <i>Destroy when 2 years old .</i>	GRS 5.7, Item 010 (DAA-GRS2020-0001-0001)	
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-2019-0004-0002)	
5300.21	Supervisor's Personnel Files. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files. May include the following types of records: Records on positions, authorizations, pending actions, position descriptions, training records, Individual development plans (IDP), telework agreements, award recommendations, Employee Departing or Exit checklists, and records on individual employees not duplicated in or not appropriate for the OPF.	Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.	GRS 2.2, Item 080 (DAA-GRS-2017-0007-0012)	
5300.26	Administrative Control Records. Mail, printing, and telecommunication services control records. Records of general day-to-day communication service administration and specific transmission tracking. Includes: • 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 • 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 • Mailing and contact lists a mailroom or similar office manages • Telephone message registers and logs	Temporary. Cutoff at end of CY. <i>Destroy after 1 year or when supersede or obsolete, whichever, is applicable.</i>	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	
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)	
5300.30	Travel Records. The following may be created and maintained as travel records. • 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 • 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. NOTE: Travel records are managed within the 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).	Temporary. Cutoff at end of FY. <i>Destroy 10 years after final payment or cancellation.</i> *Note- Retention extension aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010.	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	
5300.34	Procedural Documentation-Office of Primary Responsibility. Procedural documentation, to include: Standard Operating Procedures (SOPs) Job aides, Desk guides, or Guidance bulletins (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 in a consistent, effective and efficient manner policy that is 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	
5300.37	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)	

5300.40	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 • Copies of travel authorizations 	Temporary. Destroy 3 years after submission, but longer retention is authorized if required for business use..	GRS 2.2, Item 090 (DAA-GRS-2023-0002-0002)	
5300.41	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	
5300.42	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)	
5300.45	Email and other electronic messages of Capstone officials. Capstone Officials are senior officials designated by account or position level. Capstone officials include all those listed on an approved NARA form 1005 (NA-1005), Verification for Implementing GRS 6.1, and must include, when applicable: Includes: Email, Instant Messages, Text messages, Chat messages that serve a similar purpose as email to facilitate communication and information sharing. Email to or from personal or non-official email and/or other messaging accounts in which official agency business is conducted is also included – a complete copy of these records must be copied or forwarded to an official electronic messaging account of the officer or employee not later than 20 days after the original creation or transmission of the record. Not media neutral; applies to records managed in an electronic format only. NOTE: This record series is truncated and can be reviewed in its entirety in Appendix D of this schedule. Exclusions: messages affiliated with social media accounts/social media direct messaging services; messages affiliated with messaging services provided on video conferencing applications and services; voice mail (or similarly recorded) messages; messages affiliated with collaboration platforms; and messages from messaging systems that are ancillary to the purpose of a larger system (for example, a chat function built into a procurement system)	PERMANENT. Cutoff and transfer in accordance with the agency's approved NA-1005, Verification for implementing GRS 6.1. Transfer to NARA 15 years after cutoff.	GRS 6.1, item 010 (DAA-GRS-2022-0006-0001)	
5300.46	Electronic Mail (Email) and other types of electronic messages of Non-Capstone Official. Email of all other officials, staff, and contractors not included in item 5300.45 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. Includes: Email, Instant Messages, Text messages, Chat messages that serve a similar purpose as email to facilitate communication and information sharing. Note 1: Emails that are needed longer than 7 years must be saved to an approved records management repository under an approved record series. 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: 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.	Temporary. Cutoff annually. <i>Delete when 7 years old.</i>	GRS 6.1, item 011 (DAA-GRS-2022-0006-0002)	
5300.50	Technical and Administrative Help Desk Operational Records. <ul style="list-style-type: none"> • Records of incoming service requests (and responses) made by phone, email, web portal, etc. • Trouble tickets and tracking logs • Quick guides and "Frequently Asked Questions" (FAQs) • Evaluations and feedback about help desk services • Analysis and reports generated from customer management data • Customer/client feedback and satisfaction surveys, including survey instruments, data, background materials, and reports 	Temporary. Cutoff at end of Event. <i>Destroy 1 year after resolved.</i>	GRS 5.8, Item 010 (DAA-GRS-2017-0001-0001)	
5300.55	DLA and Component Historical Background Records. Documents maintained by offices, other than the DLA Historian or Public Affairs Office, that document DLA and DLA Component historical events. Includes: Copies of formally prepared histories, organizational and functional histories, including organizational charts, documents that memorialize an organizational Component or have local historical significance such as the naming of a building, group of buildings, street, driveway, area, or facility, and consisting of correspondence, orders, photographs, citations, and related records. Component Historical records include 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>	DAA-0361-2021-0015-0004	
5300.01	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>	DAA-0361-2021-0015-0029	

5307.04	Legal Opinions. Legal opinions and related documentation on plans, programs, systems, and operations not appropriate for inclusion in other files. Includes, but not limited to the following type of records: <ul style="list-style-type: none"> • Bar Letters – Installation • Base Support / Installation • Garnishments General • Jurisdiction • Non-Appropriated and Appropriated Funds • Proprietary Rights & Liability • Reasonable Accommodations • Subpoena Duces Tecum • Surplus Issues 	Temporary. Cutoff at end of CY. <i>Destroy after 3 years or when no longer needed for reference, whichever is later.</i>	DAA-0361-2021-0015-0005	
5307.05	Contract Review Files. Logs, checklists, comments, and similar records relating to the review of solicitations and proposed contract awards for legal sufficiency. Includes the following type of records: <ul style="list-style-type: none"> • HCA level J&A Review • J&A review for posting • Other Contract review documents • DCRL Reviews 	Temporary. Cutoff at end of Event. <i>Destroy 3 years after contract terminated or completed. Exception: Files that pertain to contract award protests and/or appeals proceedings, transfer to appropriate litigation file.</i>	DAA-0361-2021-0015-0006	
5307.06	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. Includes: <ul style="list-style-type: none"> • Terminations • Contract Dispute ADR 	Temporary. Cutoff at end of Event. <i>Destroy 3 years after final resolution of the complaint or dispute.</i>	DAA-0361-2021-0015-0007	
5307.07	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. Includes the following: <ul style="list-style-type: none"> • Potential Employment Law litigation 	Temporary. Cutoff at end of CY. <i>Destroy after 6 years and 3 months.</i>	DAA-0361-2021-0015-0008	
5307.08	Novation Files. Forms, attorney notes, and correspondence relating to contractor ownership changes used to transfer legal obligations.	Temporary. Cutoff at end of CY. <i>Destroy 6 years and 3 months after completion of contract.</i>	DAA-0361-2021-0015-0009	
5307.09	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 and 3 months after completion of contract.</i>	DAA-0361-2021-0015-0010	
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 related documentation used in contract litigation actions. Includes: <ul style="list-style-type: none"> • Potential Contract Litigation • Court Case Files- Active • Court Case Files - Inactive 	Temporary. Cutoff at end of Event. <i>Destroy 6 years and 3 months after final settlement.</i>	DAA-0361-2021-0015-0011	
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. Includes: <ul style="list-style-type: none"> • ASBCA Cases- Active • ASBCA Cases - Inactive 	Temporary. Cutoff at end of Event. <i>Destroy 6 years and 3 months after case closing.</i>	DAA-0361-2021-0015-0012	
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. Includes: <ul style="list-style-type: none"> • EEO Complaints/Appeals-Active • EEO Complaints/Appeals-Inactive • Federal District Court Civil Action/Appeals • MSPB Cases • MSPB Cases awaiting decision • VEC Appeals • Unfair Labor Practices • Grievances 	Temporary. Cutoff at end of Event. <i>Destroy 6 years and 3 months after case closing.</i>	DAA-0361-2021-0015-0013	
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. Includes: <ul style="list-style-type: none"> • E-mail notifications • Correspondence 	Temporary. Cutoff at end of Event. <i>Destroy 6 years and 3 months after remuneration received or final judgment, whichever is later.</i>	DAA-0361-2021-0015-0014	
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. Includes <ul style="list-style-type: none"> • Agency Level Protests-Response Letters • Agency Level Protests- Correspondence • Contracting Officer Protests – KO Response Letters • Contracting Officer Protests – Correspondence • Cover Sheet and Internal procedures documents 	Temporary. Cutoff at end of Event. <i>Destroy 6 years and 3 months after final action.</i>	DAA-0361-2021-0015-0015	
5307.15	GAO Protest Case Files and Correspondence. 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 and 3 months after final settlement of the claim.</i>	DAA-0361-2021-0015-0016	
5307.16	Contract Fraud Case Files and Correspondence. 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 Court Contract Litigation, or other applicable litigation series.	Temporary. Cutoff at end of Event. <i>Destroy/erase 6 years and 3 months after completion.</i>	DAA-0361-2021-0015-0017	

5307.17	Debarment, Suspension Files. 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>	GRS 1.1, Item 070 (DAA-GRS-2016-0001-0004) GRS 1.1, Item 071 (DAA-GRS-2016-0001-0005)	
5307.18	Inventions Disclosure. 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>	DAA-0361-2021-0015-0019	
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>	DAA-0361-2021-0015-0020	
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>	DAA-0361-2021-0015-0021	
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>	DAA-0361-2021-0015-0022	
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>	DAA-0361-2021-0015-0023	
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>	DAA-0361-2021-0015-0024	
5307.35	Military 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. Event is year when case is completed/closed. <i>Destroy 3 years after completion of case except legal legal instruments withdrawn for use as precedents may be held until no longer needed for reference.</i>	DAA-0361-2021-0015-0025	
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>	DAA-0361-2021-0015-0026	
5307.37	Alternative Dispute Resolution (ADR) case files. - Informal Process. Records not associated with another employee dispute, complaint or grievance process. Includes: • agreements to use ADR • records of intake and process • records of settlement or discontinuance of case • parties' written evaluations of the process	Temporary. Cutoff at end of CY. <i>Destroy 3 years after case is closed.</i>	GRS 2.3, Item 070 (DAA-GRS-2018-0002-0007)	
5307.38	Alternative Dispute Resolution (ADR) case files. - Formal Process. Records generated in response to a referral from another dispute, grievance or complaint process, such as EEO complaints or grievances. Includes: • agreements to use ADR • records of intake and process • records of settlement or discontinuance of case • parties' written evaluations of the process	Temporary. Cutoff at end of CY. <i>Destroy 7 years after case is closed</i>	GRS 2.3, Item 071 (DAA-GRS-2018-0002-0008)	
5307.40	Ethics Training Records. Records include but are not limited to: • Administration of new employee ethics orientations. Annual and other types of ethics training. • Agency's annual written plans • Notices about training requirements and course offerings • Rosters of employees required to attend and verification of training completed • Instructor guides, handbooks, handouts and other materials	Temporary. Cutoff at end of CY. <i>Destroy when 6 years old.</i>	GRS 2.6, Item 020 (DAA-GRS-2016-0014-0002)	
5307.41	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 agency ethics-related regulations and directives. Includes: • 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. Includes: • Implementation • Interpretation • Development • Counseling	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 an active investigation; whichever is later.</i>	GRS 2.8, Item 010 (DAA-GRS-2016-0006-0001)	

5307.43	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> .	Temporary. Cutoff at end of Event. <i>Destroy 6 years after final disposition of the referral to either the IG or DOJ.</i>	GRS 2.8, Item 020 (DAA-GRS-2014-0005-0002)	
5307.45	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 attends a meeting or similar function relating to official duties.	Temporary. Cutoff at end of Event. <i>Destroy 3 years following submission of the report to OGE.</i>	GRS 2.8, Item 030 (DAA-GRS-2014-0005-0003)	
5307.46	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)	
5307.49	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)	
5307.50	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)	
5307.51	Public Financial Disclosure Reports: Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records. 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. Legal Citation: 5 U.S.C. app. section 105, 5 CFR 2634.603.	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>	GRS 2.8, Item 060 (DAA-GRS-2014-0005-0007)	
5307.52	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. Legal Citation: 5 U.S.C. app. Section 105, 5 CFR part 2634.603.	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 are not allowed.</i>	GRS 2.8, Item 061 (DAA-GRS-2014-0005-0008)	
5307.53	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. Legal Citation: 5 CFR 2634.604.	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>	GRS 2.8, Item 070 (DAA-GRS-2014-0005-0011)	
5307.54	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. Legal Citation: 5 CFR 2634.604.	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>	GRS 2.8, Item 071 (DAA-GRS-2014-0005-0012)	
5307.55	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. Legal Citation: 5 CFR 2634.604, 5 CFR 2634.905 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.	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>	GRS 2.8, Item 072 (DAA-GRS-2014-0005-0013)	
5307.56	Alternative or Additional Financial: Disclosure Reports and Related Records. Reports for individuals not subsequently confirmed by the U.S. Senate. Legal Citation: 5 U.S.C. app. section 105	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>	GRS 2.8, Item 080 (DAA-GRS-2014-0005-0014)	

5307.57	<p>Alternative or Additional Financial: All Other Reports. 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 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)	
5307.58	<p>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:</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): Prescribing Standards of Ethical Conduct for Government Officers and Employees.</p>	<p>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></p>	GRS 2.8, Item 100 (DAA-GRS-2014-0005-0017)	
5307.59	<p>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 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): Prescribing Standards of Ethical Conduct for Government Officers and Employees.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy at the same time as the employee's last related financial report is destroyed or when no longer needed for active investigation, whichever is later.</i></p>	GRS 2.8, Item 101 (DAA-GRS-2014-0005-0018)	
5307.60	<p>Administrative Claims by or Against the United States. Records of monetary or property claims by the United States subject to the Federal Claims Collection Standards, completed or closed by:</p> <ul style="list-style-type: none"> • payment in full • compromise agreement • termination of collection action • determination that money or property is not owed to the United States • approval or denial of claim waiver for erroneous payment of pay, travel, or relocation expenses to a civilian <p>Federal employee or a member or former member of the uniformed services or the National Guard</p> <ul style="list-style-type: none"> • lifting of court order <p>Also, records of monetary claims against the United States, completed or closed by:</p> <ul style="list-style-type: none"> • disallowance in full • allowance in full or in part with final payment awarded • settlement, compromise, or withdrawal • lifting of court order <p>Legal Citations: 31 CFR 900-904, 28 U.S.C. 2401, 28 U.S.C. 2415(a), 31 U.S.C. 3716(c), 31 U.S.C. 3716(e)</p>	<p>Temporary. Cutoff at end of CV. <i>Destroy 7 years after final action.</i></p>	GRS 1.1, Item 080 (DAA-GRS-2017-0005-0001)	
5330.01	<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 • Joint Committee on Printing (JCP) Reports • Related correspondence <p>Exclusion: Agreements used to support payment vouchers are filed under 7000.1.</p>	<p>Temporary. <i>Destroy when 3 years old, or 3 years after applicable agreement expires or is canceled, as appropriate.</i></p>	GRS 5.5, Item 010 (DAA-GRS-2016-0012-0001)	
5330.03	<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 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 5025.03 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 7000.01.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 1 year after completion of job.</i></p>	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	
5335.02	<p>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.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 10 years after final payment or cancellation.</i></p> <p>*Note- Retention extension aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010</p>	GRS 1.1, Item 010 (DAA-GRS-2016-0013-0001)	
5335.03	<p>Property Pass and Equipment 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, Correspondence and forms for non-expendable property issued to hand receipt accounts, includes turn-ins.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 3 months after expiration or revocation.</i></p>	GRS 5.6, Item 040 (DAA-GRS-2017-0006-0005)	

5335.05	Vehicle and Equipment Use and History. Vehicle and equipment identification, registration, and warranty records, manuals, and similar documentation, whether produced locally or by the manufacturer. Includes 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. Destroy after final action. Longer retention is authorized if needed for business use.	GRS 5.4, Item 030 (DAA-GRS-2023-0006-0002)	
5335.07	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 • Key Control • 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 NOTE: Records of supply and property procurement are filed under 7000.01.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old or 3 years after superseded, as appropriate</i>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	
5335.09	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. <i>Destroy after 60 days.</i>	Pending NARA approval	
5335.10	Receiving. Copies of supply or services order forms, and shipping documents containing data required for processing receiving reports.	Temporary. Review annually. <i>Destroy 1 year after receipt or when no longer needed, whichever comes first</i>	Pending NARA approval	
5335.13	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. <i>Destroy after 3 years.</i>	GRS 5.4, Item 040 (DAA-GRS-2016-0011-0004)	
5335.15	Facility 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 reports • Job orders, service call records, action sheets, and repair logs • Work, shop, or job schedules 	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 5.4, Item 070 (DAA-GRS-2016-0011-0008)	
5335.16	Facility 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. <i>Destroy when 90 days old.</i>	GRS 5.4, Item 071 (DAA-GRS-2016-0011-0009)	
5335.20	Vehicle and 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. Destroy after final action. Longer retention is authorized if needed for business use.	GRS 5.4, Item 030 (DAA-GRS-2023-0006-0002)	
5335.21	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 rescission of authorization to operate Government-owned vehicles, whichever is sooner.</i>	GRS 5.4, Item 110 (DAA-GRS-2016-0011-0014)	
5335.23	Vehicle Inspection, Maintenance, and Service Records. Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft. Includes: <ul style="list-style-type: none"> • work orders, service and repair requisitions, and logs • descriptions of provided service and repair, and related papers. Exclusion: records documenting expenditure of appropriated or non-appropriated funds are filed under 7000.01	Temporary. Cutoff at end of CY. Destroy when 3 years old. Transfer of extent records to new owner at sale or donation is authorized.	GRS 5.4, item 090 (DAA-GRS-2016-0011-0011)	
5335.25	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 • copies 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)	
5335.27	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 Government Certificate to Obtain Title to a Motor Vehicle • Related correspondence 	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)	

5335.30	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. <i>Destroy after 10 years.</i>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	
5335.31	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>	Pending NARA approval	
5500.01	Congressional Inquiries and Correspondence. 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 of inquiry or response. <i>Destroy 8 years after cutoff.</i>	DAA-0361-2021-0015-0027	
5500.03	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. Transfer to the National Archives when 30 years old.</i>	NC1-361-76-5	
5500.05	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 3 years or when no longer needed for reference.</i>	GRS 6.4, Item 010, (DAA-GRS-2016-0005-0001)	

Schedule 6000 – Safety and Health: This schedule relates to records creation and maintenance of records and information assets that pertain to Safety and Health functions. Types of records and information maintained under this schedule includes: Occupational injury and illness records, workplace and facility safety, to include emergency services (police and fire).
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Record Series	Series Title and Content Description	Disposition and Cutoff Instructions	Disposition Authority	Prescribing Authority (Issuance, Manual, SOP, etc.)
6000.02	Occupational Injury and Illness Program Records. Records documenting the planning, management, reporting, and routine operations undertaken by occupational health and safety organizations. Includes: <ul style="list-style-type: none"> • miscellaneous reports, annual summaries or reports to the Secretary of Labor • correspondence with internal agency offices and Occupational Safety and Health Administration (OSHA) • OSHA 300 Log • OSHA 301 Incident Report • OSHA 300A Summary or equivalent Legal Citations: 29 CFR Part 1904.33 and 29 CFR Part 1960.69. Exclusion: Workers' Compensation (personnel injury compensation) records are covered under items 100 and 101 of GRS 2.4, Employee Compensation and Benefits Records.	Temporary. Cutoff at end of CY. <i>Destroy when 6 years old.</i>	GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)	
6000.03	Safety 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 Contractor Mishaps record series.	Temporary. Destroy 3 years after final action. Longer retention is authorized for business use.	GRS 5.6, Item 100 (DAA-GRS-2023-0007-0002)	
6000.04	Non-occupational Individual Medical Case Files. Records of treatment or examination created and maintained by a health care facility or dispensary documenting an individual's medical history, physical condition, vaccinations, and first-aid visits for non-work related purposes. Also referred to as "patient records" in Title 5 Part 293 Subpart E. Legal Citations: American Health Information Management Association (AHIMA) Recommended Retention Standards [Appendix D from the 2011 update] and 31 U.S.C. 3731(b), False Claims Act.	Temporary. Cutoff at end of Event. <i>Destroy 10 years after the last visit.</i>	GRS 2.7, Item 070 (DAA-GRS-2017-0010-0012)	
6000.06	Clinic Scheduling Records: Scheduling records of clinic visits, both occupational and non-occupational. Includes: <ul style="list-style-type: none"> • patient's name, time of appointment, and type of work to be performed • details for pending, confirmed, and upcoming appointments, including date, time, clinic, care team and reason for visit • notifications about appointment updates • patient visit and other scheduling-related statistics 	Temporary. Cutoff at end of year. <i>Destroy when 3 years old.</i>	GRS 2.7, Item 010 (DAA-GRS-2017-0010-0001)	
6025.01	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 compliance.	Temporary. Cutoff at end of Event. <i>Event is when participant ceases program. Destroy 3 years after the activity or transaction is completed or superseded.</i>	GRS 2.6, Item 080 (DAA-GRS-2017-0010-0013)	
6025.05	Occupational Individual Medical Case Files. -Long-term medical records. Occupational individual medical case files. These records are also referred to as Employee Medical Folders (EMFs), Occupational Safety and Health (OSHA) medical records, and medical surveillance records. Includes: • personal and occupational health histories • opinions and written evaluations generated in the course of diagnosis and employment-related treatment/examination by medical health care professionals and technicians • employee-specific occupational exposure records, (exposures include, but are not limited to, gases, liquids, vapors, mists, dust particles and noise) • employee audiometric testing records. Legal Citations: 5 CFR Part 293.511(b) Exclusion: Individual non-occupational medical records are covered by item 6000.04 Note 1: While non-occupational/patient records pertaining to an employee are not required to be included as a record within the individual occupational medical case files, under certain conditions, copies of such records are occupationally-related and, in those cases, may be included in the individual occupational medical case files. (5 CFR Part 293, Subpart E, Part 504) Note 2: For transferred employees subject to OPM's requirements, see 5 CFR Part 293, Subpart E, Employee Medical File System Records, for implementing instructions. Note 3: For separated employees subject to OPM's requirements, see 5 CFR Part 293, Subpart E, Employee Medical File System Records, for implementing instructions.	Temporary. <i>Destroy 30 years after employee separation or when the Official Personnel Folder (OPF) is destroyed, whichever is longer</i>	GRS 2.7, Item 060 (DAA-GRS-2017-0010-0009)	
6025.06	Occupational Individual Medical Case Files. -Short- term medical records. Occupational individual medical case files. These records are also referred to as Employee Medical Folders (EMFs), Occupational Safety and Health (OSHA) medical records, and medical surveillance records. Includes: • personal and occupational health histories • opinions and written evaluations generated in the course of diagnosis and employment-related treatment/examination by medical health care professionals and technicians • employee-specific occupational exposure records, (exposures include, but are not limited to, gases, liquids, vapors, mists, dust particles and noise) • employee audiometric testing records	Temporary. Cutoff at end of Event . <i>Destroy 1 year after separation or transfer of employee.</i>	GRS 2.7, Item 061 (DAA-GRS-2017-0010-0010)	
6025.10	All Food and Drug Activity (ALFOODACT) Messages. Official recordkeeping copy of ALFOODACT messages sent to Subsistence Prime Vendors and affected DoD entities (Food Inspectors, DFACs/mess halls, Schools, Child Development Centers, etc.) whenever there is a food, nonprescription drug, dietary supplement, nonprescription medical device, health and beauty aid item, or pet food recall that may affect the supply chain.	Temporary. Cutoff at end of CY. <i>Destroy 5 years after cutoff.</i>	DAA-0361-2021-0016-0001	DHA-MSR 6025.01
6050.01	Safety Data Sheet-Hazardous. Data provided by manufacturers for products procured by the Government, GSA, and other Federal agencies and defines the hazardous characteristics of ingredients in their products. 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.	Temporary. Cutoff at end of Event. <i>Destroy 30 years after discontinuance of the program.</i>	GRS 2.7, Item 050 (DAA-GRS-2017-0010-0008)	
6050.03	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>	GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)	

6050.07	Workplace Environmental Monitoring and Exposure Records. Results or measurements of monitoring workplace air, toxic substances, or harmful physical agents, including personal, area, grab, wipe, or other methods of sampling results. Includes: 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>	GRS 2.7, Item 040 (DAA-GRS-2017-0010-0004)	
6055.01	Security Management Administrative Records. Records about routine facility security, protective services, and personnel security program administration. Includes: • administrative correspondence • reports, including status reports on cleared individuals • staffing level and work planning assessments, such as guard assignment records • standard operating procedures manuals • protective services agreements and authorizations.	Temporary. Cutoff at end of Event. <i>Destroy 3 years after supersession.</i>	GRS 5.6, Item 010 (DAA-GRS-2017-0006-0001)	
6055.15	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. NOTE: 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	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	
6055.20	Inspector General Investigations File. 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. • 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. NOTE: EIS Repository is DCIRS	Temporary. Cutoff at end of Event. <i>Destroy/erase 25 years after completion of investigation.</i>	N1-361-08-03	
6055.24	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>	N1-361-08-03	
6055.25	Trade Security Controls Assessment Records. Includes: • Records not related to a specific transaction • Records related to a specific transaction • Reports of outreach	Temporary. Cutoff at end of Event. <i>Destroy/erase 6 years after last transaction.</i>	N1-361-08-03	
6055.26	Analysis of Criminal Offenses and Trends. Summaries, charts, graphs and statistical data reflecting trends in crime.	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	DAA-0361-2021-0016-0003	
6055.30	Protective Services Special Equipment. Documents relating to requirements for procurement, administering and operating and use of Federally owned equipment, other than firearms. Includes: 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 when 3 years old or 3 years after acquisition of the equipment, whichever, is applicable.</i>	GRS 5.4, Item 010, (DAA-GRS-2016-0011-0001)	
6055.31	Security Uniform and Equipment Tracking Records. Records tracking uniforms and equipment issued to security management personnel, including: • firearms (type, serial number, manufacturer, caliber, firearm registration date, storage location data, etc.) • communication devices issued to security personnel, such as mobile radios and walkie-talkies • body armor such as bullet-proof vests • police baton and holder • handcuffs and keys Exclusion: Does not apply to uniform and equipment tracking records for federal law enforcement and correctional officers. federal law enforcement includes border and transportation security and immigration and naturalization services.	Temporary. Destroy 3 months after return of equipment.	GRS 5.6, Item 030 (DAA-2021-0001-0002)	
6055.35	Visitor Processing Records: Areas Requiring Highest Level Security Awareness. <i>Includes areas designated by the Interagency Security Committee as Facility Security Level I.</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)	
6055.36	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)	

6055.37	Personal Identification Credentials and Cards: Application and Activation Records. (A) Applications and supporting documentation, such as chain-of-trust records, for identification credentials. Includes: *Application for Identification Card; *Log of activities that documents who took the action, what action was taken, when and where the action took place, and what data was collected; *Lost or stolen credential documentation or police report (B) Records about credential badges (such as smart cards) that are (1) based on the HSPD-12 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: • Common Access Cards (CAC) cards, • Personal Identity Verification (PIV) cards, • Homeland Security Presidential Directive 12 (HSPD-12) credentials.	Temporary. Cutoff at end of Event. Event is after employee or contractor's departure or termination. <i>Destroy 6 years after terminating an employee or contractor's employment.</i>	GRS 5.6, Item 120 (DAA-GRS-2021-0001-0005)	
6055.38	Personal Identification Credentials and Cards: Cards. Records about credential badges (such as smart cards) that are (1) based on the HSPD-12 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: • Common Access Cards (CAC) cards, • Personal Identity Verification (PIV) cards, • Homeland Security Presidential Directive 12 (HSPD-12) credentials.	Temporary. <i>Destroy after expiration, confiscation, or return.</i>	GRS 5.6, Item 121 (DAA-GRS-2017-0006-0017)	
6055.39	Temporary and Local Facility Identification and Card Access Records. Temporary employee, contractor, and occasional visitor facility and network identification access card and identity management system records. Identification verification credentials issued by facility or building managers to provide local verification credentials and cards issued by facility or building managers to provide local identification and access. Includes: • temporary identification cards issued to temporary employees, contractors, and occasional visitors who do not meet the FIPS 201 Standard requirements for PIV issuance • supplemental cards issued to access elevators • personnel identification records stored in an identity management system for temporary card issuance • parking permits	Temporary. <i>Destroy upon immediate collection once the temporary credential or card is returned for potential reissuance due to nearing expiration or not to exceed 6 months from time of issuance or when individual no longer requires access, whichever is sooner.</i>	GRS 5.6, Item 130 (DAA-GRS-2021-0001-0006)	
6055.45	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, whichever is applicable.</i>	DAA-0361-2021-0016-0004	
6055.46	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>	DAA-0361-2021-0016-0005	
6055.47	Accident and Incident Records. Records documenting accidents and incidents occurring on, in, or at Government-owned or - leased facilities, vehicles (land, water, and air), and property used by Federal agencies. Includes: • statements of witnesses; • warning notices; • records about arrests, commitments, and traffic violations; • accident and incident reports; • law enforcement agency requests for information; DLA Form 1620 or similar records listing incidents and actions taken; May include ledger records of arrests, cars ticketed, and outside police contacts. Exclusions: 1. Workers' compensation (personnel injury compensation) records. GRS 2.4, Employee Compensation and Benefits Records, items 100 and 101, covers these records. 2. Records that vehicle management offices maintain about vehicle and vessel accidents-land, water, and air. GRS 5.4, Facility, Equipment, Vehicle, Property, and Supply Records, item 140, covers these records.	Temporary. Destroy 3 years after final action. Longer retention is authorized for business use.	GRS 5.6, Item 100 (DAA-GRS-2023-0007-0002)	
6055.48	Fire Incidents. Reports and records of all fire losses over \$1000.	Temporary. Destroy 3 years after final action. Longer retention is authorized for business use.	GRS 5.6, Item 100 (DAA-GRS-2023-0007-0002)	
6055.50	Seizure and Disposition of Unclaimed Property. Documents accounting for non-Government, personally owned property lost, abandoned, unclaimed, or believed stolen on premises owned or leased by the Federal Government. Includes: • Contraband and physical evidence • Lost-and-found logs and release forms • Loss statements • Receipts • Reports	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 Criminal Incident / Investigations File.</i>	GRS 5.6, Item 060 (DAA-GRS-2017-0006-0007)	
6055.52	Loss and Recovery of Firearms and Ammunition. 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>	DAA-0361-2021-0016-0002	
6055.53	Facility Security Management Operations Records. Records about detecting potential security risks, threats, or prohibited items carried onto Federal property or impacting assets, including records documenting access control such as logs and access lists, screening, patrol and response, and control center operations. Includes: • control center key or code records • registers of patrol and alarm services • service reports on interruptions and tests • emergency alarm contact call lists • temporary identification cards • correspondence or lists of facility occupants authorized to enter with a prohibited or controlled item on an identified date • round and perimeter check reports, including facility patrol tour data • door slip summaries Exclusions: The following must be scheduled on agency specific schedules: 1. Records related to federal law enforcement and federal correctional activities, such as body camera recordings and criminal surveillance records. federal law enforcement includes border and transportation security and immigration and naturalization services. 2. Records related to accident or incident investigations (see note 1 below). Surveillance recordings that include accidents or incidents may be destroyed using this disposition authority provided a copy is retained in the accident or incident investigation records. NOTE: Records of accidents and incidents are covered under 6055.46 and records of visitor processing are covered under items 6055.35 and 6055.36	Temporary. <i>Destroy no sooner than 30 days and no more than 1 year old.</i>	GRS 5.6, Item 090 (DAA-GRS-2021-0001-0003)	

6055.54	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>Destroy after 3 years or when obsolete or no longer needed, whichever is later</i>	GRS 5.6, Item 081 (DAA-GRS-2017-0006-0011)	
6055.55	Physical Security: Access Control. Records relating to implementation and compliance with physical security requirements. Includes: • 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)	
6055.56	Physical Security Area and Barriers. Documents, plans, and related papers pertaining to use, design, installation and maintenance of physical barriers and classification designation, procedures, and requirements for sensitive areas requiring special protective measures.	Temporary. Cutoff at end of Event. <i>Destroy/delete 3 years after area no longer requires special protective measures.</i>	DAA-0361-2021-0016-0006	
6055.57	Protective Equipment and Communications Systems. Documents relating to use, design, installation, maintenance, and/or security of equipment and communications systems used by protective services facilities and forces. Includes: Protective lighting, Protective Alarm System and Protective Communications.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years or when the area no longer requires special protective measures, whichever is later.</i>	GRS 5.4, Item 070 (DAA-GRS-2016-0011-0008)	
6055.58	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)	
6055.60	Key and Card Access Accountability Record: Areas Requiring Highest Level Security. Includes areas designated as Facility Security Level V . • 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)	
6055.61	Key and Card Access Accountability Record: All Other Facility Security Areas. Includes areas designated as Facility Security Levels I through IV . • 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)	
6055.63	Emergency Calls. Records and reports to support ambulance and fire calls, response actions, damage, injuries and similar information.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years</i>	GRS 5.6, Item 090 (DAA-GRS-2017-0006-0012)	
6055.64	Firemen Logs and Inspections. Log books, records, forms, and documentation of fire department actions, building fire inspection reports and activities pertaining to duty assignments, inspections, fire calls and evacuation drills.	Temporary. Cutoff at end of CY. <i>Destroy immediately after 7 years.</i>	DAA-0361-2021-0016-0007	
6055.65	Fire Extinguishers. Inventory, test, inspection and location records of fire extinguishers.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years</i>	GRS 5.6, Item 090 (DAA-GRS-2017-0006-0012)	
6055.66	Sprinkler Systems. Inspection, maintenance, and cleaning records for sprinkler systems.	Temporary. Cutoff at end of CY. <i>Destroy after 3 years.</i>	GRS 5.4, Item 070 (DAA-GRS-2016-0011-0008)	
6055.71	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. <i>Destroy after 1 year.</i>	GRS 5.4, Item 071 (DAA-GRS-2016-0011-0009)	
6055.75	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). NOTE: Serious Incidents may need to be scheduled separately with NARA as Permanent Records. Check with NARA Archivist.	Temporary. Cutoff at end of CY. <i>Destroy when 5 years old.</i>	GRS 5.3, Item 010 (DAA-GRS-2016-0004-0001)	

Schedule 7000 – Finance, Audit, Inspector General and Budget: This Schedule relates to financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting. Budgeting records used to determine priorities for spending, forecasting future needs and related expenditures, and distributing budget authority to achieve results consistent with the formulated budget. Includes records related to functions and activities of the DLA Office of Inspector General (Investigations Division and Audit Division).

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New Record Series	Series Title and Content Description	Disposition Instructions (Includes Cutoff)	Disposition Authority	Prescribing Authority (Issuance, Manual, SOP, etc.)
7000.01	<p>Financial Transaction Records.</p> <p>Procurement and Payment Records-Office of Record. Include those such as: • Requisitions; • Purchase orders; • Interagency agreements; • Military Interdepartmental Purchase Requests (MIPRs);</p> <p>Collections records maintained by the office of record that document collection of monies from all sources excluding administrative claims, taxation (not covered under the GRS), and Congressional appropriation, such as: • 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 other collections from the public;</p> <p>Accounting Records maintained by the office of record include those such as: • 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.</p> <p>**SEE Appendix E** in this records schedule for a more detailed descriptions of the types of Financial Transaction Records covered by this record series.</p> <p>NOTE 2: Accounts and supporting documents pertaining to American Indians are not authorized for disposal by this schedule.</p> <p>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</p> <p>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.</p> <p>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.</p>	<p>Temporary. Cutoff at end of Event. Destroy 10 years after final payment or Final invoice/IPAC.</p> <p>*Note- Retention extension aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010.</p>	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)	DoD 7000.14-R (FMR)
7000.02	<p>Financial Transaction Records- Related to procuring goods and services, paying bills, collecting debts and accounting. All other Copies that are maintained by offices <u>other than</u> the office of record.</p>	<p>Temporary. Cutoff at end of FY. Keep until no longer needed for business in accordance with business rules, but not longer than 6 years after final payment, and then destroy.</p>	GRS 1.1 Item 011 (DAA-GRS-2013-0003-0002)	
7000.03	<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 • 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>	<p>Temporary. Cutoff at end of Event. Destroy 2 years after asset is disposed of and/or removed from agency's financial statement.</p>	GRS 1.1, Item 030 (DAA-GRS-2013-0003-0004)	DLAI 7040.02; 7040.03;
7000.04	<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 	<p>Temporary. Cutoff at end of Event. Destroy when 10 years old.</p>	GRS 1.1, Item 040 (DAA-GRS-2013-0003-0012)	FI eSOP 7000.14.001;
7050.01	<p>Hotline Inquiry Case Files. Inquiries, Reports of Investigations, or reviews conducted by HQ DLA Elements, DLA Field Activities, and Investigators, including all related supporting documentation.</p>	<p>Temporary. Cutoff at end of CY. Destroy/delete 10 years after completion of case.</p>	DAA-0361-2021-0017-0001	DLAI 7050.01;
7050.03	<p>Hotline Data Base/Case Log Records. Information used to control processing of inquiries.</p>	<p>Temporary. Cutoff at end of CY. Destroy/delete 10 years after completion of case.</p>	DAA-0361-2021-0017-0002	DLAI 7050.01;

7050.08	Report 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. Correspondence, Notifications, Law Enforcement Agency's internal/external investigative reports, National Crime Information Center (NCIC) documentation, other related records generated by the agency or by participating parties. 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. Includes the following: • Reports of Survey – Property Adjustments and DEMIL Controlled property lost, stolen, damaged or destroyed.	Temporary. Cutoff at end of FY. <i>Destroy after 10 years.</i>	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	DoD 7000.14-R (FMR), Vol 12, Ch7; SOP 4208.01;
7050.12	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>	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	DoD 7000.14-R (FMR), Vol 12, Ch7; SOP 4208.01;
7100.01	Defense Working Capital Fund (DWCF) Annual Operating Budget and Budget Execution Records. Unit cost goals, obligations, analyses, letters requesting changes in goals, related correspondence and backup materials used to establish the annual DWCF budget. Records offices create and receive in the course of implementing and tracking an appropriation. Includes: • allotment advice, revisions, and ceiling limitations • apportionments and reapportionments • obligations under each authorized appropriation • rescissions and deferrals • operating budgets • outlay plans • fund utilization records • fund reviews • workforce authorization and distribution • continuing resolution guidance • calculations • impact statements • carryover requests • related records	Temporary. Cutoff at end of FY. <i>Destroy after 10 years.</i>	GRS 1.3, Item 020 (DAA-GRS-2015-0006-0002)	DLAI 7205.01; DLAI 7201.01; DLAI 7200.01;
7100.03	Budget Preparation Background Records. Preliminary budget estimates, justifications, cost statements, narrative statements, rough data, and similar materials from internal agency components (individual offices, divisions, programs, etc.) for use in preparing annual, agency-wide budget requests.	Temporary. Cutoff at end of FY. <i>Destroy when 5 years old</i>	GRS 1.3, Item 041 (DAA-GRS-2015-0006-0006)	DLAI 7200.01;
7100.08	Budget Reports-Full Fiscal year reports. Standard Form 133, Report on Budget Execution and Budgetary Resources, or equivalent. Includes: financial results of inventory transactions and initiate corrective actions; budget histories	Temporary. Cutoff at end of FY. <i>Destroy when 5 years old</i>	GRS 1.3, Item 030, (DAA-GRS-2015-0006-0003)	DLAI 7200.01;
7100.09	Budget Reports-All other reports. Standard Form 133, Report on Budget Execution and Budgetary Resources, or equivalent. Periodic status reports on agency's proposed rate of expenditure, appropriations, obligations, apportionments and outlays. Includes: financial results of inventory transactions and initiate corrective actions; budget histories	Temporary. Cutoff at end of FY. <i>Destroy when 3 years old</i>	GRS 1.3, Item 031, (DAA-GRS-2015-0006-0004)	DLAI 7200.01;
7100.14	Budget Administration Records. Records documenting administration of budget office responsibilities. Includes: • correspondence relating to routine administration, internal procedures, and other day-to-day matters • records monitoring expenditures under approved budget allocations • records of financial controls maintenance • spreadsheets and databases tracking income, expenditures, and trends • work planning documentation • cost structure and accounting code lists • feeder and statistical reports • related correspondence	Temporary. Cutoff at end of FY. <i>Destroy 3 years after end of fiscal year.</i>	GRS 1.3, Item 050 (DAA-GRS-2015-0006-0007)	DLAI 7200.01;
7600.01	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 4 years.</i>	DAA-0361-2021-0017-0003	DLAI 7601.01
7600.02	Audits, Reviews, and Surveys. Relates to audits, reviews and surveys of DLA functions and operations performed by 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.	Temporary. Cutoff at end of CY. <i>Destroy after 2 years.</i>	DAA-0361-2021-0017-0004	
7600.04	Inspector General External and Internal Audit Management. Reports pertaining to audits performed by the Inspector General and GAO, includes supporting documents accumulated during the review, survey, and audit as well as follow-up documents relating to recommendations. Includes: • DLA Comptroller (J8) Audits; • GAO Audits; • Other Office Internal Audits.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after all necessary actions pertaining to the report are completed.</i>	DAA-0361-2021-0017-0005	DLAI 7601.01

7600.08	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>	DAA-0361-2021-0017-0006	DLAI 7601.01; 5180.01
7600.09	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>	DAA-0361-2021-0017-0007	DLAI 7601.01; 5108.01
7600.12	Internal Control Review, Response, and Mitigation Management Records. Copies of reports and audits identifying internal administrative program weaknesses, mitigation action plans, corrective actions, tracking records, correspondence, and other records held by the office responsible for coordinating internal control functions systems adequacy, policy compliance, resource safeguards, economic and efficient management. Includes Case Files. Exclusion: Records held by offices contributing to internal control review, response, and mitigation—but not responsible for overseeing it file under 5300.12.	Temporary. Cutoff at end of Event. Cut off when no further corrective action is necessary. <i>Destroy 10 years after cutoff.</i>	GRS 5.7, Item 020 (DAA-GRS-2017-0008-0002)	DLAI 5010.40
7710.01	Financial Management and Reporting Records. Records related to managing financial activities and reporting. Records include: correspondence, subject files, feeder reports and workload management, assignment records and corrective action plans.	Temporary. Cutoff at end of FY. <i>Destroy when 10 years old</i>	GRS 1.1, Item 001 (DAA-GRS-2016-0013-0001)	7710.01-008, SOP
7710.05	Records Supporting Compilation of Agency Financial Statements and Related Audit, and All Records of All Other Reports. Includes records such as: Schedules and reconciliations prepared to support financial statements. o 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: o Financial Reporting o Other Adjustments • Audit, Reviews and Surveys	Temporary. Cutoff at end of Event. <i>Destroy 2 years after completion of audit or closure of financial statement/ accounting treatment.</i> *Note- Retention extension aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010.	GRS 1.1, Item 020 (DAA-GRS-2013-0003-0011)	SOP 7710.01-008; DLAI 7601.01;

Schedule 8000 – Information Governance, Management and Technology: This schedule relates to the creation and maintenance of records and information assets that pertain to Information Governance, Management and Technology functions. Types of records include: General Information and technology records, Privacy Act, Capital Planning and Investment Control, Electronic Information Systems, Governance Processes and Management Control, Asset inventory, Records and Information Management, Data Management, Information Infrastructure Design and Engineering, Software and Application, Information Assurance/Cybersecurity, PKI, System and Data Security, Network and Website records.

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New Record Series	Series Title and Content Description	Disposition Instructions (Includes Cutoff)	Disposition Authority	Prescribing Authority (Issuance, Manual, SOP, etc.)
8000.03	Technology Management Administrative Records. Records on day-to-day, routine information technology management. Records include: • 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 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.	Temporary. Cutoff at end of CY. <i>Destroy when 5 years old.</i>	GRS 3.1, Item 001 (DAA-GRS-2016-0013-0002)	DLAI 8115.01
8000.05	Legal and Regulatory Compliance Reporting Records-Annual Reports. 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. Event is submission of report. <i>Destroy 5 years after submission of report.</i>	GRS 4.2, Item 080 (DAA-GRS-2013-0007-0022)	
8000.06	Legal and Regulatory Compliance Reporting Records-All Other Agency Reports. 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/issuance of report.</i>	GRS 4.2, Item 081 (DAA-GRS-2013-0007-0023)	
8000.09	Data Quality 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>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
8100.20	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: • granting the request in full • granting the request in part • denying the request for any reason including: 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: • requests (either first-party or third-party) • replies • copies of requested records • administrative appeals • related supporting documents (such as sanitizing instructions) 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.	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>	GRS 4.2, Item 020 (DAA-GRS-2016-0002-0001)	
8100.22	Control Files for FOIA and Privacy Act. Records documenting control points and accountability for information relating to access requests. Includes: • 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	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>	GRS 4.2, Item 040 (DAA-GRS-2016-0002-0004)	
8100.24	FOIA, Privacy Act, Administrative Records. Records on managing information access and protection activities. Records include: • 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	Temporary. Cutoff at end of CY. <i>Destroy when 3 years old.</i>	GRS 4.2, Item 001 (DAA-GRS-2016-0013-0003)	
8100.25	General Information Request File. Requests for information, publications, photographs, and other information involving non 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)	
8100.26	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. NOTE: This item does not apply to summary reports incorporating government-wide statistics. These must be scheduled separately by the summarizing agent.	Temporary. Cutoff after Event. <i>Destroy 2 years after date of report.</i>	GRS 4.2, Item 070 (DAA-GRS-2013-0007-0006)	
8100.27	FOIA Electronic Reading Room Documents. Copies of records requested under the Freedom of Information Act (FOIA) which, because of the nature of their subject matter, the agency determines are, or are likely to become, the subject of subsequent requests for substantially the same records or which have been requested three or more times.	Temporary. Review Annually. <i>Destroy when no longer needed.</i>	GRS 4.2, Item 180 (DAA-GRS-2016-0008-0001)	
8100.28	Privacy Act Accounting of 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: • 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	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>	GRS 4.2, Item 050 (NC1-64-77-1 item 27)	DoD 5400.11-R

8100.29	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).	Temporary. Cutoff at end of Event. <i>Destroy 2 years after supersession by a revised SORN or after system ceases operation, but longer retention is authorized if required for business use.</i>	GRS 4.2, Item 150 (DAA-GRS-2016-0003-0002)	DoD 5400.11-R
8100.30	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: • 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	Temporary. Cutoff after Event. <i>Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later.</i>	GRS 4.2, Item 090 (DAA-GRS-2013-0007-0007)	DoD 5400.11-R
8100.31	Records of Privacy Threshold analyses (PTAs), including PHI Confidentiality Impact Level (PCIL) Categorization Worksheets, and Initial Privacy Assessments (IPAs). Records of research on whether an agency should conduct a Privacy Impact Assessment (PIA).	Temporary. <i>Destroy 3 years after associated PIA is published or determination that PIA is unnecessary.</i>	GRS 4.2, Item 160 (DAA-GRS-2016-0003-0003)	DoD 5400.11-R
8100.32	Records Analyzing Personally Identifiable Information (PII) - 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)	DoD 5400.11-R
8100.35	Legal and Regulatory Compliance Reporting Records- Annual Reports by Agency CIO, Inspector General, or Senior Agency Official for Privacy. 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. Legal citation: OMB M-07-16	Temporary. Cutoff at end of Event. Event is submission of report. <i>Destroy 5 years after submission of report.</i>	GRS 4.2, Item 080 (DAA-GRS-2013-0007-0022)	
8100.36	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. Event is submission of report. <i>Destroy 2 years after submission of report.</i>	GRS 4.2, Item 081 (DAA-GRS-2013-0007-0023)	DoD 5400.11-R
8100.40	Personally Identifiable Information Extracts. System-generated or hardcopy print-outs generated for business purposes that contain Personally Identifiable Information. Legal citation: OMB M-07-16 (May 22, 2007), Attachment 1, Section C, bullet "Log and Verify."	Temporary. Review Monthly. <i>Destroy when 90 days old or no longer needed pursuant to supervisory authorization, whichever is appropriate.</i>	GRS 4.2, Item 130 (DAA-GRS-2013-0007-0012)	DoD 5400.11-R
8100.42	Personally Identifiable Information Extract Logs. Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date	Temporary. Review Annually. <i>Destroy when no longer needed.</i>	GRS 4.2, Item 140 (DAA-GRS-2013-0007-0013)	DoD 5400.11-R
8100.50	DoD Component Breach Reports. Breach Reports document the unauthorized, unintentional or purposeful acquisition, access, use, or disclosure of protected information which compromises the security or privacy of such information. Reports include but are not limited to the DoD component, name of POC, and type of incident (equipment, email, hardcopy etc.) number of personnel affected, description of event/incident, incident category, component risk analysis and decisions made regarding notifications affected to individuals, other remedies, resolutions and analysis.	Temporary. Cutoff at end of CY. <i>Destroy/delete when 3 years old.</i>	DAA-0330-2013-0002-0001	
8100.51	Defense Privacy and Civil Liberties Breach Reports. Case files consist of breach reports submitted to the Defense Privacy and Civil Liberties Office (DPCLO) by DoD Components. Files may include but are not limited to component current and updated breach reports, documents on trend analysis, incident reporting and tracking, component risk analysis and decisions, and information related to individual notifications, other remedies, resolutions and analysis. The DPCLO is responsible for consolidating the breach reports for the Department of Defense.	Temporary. Cutoff at end of CY. <i>Destroy/delete when 7 years old.</i>	DAA-0330-2013-0002-0002	
8115.01	Information Technology Program and Capital Investment Planning Records. Records of agency IT program development and capital investment planning that document goals and milestones to achieve them; planning principles and activities; performance and evaluation measures such as TechStat reviews; and compliance with requirements such as OMB Circular A-130, the Federal Information Technology Acquisition Reform Act, and other laws. Includes: • strategic and tactical plans • records of internal agency governance boards supporting formally issued plans, including comments, concurrences, clearances, and justifications • records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the Chief Information Officer (CIO) has sponsorship, leadership, or recordkeeping responsibilities (i.e., CIO Committee, Information Governance Council, etc.) • reports and statistics documenting quantitative and qualitative performance measures, such as Government Performance and Results Act (GPRA) reporting • portfolio management records, including clearance and review • Reports on IT capital investments, such as OMB Exhibit 300 Major IT Business Cases (MITBCs) and IT Portfolio Summaries (ITPS), including IT Dashboard Exhibit 300 MITBC submissions • business case development, review, and clearance records regarding major investments, systems, acquisitions, or operational assets	Temporary. Cutoff at end of CY. <i>Destroy/delete when 7 years old.</i>	GRS 6.3, Item 010 (DAA-GRS-2017-0009-0001)	DLAI 8115.01

8130.01	<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 responsibility for managing IT operations. Includes records such as: • Recurring and special reports; • Responses to findings and recommendations</p> <p>• Reports to follow-up activities; • Statistical performance data; • Metrics; Data measuring or estimating impact and compliance; • 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;</p> <p>• 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.</p> <p>NOTE: Copies of security plans are scheduled under the GRS for Information Security Records. There may be copies interfiles within this series.</p>	<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 040 (DAA-GRS-2013-0005-0010)	DLAI 8530.01
8140.01	<p>Knowledge Based Articles. Records documenting institutional and specialized knowledge used as guidance or to solve or address common problems. Includes: Troubleshooting techniques, How-To guidance, etc.</p>	<p>Temporary. Review Annually. Destroy or delete when obsolete or no longer required for business use.</p>	GRS 2.5, Item 030 (DAA-GRS-2014-0004- 0004)	
8160.01	<p>Information Technology Operations and Maintenance Records - Inventory and Maintenance. Information technology operations and maintenance records relate to the activities associated 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.</p> <p>• Inventories of IT assets, network circuits, and building or circuitry diagrams</p> <p>• Equipment control systems such as databases of barcodes affixed to IT physical assets, and tracking of (approved) personally-owned devices</p> <p>• Request for services</p> <p>• Work orders</p> <p>• Service histories</p> <p>• Workload schedules</p> <p>• Run reports</p> <p>• Schedules of maintenance and support activities</p> <p>• Problem reports and related decision documents relating to the software infrastructure of the network or system.</p> <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 filed in contract procurement files.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded.</i></p>	GRS 3.1, Item 020 (DAA-GRS-2013-0005-0004)	
8160.03	<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 sanitization of computer hard drives being permanently removed from Agency custody.</p>	<p>Temporary. Cutoff at end of CY. <i>Destroy 5 years after cut-off.</i></p>	DAA-0361-2013-0009	
8180.00	<p>Agency Master File Plan. The DLA Records Retention Schedule (RRS) is a hybrid schedule that contains National Archives and Records Administration (NARA) General Records Schedule (GRS) disposal authorizations and DLA specific authorizations. It is mandatory for use DLA world-wide.</p> <p>NOTE: For Agency Records Officer (ARO) / RIM use only.</p>	<p>Temporary. Cutoff at end of Event. Event is when superseded. Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.</p>	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	DLAI 5015.01; DLAM 5015.01
8180.01	<p>File Plan-Office Information Listing. List of file numbers in use within an office to aid in filing and for reference purposes.</p>	<p>Temporary. Cutoff at end of Event. Event is when superseded. <i>Destroy when superseded by an updated or revalidated file plan.</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)	DLAI 5015.01; DLAM 5015.01
8180.02	<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.</p> <p>Activities include:</p> <p>• 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> <p>Records include:</p> <p>• 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.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy no sooner than 6 years after the project, activity, transaction is completed or superseded.</i></p>	GRS 4.1, Item 020 (DAA-GRS-2013-0002-0007)	DLAI 5015.01; DLAM 5015.01
8180.04	<p>Records and Information Review and Coordination. Review and analysis of records and information with recommendations or comments provided to Office of Primary Responsibility (OPR), or requester/submitter on topics related to categorization, usage, scanning, storage, or retention/disposition not covered elsewhere. Includes the following:</p> <p>- DLA Forms Review</p> <p>- DLA Policy Review</p> <p>- Privacy Impact Assessment (PIA) Reviews</p> <p>- Recommendation(s) on categorizing records, retention and approved repository (storage)</p>	<p>Temporary. Cutoff at end of CY. <i>Delete after 1 year.</i></p>	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	

8180.07	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)	DLAI 5015.01; DLAM 5015.01
8180.08	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)	DLAI 5015.01; DLAM 5015.01
8260.01	Data Administration Records- Documentation Necessary for Preservation of Permanent Electronic 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. <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> o Data/database dictionary records o Data systems specification o File specifications o Code books o Record layouts o Metadata o User guides o Output specifications 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. 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 Archives.	PERMANENT. <i>Transfer to the National Archives with the permanent electronic records to which documentation relates.</i>	GRS 3.1, Item 050 (DAA-GRS-2013-0005-0002)	
8260.02	Data Administration Records- All Documentation for Temporary Electronic Records and Documentation NOT Necessary for Preservation of Permanent 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. <ul style="list-style-type: none"> • 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 8260.01. <ul style="list-style-type: none"> o Data/database dictionary records; o Data systems specification; o File specifications; o Code books; o Record layouts; o Metadata; o User guides; o Output specifications • And also the following records for all electronic records whether scheduled as temporary or permanent: <ul style="list-style-type: none"> o Software operating manuals; Data standards; Table and dependency description; Taxonomies; Schemas; Registries; Source code; Physical data model; Logical data model 	Temporary. Cutoff at end of Event. <i>Destroy 5 years after the project, activity, transaction is completed or superseded.</i>	GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)	
8260.05	Input or Source Records for EIS. 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: 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. 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 recordings once they are digitized. Agencies must follow agency-specific schedules for these records. If the records are unscheduled, the agency must submit a schedule for them. Note 1: An agency must submit a notification to NARA per 36 CFR 1225.24(a)(1) prior to destroying hardcopy input records previously scheduled as permanent. An agency must schedule the electronic version of unscheduled hardcopy input records prior to destroying the input record. Legal citations: 36 CFR 1225.22 (h)(2); 36 CFR 1225.24 (a)(1)	Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	
8300.01	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: <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. Includes records such as: <ul style="list-style-type: none"> • Installation and testing records • Installation reviews and briefings • Quality assurance and security review • Requirements specifications • Technology refresh plans • Operational support plans • Test plans • Models, diagrams, schematics, and technical documentation. 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.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after project is terminated.</i>	GRS 3.1, Item 010 (DAA-GRS-2013-0005-0006)	DLAI 5000.05

8360.01	<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: • Accreditation Plans, • Project plans, • Plan of Action and Milestones (POA&M), • Feasibility studies, • Configuration Management Plan; • Cost analysis; • Resource management Plan;</p> <ul style="list-style-type: none"> • Requirements documents; • Risk Assessment/Mitigation Plan; • Security plan; • Disaster Recovery Plan (COOP); • Test/Acceptance Plan; • Quality Control Plan; • Deployment Guide; • User Guide; • Training Guide; • Change Control Records; • Project Schedule; • Compliance Documents including: <ul style="list-style-type: none"> o Privacy Threshold Analyses (PTAs) o Privacy Impact Assessments (PIAs) o Security Plan o Information Protection Plan 	<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)	DLAI 5000.05; DLAI 5000.02
8370.01	<p>Enterprise Architecture Records. Records that describe the agency's baseline or target enterprise or its information architecture, including technical reference models, diagrams, graphics, models, sequencing plans, and narratives.</p> <p>Exclusion: Records of basic systems and services used to supply the agency and its staff with access to computers and data telecommunications (GRS 3.1 General Technology Management Records, item 010, Infrastructure project records, covers these).</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy / delete when 7 years old after creating a new iteration of the enterprise or information architecture.</i></p>	GRS 6.3, Item 020 (DAA-GRS-2017-0009-0002)	DLAI 8000.01
8400.01	<p>Information Technology Operations and Maintenance Records- Files identifying IT facilities and sites. Records relate to the activities associated 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. Includes records such as:</p> <ul style="list-style-type: none"> • Records to allocate charges and track payment for software and services • Files concerning implementation of IT facility and site management • Equipment support services provided to specific sites: <ul style="list-style-type: none"> <input type="checkbox"/> Reviews <input type="checkbox"/> Site visit reports <input type="checkbox"/> Trouble reports <input type="checkbox"/> Equipment service histories <input type="checkbox"/> Reports of follow-up actions <input type="checkbox"/> Related correspondence <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 filed in contract procurement files.</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded.</i></p>	GRS 3.1, Item 020 (DAA-GRS-2013-0005-0004)	
8400.02	<p>Information Technology Operations and Maintenance Records - Reports on Operations. Records relate to the activities associated 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. Includes records such as:</p> <ul style="list-style-type: none"> • Reports on Operation • Measures of benchmarks • Performance indicators • Critical success factors • Error and exception reporting • Self-assessments • Performance monitoring • Management Reports <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 filed in contract procurement file</p>	<p>Temporary. Cutoff at end of Event. <i>Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded.</i></p>	GRS 3.1, Item 020 (DAA-GRS-2013-0005-0004)	
8430.01	<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)	
8430.03	<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 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 • Master System Change Request (SCR) files • Mass Change Records • 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</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>Temporary. Cutoff after 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 030 (DAA-GRS-2013-0005-0005)	DLAI 8250.01; DLAI 5000.76

8500.12	<p>System Access Records- Systems Requiring Special Accountability for Access.</p> <p>• <i>System Access records</i> 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: 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/DD2875 Forms); Appointment/Termination Files (i.e., DD Form 577):</p> <p>• <i>Systems Requiring Special Accountability for Access</i> 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)</p> <p>Exclusion 1. Excludes records relating to electronic signatures</p>	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)	DLAI 8500.01, Vol 3
8500.13	<p>System Access Records- Systems NOT Requiring Special Accountability for Access.</p> <p>• <i>System Access records</i> 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: 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/DD2875 Forms); Appointment/Termination Files (i.e., DD Form 577):</p> <p>• <i>System Access Records: Systems NOT requiring special accountability for access.</i> (i.e., DD Form 2875).</p> <p>Exclusion 1. Excludes records relating to electronic signatures (See Records Series 8120.01.01)</p>	Temporary. Destroy when business use ceases.	GRS 3.2, Item 030 (DAA-GRS-2013-0006-0003)	DLAI 8500.01, Vol 3
8500.15	Active Directory Files. Information about objects on the network and makes this information easy for administrators and users to find and use. Active Directory uses a structured data store as the basis for a logical, hierarchical organization of directory information. It is an authoritative source of records used to authenticate user and computer.	Temporary. Cutoff when user account is terminated or when no longer needed. <i>Destroy 1 year after user's account is terminated or when no longer needed for administrative, legal, audit or other operational purpose, whichever is applicable..</i>	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	
8500.17	<p>Cybersecurity Logging Records-Full Packet Capture Data. Packet capture (PCAP) results from the interception and copying of a data packet that is crossing or moving over a specific computer Network.</p> <p>For additional information about these records, see OMB Memo M-21-31 (Improving the Federal Government's Investigative and Remediation Capabilities Related to Cybersecurity Incidents)</p> <p>NOTE: The requirements in OMB Memo M-21-31 do not apply to national security systems. Agencies may use this GRS for national security systems or submit an agency-specific schedule</p>	Temporary. <i>Destroy when 72 hours old.</i>	GRS 3.2, Item 035 (DAA-GRS-2022-0005-0001)	
8500.18	<p>Cybersecurity Logging Records-Cybersecurity Event Logs. Logs required by OMB Memo M-21-31 to capture data used in the detection, investigation, and remediation of cyber threats.</p> <p>Applies to electronic records only</p> <p>For additional information about these records, see OMB Memo M-21-31 (Improving the Federal Government's Investigative and Remediation Capabilities Related to Cybersecurity Incidents)</p> <p>NOTE: The requirements in OMB Memo M-21-31 do not apply to national security systems. Agencies may use this GRS for national security systems or submit an agency-specific schedule</p>	Temporary. <i>Destroy when 30 months old.</i>	GRS 3.2, Item 035 (DAA-GRS-2022-0005-0002)	
8500.20	System Backups and Tape Library Records-Incremental Backup Files. Backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data.	Temporary. Cutoff at end of Event. <i>Destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later.</i>	GRS 3.2, Item 040 (DAA-GRS-2013-0006-0005)	
8500.21	System Backups and Tape Library Records-Full Backup Files. Backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data.	Temporary. Cutoff at end of Event. <i>Destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.</i>	GRS 3.2, Item 041 (DAA-GRS-2013-0006-0006)	
8500.22	Backups of Master Files and Databases-Permanent Records Scheduled for Transfer to the National Archives. Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.	Temporary. Cutoff at end of Event. <i>Destroy immediately after the identical records have been captured in a subsequent backup file or at any time after the transfer request has been signed by the National Archives.</i>	GRS 3.2, Item 050 (DAA-GRS-2013-0006-0007)	
8500.23	Backups of Master Files and Databases-Temporary Records Authorized for Destruction by a NARA approved records schedule. Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.	Temporary. Cutoff at end of Event. <i>Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file.</i>	GRS 3.2, Item 050 (DAA-GRS-2013-0006-0007)	
8520.01	<p>Public Key Infrastructure (PKI) Administrative Records- Federal Bridge Certification Authority (FBCA) Certification Authority (CA). 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:</p> <ul style="list-style-type: none"> • Policies and procedures planning records; • Stand-up configuration and validation records; • Operation records; • Audit and monitor records; • Termination, consolidation, or reorganizing records. <p>Note1: 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> <p>Note2: Complete definitions of PKI records are identified in the National Archives and Records Administration (NARA) General Records Schedule (GRS) 3.2, Item 060</p>	Temporary. <i>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.</i>	GRS 3.2, Item 060 (N1-GRS-07-3, item 13a1)	

8520.02	<p>Public Key Infrastructure (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:</p> <ul style="list-style-type: none"> • Policies and procedures planning records; • Stand-up configuration and validation records; • Operation records; • Audit and monitor records; • Termination, consolidation, or reorganizing records. <p>• Note1: 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> <p>• Note2: Complete definitions of PKI records are identified in the National Archives and Records Administration (NARA) General Records Schedule (GRS) 3.2, Item 061</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)	
8520.03	<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 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>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 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>	GRS 3.2, Item 062 (N1-GRS-07-3, item 13b)	
8530.01	<p>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:</p> <ul style="list-style-type: none"> • System Security Plans • 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 	<p>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.</p>	GRS 3.2, Item 010 (DAA-GRS-2013-0006-0001)	DLAI 5000.02
8530.05	<p>Computer security incident handling, reporting and follow-up records. A computer incident within the Federal Government as defined by NIST Special Publication 800-61, Computer Security Incident Handling Guide, Revision 2, (August 2012) is a violation or imminent threat of violation of computer security policies, acceptable use policies, or standard computer security practices. This item covers:</p> <ul style="list-style-type: none"> •Records relating to attempted or actual system security breaches, including break-ins ("hacks," including virus attacks), •Improper staff usage, •Failure of security provisions or procedures, and potentially compromised information assets. •Privacy Breaches <p>It also includes agency reporting of such incidents both internally and externally. Includes records such as:</p> <ul style="list-style-type: none"> •Reporting forms •Reporting tools •Narrative reports •Background documentation <p>Note: Any significant incidents (e.g., a major system failure or compromise of critical government data) must be documented in program records, such as those in the office of the Inspector General, which must be scheduled separately by submitting an SF 115 to NARA</p>	<p>Temporary. Cutoff at end of Event. Destroy 3 years after all necessary follow-up actions have been completed.</p>	GRS 3.2, Item 020 (DAA-GRS-2013-0006-0002)	
8550.01	<p>Information Technology Operations and Maintenance Records - Website administration. Records relate to the activities associated 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. Website Administration records include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Frames <input type="checkbox"/> Templates <input type="checkbox"/> Style sheets <input type="checkbox"/> Site maps <input type="checkbox"/> Codes that determine site architecture <input type="checkbox"/> Change requests <input type="checkbox"/> Site posting logs <input type="checkbox"/> Clearance records <input type="checkbox"/> Requests for correction of incorrect links or content posted <input type="checkbox"/> User logs <input type="checkbox"/> Search engine logs <input type="checkbox"/> Audit logs <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 contract procurement files</p>	<p>Temporary. Cutoff at end of Event. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded.</p>	GRS 3.1, Item 020 (DAA-GRS-2013-0005-0004)	DLAI 8550.01

8910.01	Information Collection Clearances and Reports. Information collection clearance package documentation and reports that support information collections or surveys that require responses from internal DLA, internal Department of Defense (DOD), other Federal Agencies, or 10 or more members of the public, that includes: <ul style="list-style-type: none">• Information Collection Clearances that includes ancillary records such as:<ul style="list-style-type: none">-background and research records-submission packets and compilations-related files• Reports include reporting requirements that support the paperwork reduction act (PRA)	Temporary. Cutoff at end of Event. <i>Cut off when action is completed. Destroy 6 years after report submission or oversight entity notice of approval, as appropriate.</i>	GRS 5.7, Item 050 (DAA-GRS-2020-0001-0003	DLAI 8910.01; DoD 8910.01
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New Record Series	EIS Title/Name and Description of Records in System	Retention & Disposition Authority
8120.01	Accounts Management Provisioning System (AMPS). AMPS provides a centralized means of access control for DLA applications. System Access Records-Systems Requiring Special accountability for Access (see Record Series 8500.12).	Temporary. Cutoff at end of Event. Destroy 6 years after password is altered or user account is terminated. GRS 3.2, Item 031 (DAA-GRS-2013-0006-0004)
8120.01.01	AMPs - System Access Records-Systems NOT Requiring Special Accountability for Access. These are user identification records generated according to preset requirements, typically system generated. A system may, for example, prompt users for new passwords every 90 days for all users. (See Record Series 8500.13)	Temporary. Destroy when business use ceases. GRS 3.2, Item 030 (DAA-GRS-2013-0006-0003)
8120.01.02	AMPs - Input or Source Records for EIS (See Record Series 8260.05)	Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.01.03	AMP- Data Administration Records - All Documentation for Temporary Electronic Records and Documentation NOT Necessary for Preservation of Permanent Records. (See Record Series 8260.02)	Temporary. Cutoff at end of Event. <i>Destroy 5 years after the project, activity, transaction is completed or superseded.</i> GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)
8120.02	Acquisition Streamlining and Standardization System (ASSIST). Official source for specifications and standards used by the Department of Defense (DOD). 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. The primary records stored in the system are technical document files, in PDF format, for each defense and federal specification and standard, military handbook, 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.	PERMANENT. Transfer a copy to the National Archives upon approval of this SF-115. Thereafter, cut off files at end of every fifth calendar year and transfer a copy to the National Archives. N1-361-11-001
8120.04	Competency Assessment /Workforce Planning (CA/WP). 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 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. Types of Records in System: Non-Mission Employee Training Program Records. See Record Series 1025.01	Temporary. Cutoff at end of CY. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate. GRS 2.6, Item 010 (DAA-GRS-2016-0014-0001)
8120.05	Federal Mall (FedMall) (previously named DoD EMALL). The Department of Defense FEDMALL 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. The system's databases store over 100 data elements. This list is not inclusive of all the data fields: Supplier Information: Supplier Name, Contract Number, Contract Type, Inventory Control Point Identification, Contract Expiration Date, Business Size, Accept Credit Cards, Accept Fund Codes. Item and Cart Information: Cart Name, National Stock Number (NSN), Product Name, Order Quantity, Requisition Number, Supplier Name, Unit of Measure, Unit Price Destination Information: Ship to Department of Defense Activity Address Code (DODAAC), Ship To In The Clear, Ship Address, City, State; Agency Information: Department, DODAAC, User Full Name, Unit, Postal Code Order Information: Status, Requisition Number, Status Comments; Time Period: Date of Transaction, Fiscal Year of Transaction 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. The following is a list of the main data fields in DOD FedMall.	Temporary. Cutoff at end of FY. Destroy 8 years after record creation. Destruction will occur based on fiscal year. N1-361-10-001
8120.05.01	FEDMALL - Input or Source Records for DOD Fedmall (see Record Series 8260.05). FedMall collects registration information from DOD FedMall Users and Suppliers, receives information concerning requisitions processed by DLA Enterprise Business System (EBS), and receives current product catalogs provided by DOD Fedmall Suppliers. Catalog Data is pulled via Oracle database connection.	Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.05.02	FEDMALL - Data Administration Records DoD FedMall (See 8260.02) . All Documentation for Temporary Electronic Records and Documentation NOT Necessary for Preservation of Permanent Records.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after the project, activity, transaction is completed or superseded.</i> GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)

8120.06	<p>DORRA Integrated Data Base (DIDB). Raw data extracted from EBS used by DLA Office of Research and Resource Analysis (DORRA) for research purposes</p>	<p>Temporary. Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later. GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)</p>
8120.07	<p>DLA Document Services Online Ordering System.</p> <p>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. The system interfaces with DLA's Enterprise Business System (EBS) to exchange billing information.</p> <p>Financial Transactions (see 7000.01). Customers submit, fund, and monitor order progress for billing purposes</p>	<p>Temporary. Cutoff at end of Event. Destroy 10 years after final payment or cancellation. GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)</p>
8120.08	<p>Defense Travel System (DTS).</p> <p>DoD travelers generate travel authorizations, make trip reservations, and route travel requests for approval from their desktop workstation. Travel Records - 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, • 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. Travel records are identified as: <p>Financial Transactions (7000.01). DTS automates the three DoD travel processes: authorization, reservation and voucher filing. DTS electronically routes these vouchers for approval to the Defense Finance and Accounting Service (DFAS).</p>	<p>Temporary. Cutoff at end of Event. Destroy 10 years after final payment or cancellation. GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)</p>
8120.09	<p>Defense Information System for Security (DISS).</p> <p>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). System maintains the following type of records.</p> <p>Personnel Security Clearance, Suitability, and HSPD-12 Case Files – Investigative Files - Closed. Investigative files and the computerized databases which shows the scheduling or completion of an investigation.</p>	<p>Temporary. Cutoff at end of Event. Event is after closing date or most recent investigating activity. Destroy 16 years from the date of closing or the date of the most recent investigative activity, whichever is later. (DAA-0361-2014-0014-0001)</p>
8120.09.01	<p>DISS - Personnel Security Clearance, Suitability and HSPD-12 Case Files - Investigative Files, Potentially Actionable. Investigative files and the computerized databases that contain investigations involving potentially actionable issue(s).</p>	<p>Temporary. Cutoff at end of Event. Event is after investigative closing or date of the most recent investigative activity. Destroy after 25 years from the date of closing or the date of the most recent investigative activity, whichever is later. (DAA-0361-2014-0014-0002)</p>
8120.10	<p>Enterprise Business System (EBS).</p> <p>EBS is the system of record for DLA financial data and 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. EBS contains many data points, transactions, and documents related to Finance, Planning, Procurement, Order Fulfillment, and Technical Quality. EBS maintains multiple types of records.</p> <p>Financial Transactions and Contract Records (7000.01). 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. Includes:</p> <ul style="list-style-type: none"> • Contract Related Documents related to contracts 	<p>Temporary. Cutoff at end of Event. Destroy 10 years after final payment or cancellation. GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)</p>

8120.10.01	EBS- Real Property Records. Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), records relating to property acquired after December 31, 1920.	Temporary. Destroy after final action. Longer retention is authorized if needed for business use. (GRS 5.4, Item 020 (DAA-GRS-2023-0006-0001))
8120.10.02	EBS - 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 Retention Schedule 2140.19 (DAA-0361-2013-0001-0006)
8120.10.03	EBS - Foreign Military Sales Transportation Case Files.	Temporary. Cutoff at end of Event. Destroy data related to Foreign Military Sales (FMS) transportation case files when 30 years old. See DLA Records Retention Schedule 2140.09 (DAA-0361-2013-0001-0007)
8120.10.04	EBS - Small Arms.	Temporary. Cutoff at end of FY. Destroy 6 years and 3 months after Cutoff. (DAA-0361-2013-0001-0008)
8120.10.05	EBS - 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)
8120.10.06	EBS- Hazardous Materials Service Contracts.	Temporary. Cutoff at end of Event. Event is contract closeout. Destroy 50 years after Event. (DAA-0361-2013-0001-0010)
8120.10.07	EBS - Hazardous Materials Property Sales.	Temporary. Cutoff at end of Event. Event is contract closeout. Destroy 50 years after Event. (DAA-0361-2013-0001-0011)
8120.10.08	EBS - Hazardous Materials Monitoring, Elimination, and Accident/Spill Reports.	Temporary. Cutoff at end of FY. Destroy when 75 years old. (DAA-0361-2013-0001-0012)
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. Information is manually entered, or system generated. Time and Attendance Records (See Record Series 5300.16). Includes EBS accounting codes, workload and project data, employee data. EAGLE provides the ability to search and retrieve time sheets. 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.	Temporary. Cutoff at end of CY. Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2.4, Item 030 (DAA-GRS-2019-0004-0002))
8120.11.01	EAGLE - Telework/Alternate Worksite Program. Forms, requests, or applications to participate in telework/alternate worksite programs. Includes: • 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	Temporary. Delete 1 year after end of employee's participation in the program, or after superseded form becomes obsolete. (GRS 2.3, Item 081 (DAA-GRS-2015-0007-0022))
8120.12	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. 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).	Temporary Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later. (GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002))

8120.13	<p>Equipment Management and Control System (EMACS).</p> <p>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. Record type:</p> <p>Field Level Disposed Equipment. EMACS contains data about equipment including maintenance, acquisition costs, utilization levels, work orders, warranties, and other equipment-related information. Field-level disposed equipment and associated data</p>	Temporary. Cutoff at end of Event. Destroy 2 years after Equipment Disposal. (DAA-0361-2013-0011-0001)
8120.13.01	<p>EMACS - Equipment Life Events.</p> <p>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 	Temporary. Cutoff at end of Event. Destroy 6 years after related equipment records are destroyed. (DAA-0361-2013-0011-0002)
8120.13.02	<p>EMACS - Rollup Data.</p> <p>EMACS contains data about equipment including maintenance, acquisition costs, utilization levels, work orders, warranties, and other equipment-related information 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</p>	Temporary. Cutoff at end of each month. Destroy 15 years after the date it was extracted from field-level data. (DAA-0361-2013-0011-0003)
8120.13.03	<p>EMACS - Active Equipment.</p> <p>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 	Temporary. Cutoff at end of Event. Destroy 6 years after creation of history data. (DAA-0361-2013-0011-0004)
8120.13.04	<p>EMACS - Other History.</p> <p>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 	Temporary. Destroy when no longer needed for administrative, legal, audit, or other operational purposes (DAA-0361-2013-0011-0005)
8120.14	<p>DLA Electronic FOIA and Privacy Act Request Tracking and Processing System (FOIAXpress).</p> <p>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 ability to generate statutorily required annual reports.</p> <p>Case files created in response to requests for information under the Freedom of Information Act (FOIA) (See Record Series 8100.20)</p>	Temporary. Cutoff at end of Event. Destroy all data related to a FOIA or Privacy request 6 years after the Agency's last reply.

8120.15	<p>Financial Disclosure Management (FDM) System.</p> <p>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>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. 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. (GRS 2.8, Item 060 (DAA-GRS-2014-0005-0007))</p>
8120.15.01	<p>FDM - Public financial disclosure reports.</p> <p>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. 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 are not allowed. GRS 2.8, Item 061 (DAA-GRS-2014-0005-0008)</p>
8120.15.02	<p>FDM - Confidential financial disclosure reports: Reports for individuals not subsequently confirmed by the U.S. Senate.</p> <p>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 U.S.C. app. section 105, 5 CFR 2634.603</p>	<p>Temporary. 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. (GRS 2.8, Item 070 (DAA-GRS-2014-0005-0011))</p>
8120.15.03	<p>FDM- Confidential Financial Disclosure Reports: All Other reports.</p> <p>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 U.S.C. app. section 105, 5 CFR 2634.603</p>	<p>Temporary. 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. (GRS 2.8, Item 071 (DAA-GRS-2014-0005-0012))</p>
8120.15.04	<p>FDM- Alternative or Additional Financial Disclosure Reports and Related: 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. 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. (GRS 2.8, Item 080 (DAA-GRS-2014-0005-0014))</p>
8120.15.05	<p>FDM - Alternative or Additional Financial Disclosure Reports and Related: All Other Reports.</p> <p>Legal Citation: 5 U.S.C. app. section 105</p>	<p>Temporary. 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. (GRS 2.8, Item 081 (DAA-GRS-2014-0005-0015))</p>
8120.16	<p>Hazardous Material Information Resource System (HMIRS).</p> <p>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, is provided by product manufacturers and then entered into HMIRS. HMIRS data is accessed by authorized Federal employees and contractors. 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 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. MSDS's are usually scanned into the system, and other data may be manually entered.</p> <p>NOTE: 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. 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. 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.</p>	<p>Temporary. Cutoff at end of Event (Discontinuance of Program)</p> <p>Destroy 50 years after discontinuance of the program. (N1-361-10-002)</p>

8120.17	<p>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.</p> <p>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.</p>	Temporary. Cutoff at end of Event. Destroy 10 years after final payment or cancellation. NOTE: Retention extension aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010. (GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001))
8120.18	<p>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. Miscellaneous Payment Transaction processing may begin as a paper-based collection, but information is transcribed from several different paper forms into a web-based data capture directly in WAWF or via SFTM communicated to WAWF.</p> <p>Tracks 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.</p>	Temporary. Cutoff at end of Event. Destroy 10 years after final payment or cancellation. NOTE: Retention extension aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010. (GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001))
8120.19	<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>MEBS 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 Code (DODAAC) custodians and DODAAC alternate custodians</p>	Temporary. Cutoff at end of Event. Destroy after 5 years. (N1-361-10-004)
8120.19.01	<p>MEBS - Output Records. 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.</p>	Temporary. Cutoff at end of Event. Destroy output file(s) upon verification of successful completion of output transaction to receiving system. (N1-361-10-004)
8120.20.01	<p>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.</p> <p>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.</p>	Temporary. Destroy transactional data, including requisitions filled and inventory actions, when 4 years old. Destroy product data 4 years after product is discontinued. (N1-361-10-004)
8120.20.02	<p>DDMS – Output Records. 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.</p>	Temporary. 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. (N1-361-10-004)
8120.22	<p>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. Includes training records.</p>	Temporary. Cutoff at end of FY or Event. Destroy when 3 years old, or 3 years after superseded or obsolete. (GRS 2.6, Item 010 (DAA-GRS-2016-0014-0001))

8120.23	<p>Medical Electronic Catalog (ECAT).</p> <p>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. 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. ECAT is a Net-centric ordering system that enhances the ability of the Enterprise Business System (EBS) to complete customer billing and vendor payment.</p>	<p>Temporary. Cutoff at end of FY. Destroy 10 years after final payment or cancellation. NOTE: Retention extension aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010. (GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001))</p>
8120.23.01	<p>ECAT Input/Source Records.</p> <p>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, 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).</p>	<p>Temporary. Cutoff at end of Event. Transactional data shall be deleted from the MEDECAT database when a period of 6 years and 3 months has passed since the vendor received final payment for a transaction, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database. (GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001))</p>
8120.24	<p>Ozone Depleting System (ODS) Reserve Program Data Sets.</p> <p>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 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. ODS Reserve Program Data Sets. Consists of data copied from other data sources, such as DORRA and DSS.</p>	<p>Temporary. Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later. GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)</p>
8120.25	<p>FLIS Portfolio Data Warehouse (FPDW).</p> <p>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. FLIS Portfolio Data Warehouse (FPDW). Represents merged RDE and MDC capabilities.</p>	<p>Temporary. Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later. GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)</p>
8120.26	<p>Service Desk Express (SDE).</p> <p>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)/Cybersecurity, Configuration/Change Management (CM), Web, DBAs, etc.</p>	<p>Temporary. Cutoff at end of CY. Destroy 1 year after resolved, or when no longer needed. (GRS 5.8, Item 010 (DAA-GRS-2017-0001-0001))</p>
8120.27	<p>Recreation Tracking System (Rec Trac).</p> <p>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, 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.</p>	<p>Temporary. Cutoff at end of FY. Destroy 10 years after final payment or cancellation. NOTE: Retention extension aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010. (GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001))</p>

8120.28	<p>Subsistence Total Order and Receipt Electronic System (STORES). The system is web-based and uses Secure File Transfer Protocol (STFP) 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. Customer ordering and receipting of subsistence products. The following is a list of the main data fields:</p> <p>Vendor Information: Invoices: 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. Catalog: Stock Number, Item Description, Weight, Volume, Unit Price, Unit of Measure, Vendor Contract Number. Contracts: Vendor Name, Main Contract Number, CAGE Code, Contract Status.</p> <p>Customer Information: Orders: 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>Receipts: 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>	Temporary. Cutoff at end of FY. Destroy 6 years after final payment or cancellation. NOTE: STORES Record Retention Memo for Record sent by Troop Support to reset to approved GRS retention. GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)
8120.29	<p>Task Management Tracker (TMT). 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 referenced off line. NOTE: TMT is NOT an approved records repository and records must be maintained in an official recordkeeping system.</p>	Temporary. Cutoff after suspense is closed. Incorporate records into the official file maintained with the office of record. GRS 5.2, Item 010 (DAA-GRS-2017-0003-0001)
8120.30	<p>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.</p>	Temporary. Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner. N1-361-89-5
8120.32	<p>Defense Industrial Plant Equipment Center (DIPEC). Industrial Plant Equipment screening and control; display information.</p>	Temporary. Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner. N1-361-89-5
8120.33	<p>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.</p>	Temporary. Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner. (N1-361-89-5)
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. 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>	Temporary. Cutoff at end of Event. Event is when supported processes are complete. Destroy when no longer needed after supported processes are complete. (DAA-0361-2017-0012-0001)
8120.34.01	<p>DSS-Foreign Military Sales Transportation Case Files: Master File. 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 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.</p>	Temporary. Cutoff at end of FY. Destroy data related to Foreign Military Sales (FMS) Transportation case files when 30 years old. (DAA-0361-2017-0012-0002)
8120.34.02	<p>DSS-Small Arms-Master File. DLA Small Arms Component Registry maintained in DSS in accordance with 4160.16 Small Arms Control File.</p>	Temporary. Cutoff at end of FY. Destroy 30 years after Cutoff. (DAA-0361-2017-0012-0003)

8120.34.03	DSS- Hazardous Waste Service Contracts-Master File. 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. Destroy 50 years contract closeout. (DAA-0361-2017-0012-0004)
8120.34.04	DSS- Hazardous Materials Transportation Records-Master File. Records created in Transporting hazardous waste/material such as manifests and shipping documents.	Temporary. Cutoff at end of Event. Event is contract closeout. Destroy 50 years after program is ended. (DAA-0361-2017-0012-0005)
8120.34.05	DSS- Data Supporting Financial Statements-Master File. Data that needs to be retained to support audit readiness and financial statements.	Temporary. Cutoff at end of FY when transaction is completed. Destroy after 10 years. NOTE: Retention is extended based on Note 3 of GRS 1.1, Item 010. (GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001))
8120.34.06	DSS- Transportation Records-Master File. Supports that carrier of record is authorized correct shipment.	Temporary. Cutoff at end of FY when transaction is completed. Destroy after 10 years. NOTE: Retention is extended based on Note 3 of GRS 1.1, Item 010. (GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001))
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. Cutoff at end of FY when transaction is completed. Destroy after 10 years. NOTE: Retention is extended based on Note 3 of GRS 1.1, Item 010. (GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001))
8120.36	Defense Fuels Automated Management System (DFAMS). Technical functions to support fuel operations. Supply operations, comptroller processes, procurement and production.	Temporary. Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner. N1-361-89-5
8120.37	Federal Logistics Information System (FLIS). Logistics data management. Receives, validates, stores, controls, processes, generates and disseminates Federal Catalog System and related item management data.	Temporary. Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner. N1-361-89-5
8120.38	Defense Automatic Addressing System (DAAS)-Overview Automates routing logistics data traffic and provides DoD Components with logistics information. On-line logistics, communications, document routing, history, sales processing. The primary mission of the DAAS is to receive, edit, validate, route, and deliver logistics transactions for the Department of Defense (DoD) Components and Participating Agencies; to provide value-added services for numerous logistics transactions, such as network and data interoperability, DoD level logistics information services, and report generation. DAAS serves as the DoD translator which allows the DoD Component and participating agency systems to speak the same language by receiving data, often non-standard, editing and validating the transactions, and forwarding the transactions, in the correct format, to the proper destination. DAAS maintains processing in two Amazon Web Services (AWS) GovCloud West Availability Zones (AZ) that operate 24 hours a day, seven days a week, 365 days a year. Mission essential applications run in parallel at both sites. The DAAS is managed by the EDS Portfolio of DLA under the Program Executive Office (J62). DAAS is considered the authoritative source and custodian of the DODAAD, MAPAD, RIC, Project Code and Fund Code data. DAAS maintains copies/images of all transactions processed thru the system.	Overview - do not use for retention purposes
8120.38.01	DAAS DoDAAD - DoD Activity Address Directory(DoDAAD) is an interactive, relational database serving as a single authoritative source of identification, routing, and address information for authorized users, including Military Components and Agencies, participating Federal Agencies, authorized contractors, and authorized special program activities such as state and local governments. DoDAAD supports business application systems data and interoperability requirements, including (but not limited to) supply chain, materiel management, distribution, transportation, maintenance, finance, contracting, procurement, and acquisition systems. DoDAAD information is used throughout the federal supply system for identification, requisitioning, shipping, billing, and other uses.	Temporary- Cutoff upon contract final payment/invoice and/or termination of Activity Address code, whichever is applicable. Destroy 10 years after cutoff. GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)
8120.38.02	The Military Assistance Program Address Directory (MAPAD) - contains the addresses of country representatives, freight forwarders, and customers-within-country required for releasing Foreign Military Sales (FMS) and Military Assistance Program (MAP) Grant Aid shipments, and addresses required for forwarding of related documentation. The current directory contains over 11,000 MAPACs and their associated addresses. The MAPAD is published by direction of the DUSD(L) under authority of DODI 4140.1, Materiel Management Policy.	Temporary. Delete after 5 years. GRS 1.1 Item 011 (DAA-GRS-2013-0003-0002)

8120.38.03	Fund Code - Fund codes (located in rp 52-53 of transactions) are two-position alpha/numeric codes used with the Service or Agency code of the billed office to designate the billing method (interfund or noninterfund). When interfund billing is indicated, the fund code also indicates the fund account to be charged (disbursed) or credited (refunded).	Temporary. Delete after 5 years. GRS 1.1 Item 011 (DAA-GRS-2013-0003-0002)
8120.38.04	Project Code - Project codes are used to distinguish requisitions and related documentation and shipments, and to accumulate Service/Agency (S/A) performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. The DAAS Project Code Management System (PCMS) is the authoritative source for Category C & D project codes. It is used by appointed Project Code Central Service Point (CSP) representatives to generate project code memoranda.	Temporary. Delete after 5 years. GRS 1.1 Item 011 (DAA-GRS-2013-0003-0002)
8120.38.05	DAAS Global Exchange Services (GEX). Non-PII transactional data processed by GEX to support audit.	Temporary. Delete after 2 years after receipt. GRS 1.1, Item 011 (DAA-GRS2013-0003-0002)
8120.38.06	DAAS Global Exchange Services (GEX). PII transactional data processed by GEX to support audit.	Temporary. Destroy transaction data, including logs, 30 days after receipt. GRS 5.2, Item 010 (DAA-GRS-2022-0009-0001)
8120.38.07	Logistics MILS Transaction data (MILSTRIP, MILSTRAP, MILSBILLS, Etc.,). Includes WEBREQ, DAMES, WEBSDR, DIELOG, DDN data as well as DLMS data formatted to adhere to DAAS archive standards	Temporary. Destroy transaction data including logs 5 years after receipt. GRS 5.2, Item 020 (DAA-GRS-2022-0009-0001, 0002, and 0010)
8120.38.08	DAAS WEBVLIPS and LOTS. LOTS and WEBVLIPS show the life cycle of a requisition or excess enabling DAAS customers to track their requisition or excess in real time, at their workstation. Purge dates for each type of transaction allow ICPs and depots or vendors ample processing and reporting time between the different actions preventing deletion of the record before the lifecycle is complete. An example, requisitions in backorder status are kept until they are out of backorder status. The LOTS database table that stores requisitions and their follow-on transactions is the source of data for multiple DAAS processes. Requisition purge dates are also determined by those processes and have been extended. An example, WEBSDR needs the shipment data available for six months. The shipment transactions are held for 210 days to allow for that. By storing current transactions, the LOTS database tables are kept to a manageable size assuring quick results and more information returned for the WEBVLIPS user. In addition to the NIIN and DoDAAC data, WEBVLIPS offers definitions to most every field in the transactions.	Temporary. Destroy when no longer needed in accordance with establish requisition and Excess purge rules. GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)
8120.38.09	Logistics Data Gateway (LDG). Reports information. Insert info on LDG	Temporary. Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later Exclude and purge transaction records that are older than 3 years, 3 months old (39 months) from the LDG capability. GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)
8120.38.10	DAAS Agreements. Insert info on our agreements	Temporary. Cutoff at end of Event. Destroy 10 years after supersession or expiration of agreement. GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)
8120.38.11	DAAS System Access Requests (SAR). Aligns to AMPS 8120.01.01 NOT Requiring Special Accountability for Access. (See Record Series 8500.13)	Temporary. Cutoff at end of Event. Destroy 1 year after user's account is terminated from the system. GRS 3.2, Item 030 (DAA-GRS-2013-0006-0003)
8120.39	Joint Engineering Drawing Management Information and Control System (JEDMICS). Standard DoD repository system to digitize, store, retrieve, and reproduce technical/engineering data. Technical/engineering data.	Temporary. Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner. 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. Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner. 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. Customers orders for facility and administrative support products or services.	Erase individual request after 18 months. N1-361-03-1
8120.42	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 are used to record receipts, sales, exchanges, replacements, and returns of individual clothing items for recruits. Military Recruit Information. 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. Includes the electronic source data 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, and then destroy. N1-361-06-01
8120.42.01	Military Clothing Database Output Records-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 projections for future clothing requirements.	Cutoff at end of CY. Destroy after 1 year. N1-361-06-01
8120.42.02	Military Clothing Database - 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. GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)
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
8120.44	Activity Management for Investigators and Analyst System (AMIAS) (formerly 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. 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. Destroy/erase 25 years after completion. N1-361-08-3
8120.44.01	AMIAS Reports. Reports of Initiative, Crime Vulnerability Assessments, Reports of Post Sale Investigation, and Criminal Information Reports.	Temporary. Cutoff at end of Event. Destroy/erase 10 years after completion. N1-361-08-3
8120.44.02	AMIAS Trade Security Controls Assessment Records. Includes records related and not related to a specific transaction	Temporary. Cutoff at end of Event. Destroy/erase 6 years after last transaction. N1-361-08-3
8120.44.03	AMIAS Trade Security Controls Assessment Records. Reports of Outreach	Temporary. Cutoff at end of Event. Destroy/erase 5 years after completion. N1-361-08-3
8120.44.04	AMIAS Reports of Polygraph Examination. Temporary Records (Non-historical, as determined by the Defense Criminal Investigative Service (DCIS)).	Temporary. Cutoff at end of Event. Destroy/erase 90 days following completion of the investigation. DAA-0361-2021-0021-0001
8120.44.05	AMIAS 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

8120.44.06	AMIAS End Use Certificate records. Used in the management of the property disposal programs to determine bidder eligibility to participate in the programs and to ensure that property recipients comply with the terms of the sale regarding end use of the property. They are also used to transfer DoD export controlled technical data to non-DoD entities.	Temporary. Cutoff at end of event. Destroy/erase 7 years after bid award date. Sales records involving violation of law or regulation are destroyed 15 years after case adjudication is completed. DAA-0361-2021-0021-0002
8120.44.07	AMIAS Input source Records. 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: Hardcopy input source documents where all information on the document is incorporated in an electronic system	Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.44.08	AMIAS System Documentation. 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	Temporary. Cutoff at end of Event. <i>Destroy 5 years after the project, activity, transaction is completed or superseded.</i> GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)
8120.46	Electronic Document Access System (EDA). EDA is a web-based system. It 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. 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. 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 (SPS), Document Automation and Production Services (DAPS), Mechanization of Contracts Administration System (MOCAS), Defense Contract Management Agency (DCMA), etc., and other user agencies. • Contracts • Contract Deficiency Reports (CDR)	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
8120.46.01	EDA: Government Bill of Lading. Includes Personal Property and Freight.	Temporary. Cutoff after Event. Event is issue date. Destroy 7 years after issue date. DAA-0361-2014-0006-0004 & 0361-2014-0006-0005
8120.46.02	EDA Non-Automated Government Bill of Lading.	Temporary. Cutoff after Event. Event is Index date. Destroy 2 years and 6 months after Index date. DAA-0361-2014-0006-0006
8120.46.03	EDA Government Transportation Requests.	Temporary. Cutoff after Event. Event is Index date. Destroy 2 years and 6 months after Index date. DAA-0361-2014-0006-0007
8120.46.04	EDA Electronic 110 Voucher Report. Summary reports of voucher data.	Temporary. Cutoff after Event. Event is Load date. Destroy 6 years and 3 months after load date. DAA-0361-2014-0006-0008
8120.46.05	EDA DD 577 Signature Card.	Temporary. Cutoff after Event. Event is Trigger "Function" field is "D" which is a Termination of User Account. Delete record when customer sends this record to EDA application. DAA-0361-2014-0006-0009
8120.46.06	EDA Military Interdepartmental Purchase Request (MIPR).	Temporary. Cutoff after Event. Event is Index date. Destroy 3 years after Cutoff. DAA-0361-2014-0006-0010
8120.46.07	EDA Contracting Officer Warrants.	Temporary. Cutoff after Event. Event is Termination of Appointment Record. Destroy 6 years after Termination of Appointment. DAA-0361-2014-0006-0011

8120.47	<p>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.</p> <p>Data 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).</p>	<p>Temporary. Cutoff after Event. Event is after incident is closed. Destroy 25 year(s) after Cutoff. DAA-0361-2014-0013-0001</p>
8120.48	<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>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. DAA-0361-2017-0006-0001</p>
8120.48.01	<p>CAPER Active Ideas and Projects, Training and Reference Documents. Active ideas include CPI projects 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. DAA-0361-2017-0006-0002</p>
8120.48.02	<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. DAA-0361-2017-0006-0003</p>
8120.48.03	<p>CAPER – Active Ideas Proposed or Not Started. Active ideas that are proposed or not started status and have no change or action</p>	<p>Temporary. Cutoff at end of FY. Destroy 3 years after Cutoff if no status change. DAA-0361-2017-0006-0004</p>
8120.48.04	<p>CAPER – Contractor User Profile. CPI training and certification information of contractor CPI belts.</p>	<p>Temporary. Cutoff after user has left DLA. Destroy 3 years after Cutoff. Exception: If user had an explicit role in a completed project maintain profile until project is dispositioned. DAA-0361-2017-0006-0005</p>
8120.48.05	<p>CAPER – Canceled Ideas and Projects. Ideas and Projects with a canceled status.</p>	<p>Temporary. Cutoff when item is canceled. Destroy 1 year after Cutoff. DAA-0361-2017-0006-0006</p>
8120.49	<p>DLA ETK EEO (Previously iComplaints). DLA ETK (Entelletrak Equal Employment Opportunity) 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.</p> <p>ETK EEO Master File- Informal Process. 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.</p>	<p>Temporary. Cutoff when case is closed. Destroy 3 years after resolution of case. GRS 2.3, Item 110 (DAA-GRS-2018-0002-0012)</p>
8120.49.01	<p>ETK EEO Master File- Formal Process. 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.</p>	<p>Temporary. Cutoff at end of CY. Destroy 7 years after Cutoff. GRS 2.3, Item 111 (DAA-GRS-2018-0002-0013)</p>

8120.49.02	ETK Reasonable Accommodation Case Files. Individual employee files created, received, and maintained by EEO reasonable accommodation, diversity/disability programs, employee relations coordinators, supervisors, administrators, or Human Resource 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: <ul style="list-style-type: none"> • request, approvals and denials • notice of procedures for informal dispute resolution or appeal processes • forms, correspondence, records of oral conversations • policy guidance documents • medical records 	Temporary. Cutoff at end of Event. Destroy 3 years after employee separation from the agency or all appeals are concluded, whichever is later. (GRS 2.3, Item 020 (DAA-GRS-2018-0002-0002))
8120.49.03	ETK Sexual Assault Prevention and Response (SAPR) Case Files. Includes copies of the following types of information: Client intake form, Services provided log, Statement of Understanding, DLA Commander's Critical Information Requirements (CCIR), Copy of Victim Reporting Preference Statement (DD Form 2910), DoD Sexual Assault Forensic Examination (SAFE) Report (DD2911), DLA No Contact Order/Military Protective Order (MPO), and a case closure memo for record.	Temporary. Cutoff at end of Event. Delete 50 years after date of report. (DAA-0361-2021-0022-0005)
8120.49.04	ETK EEO 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 Report is submitted or approval of report. Destroy 6 years after Cutoff. GRS 5.7, Item 050 (DAA-GRS-2020-0001-0003)
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 	Temporary. Cutoff after date of submission. Destroy 1 year after date of submission. NOTE: Copies of these records maintained by functional line of business offices are maintained under Interview Records listed in the 1000 Schedule.
8120.51.01	USA Staffing, USAJobs, Onboarding Manager. Include: <ul style="list-style-type: none"> • Pre-appointment Files: Prospective employees who do NOT enter on duty. 	Temporary. Cutoff after event. Destroy 1 year after prospective employee is no longer a candidate. NOTE: Copies of these records maintained by functional line of business offices are maintained under Interview Records listed in the 1000 Schedule.
8120.52	Enterprise Mission Assurance Support Service (eMASS). DoD system the maintains records for accrediting enterprise information systems. The system is CAC-accessible and specifically authorized to need-to-know DoD employees and contractors. The system sends notifications for the user to update records annually, replacing old documents with new ones or annotate a review. eMASS holds records pertinent to accrediting IT systems. Includes the following types of records: <ul style="list-style-type: none"> • Artifacts • diagrams 	Temporary. Cutoff after accreditation records are updated. Destroy 5 year after system is decommissioned. GRS 3.1, Item 010 (DAA-GRS-2013-0005-0007)
8120.53	Defense Agencies Initiative (DAI). The DAI application is a web-based system that exchanges data with other Federal, DoD and Agency systems as needed to support the DoD Business Enterprise Architecture (BEA) end-to-end business processes. Most data are financial or related to Time & Labor, which might contain personally identifiable information. Time and Attendance 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.	Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 2.4, Item 030 (DAA-GRS-2016-0015-0003)
8120.53.01	DAI - Payroll Program Administrative Records- Agency Workload or Personnel Management Purposes. System reports used for agency workload and or personnel management purposes.	Temporary. Destroy when 2 years old. GRS 2.4, Item 060 (DAA-GRS-2016-0015-0006)

8120.53.02	DAI Accounting Records. Includes records used for 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.	Temporary. Cutoff at end of FY. Destroy 10 years after final payment or cancellation. NOTE: Retention extension aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, Item 010. GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)
8120.53.03	DAI Input source Records. 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: Hardcopy input source documents where all information on the document is incorporated in an electronic system	Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.53.04	DAI Output Records: Reports. Payroll Program Administrative Records – Payroll System Reports. Provides fiscal information on agency payroll.	Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. GRS 2.4, Item 061 (DAA-GRS-2023-0004-0001)
8120.53.05	DAI System Documentation. 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	Temporary. Cutoff at end of Event. <i>Destroy 5 years after the project, activity, transaction is completed or superseded.</i> GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)
8120.54	Electronic Workflow Support Capability (EWSC) - Privacy Event Incident Management (PEIM). RSA Archer multi-tenant system that hosts four DLA information systems. 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)(1)], as amended. Also significant material documenting SORN formulation, other than Privacy Impact Assessment records (see 5400.13).	Temporary. Cutoff at end of Event. <i>Destroy 2 years after supersession by a revised SORN or after system ceases operation, but longer retention is authorized if required for business use.</i> GRS 4.2, Item 150 (DAA-GRS-2016-0003-0002)
8120.54.01	EWSC - Records of Privacy Threshold analyses (PTAs), including PII Confidentiality Impact Level (PCIL) Categorization Worksheets, and Initial Privacy Assessments (IPAs). Records of research on whether an agency should conduct a Privacy Impact Assessment (PIA).	Temporary. <i>Destroy 3 years after associated PIA is published or determination that PIA is unnecessary.</i> GRS 4.2, Item 160 (DAA-GRS-2016-0003-0003)
8120.54.02	EWSC - Records Analyzing Personally Identifiable Information (PII) - 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)
8120.54.03	EWSC Input source Records. 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: Hardcopy input source documents where all information on the document is incorporated in an electronic system. Aligns to record series 8260.05 Input or Source Record for EIS.	Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.54.04	EWSC Output Records. All Other Agency Reports and Internal Reports by individual system owners to the Senior Agency Official for Privacy (SAOP). Aligns to record series 8000.06 Legal and Regulatory Compliance Reporting Records- All Other Agency Reports.	Temporary. Cutoff at end of Event. Event is submission of report. <i>Destroy 2 years after submission of report.</i> GRS 4.2, Item 081 (DAA-GRS-2013-0007-0023)
8120.54.05	EWSC System Documentation. 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. Aligns to record series 8260.02.	Temporary. Cutoff at end of Event. <i>Destroy 5 years after the project, activity, transaction is completed or superseded.</i> GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)
8120.55	Electronic Workflow Support Capability (EWSC) - Directorate of Intelligence. RSA Archer multi-tenant system that hosts four DLA information systems. Internal Information Access and Protection Program Operation Records. General Administrative records, including: • 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. Aligns to record series 3300.15	Temporary. Cutoff at end of CY. <i>Destroy/delete 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> GRS 4.2, Item 030 (DAA-GRS-2019-0001-0002)
8120.55.01	EWSC Directorate of Intelligence: 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 in (3300.30 and 3300.32). Records documenting personnel clearances by HQ DLA will have the same disposition as similar records described. Aligns to record series 3300.31.	Temporary. Cutoff at end of CY. <i>Upon separation, place remaining documents in inactive file, cut off at end of calendar year, and Destroy/delete after 5 years.</i> GRS 5.6, Item 181 (DAA-GRS-2017-0006-0025)

8120.55.02	EWSC Director of Intelligence: Input Source Records. 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: Hardcopy input source documents where all information on the document is incorporated in an electronic system	Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.56	Electronic Workflow Support Capability (EWSC) - Office of General Counsel (OGC). RSA Archer multi-tenant system that hosts four DLA information systems. Office of General Counsel Tracking and Control Records. Records used to track and manage OGC cases. Aligns to record series 5300.06 Tracking and Control Records.	Temporary. Review Annually. <i>Destroy when no longer needed.</i> GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)
8120.57	Fuels Manager Defense (FMD). DLA Energy's Inventory System of Record and Accountable Property System. FMD has 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. Transactional processing is a daily continuous process as the Enterprise system supports over 600+ remote locations. 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. 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.	Temporary. Cutoff at end of FY. Destroy 10 years after Cutoff. DAA-0361-2017-0011-0001
8120.57.01	FMD Output Records. 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. Once transactional data is input or uploaded into FMD an 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 failures are returned individually to the FMD Enterprise system for correction and resubmission until correct and complete.	Temporary. Cutoff at end of FY. Destroy 3 years after Cutoff. DAA-0361-2017-0011-0002
8120.58	Electronically Stored Information Disclosure and Discover (ESIDD) Case Management and Review. The purpose of this system is to index and process collected electronic documents into case management and document review software. The documents being collected are for OGC, OIG, HR, FOIA, and Legislative Affairs. PII being collected is for verification, identification, authentication, and data matching. Information is being collected to support active litigation, some for HR and OIG investigations, and also for responses to congressional inquiries and FOIA requests (PII is typically redacted for FOIA requests). Investigations and case documentation will be moved from this system upon completion to a final system of record.	Temporary. Cutoff at end of Event. Even is when case, investigation, inquiry, or request is closed/resolved. Delete from system upon creation of the final document or case file, and moved/saved to official system of record, or when no longer needed, whichever is sooner. GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)
8120.59	Distribution Standard System-Recruit Training Center IRM Components (DSS-RTC). process and track Army (including National Guard), Air Force, Navy, Marine, United States Coast Guard, and Reservist recruit clothing issues to forecast future clothing needs; to reduce costs and lead times; to improve the quality of design and production of clothing; and to improve the efficiency of clothing distribution for the participating entities. Recruit Rosters. RTC receives Recruit Rosters from Services via DoD Safe for manual input.	Temporary. Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later. Recruit SSN remains until they receive their EDIPI. Delete after 90 days after receipt of EDIPI. GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)
8120.59.01	Recruit Clothing Issuance. Records are used to record receipts, sales, exchanges, replacements, and returns of individual clothing items by the recruit. Records collected and maintained may include recruit's name, Social Security Number (SSN) or other alternative identifier, gender, rank, duty station, roster ID, Platoon/Company assigned, clothing records (DA Form 3078).	Temporary. Cutoff at end of CY. Maintain 3 years on-line, followed by 2 years in archive, and then destroy. GRS 5.2, Item 010 (DAA-GRS-2017-0003-0001)

8120.59.02	Recruit Clothing Receipts. Records that are provided to the recruits for their records. Also, T23 on-line Secure File Transaction is used by Army to verify budget only for the National Guard recruits.	Temporary. Destroy when 6 months old or when no longer needed, whichever is sooner. GRS 5.2, Item 010 (DAA-GRS-2017-0003-0001)
8120.59.03	DSS-RTC System Documentation. User Guides.	Temporary. Destroy when 3 years old. GRS 3.1, Item 011 (DAA-GRS-2013-0005-0007)
8120.61	Electronic Point of Sales Systems (EPoS). The EPoS Fixed device is used at the Automated Fuels Service Stations (AFSS) authenticating all purchases by capturing the customer identification and the DLA approved APSM. The Mobile Device is used for all custody transfer activities at the DLA stock point this includes shipments receipts, sales, credits, secondary sales, and inventory transactions, it will capture evidential matter and will store site specific checklists. EPoS sends fuel inventory transactional data and source document evidential records to FMD for all custody transfer activities at DLA owned Stock Points and maintains static records for all fuel inventory transactional data and source document evidential records.	Temporary. Cutoff at end of FY. Destroy 10 years after cutoff. GRS 1.1, Item 010 (DAA-GRS-2013-0001-0001)
8120.61.01	EPoS Input Records. Transaction data manually or systematically entered and validated by active directory master Line of Accounting (LOA) data extracted from EBS and interfaced to update source system of record in FMD APSR	Temporary. Destroy upon verification of successful creation of the final document or file. GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)
8120.62	Human Resources Management (HRM) Application is comprised of several individual systems There are currently 90,000+ active employees serviced by these applications. This data will be used by both DLA Staff and End Users through the individual application interfaces. HRM Applications: -DLA HR Database (DLA HR DB) -Reconciliation Analysis (RECON Analysis) -Time To Fill (TTF) - SQL Database -Business Objects HR (DLA HR BO) -Retirement Estimate Request System (RERS)	Temporary: Destroy upon creation or update of the final record, or when no longer needed for business use, whichever is later. GRS 5.2, Item 020 (DAA-GRS-2022-0009-0002)
8120.63	Mystic - Capstone Officials	PERMANENT. Cutoff and transfer in accordance with the agency's approved NA-1005, Verification for implementing GRS 6.1. <i>Transfer to NARA 15 years after cutoff.</i> GRS 6.1, item 010 (DAA-GRS-2022-0006-0001)
8120.63.01	Mystic - Non-Capstone Officials	Temporary. Cutoff annually. <i>Delete when 7 years old.</i> GRS 6.1, item 011 (DAA-GRS-2022-0006-0002)

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.

Access DLA Forms at <https://www.dla.mil/Forms/>

Form Number	Form Title	Record Series	Notes
DA 4283	Facilities Engineering Work Request	4165.17	
DD 1131	Cash Collection Voucher	7000.01	
DD 1111	Armed Forces Measurement Blank - Special Sized Clothing for Women	4245.51	
DD 1149 and DD 1149C	Requisition & Invoice/Shipping Document	7000.01	
DD 1155	Order for Supplies or Services	4165.07; 7000.01	
DD 1348	Issue Receipt Documents	5335.13; 4200.08; or 2140.09	
DD 1348-5	Notice of Availability/Shipment	2140.09	
DD 1348-7	DoD MILSPETS DFSP Shipment & Receipt Document	4500.14 or 7000.01	DLA Energy uses as financial document
DD 1348-8	Propellant Delivery/Services Task Schedule	5335.30	Replaces DESC Form 24
DD 1384	Transportation Control and Movement Document	2140.12	
DD 1391 & DD 1391C	FY Military Construction Project Data	4165.16	
DD Form 1423	Contract Data Requirement List	3201.01	prescribed in eSOP 4155.05-11
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 & DD 1898-E	Energy Sales Slip	7000.01	DLA Energy uses as financial documentation.
DD 200	Financial Liability Investigation of Property Loss	4140.27	
DD 2338-2	Inventory Control Effectiveness (ICE) Report, General Supplies	4140.48	
DD 2345	Militarily Critical Technical Data Agreement	4015.05	
DD 2406	Miscellaneous Obligation Document	7000.01	
DD 250	Material Inspection and Receiving Report	7000.01; 7100.14; 4140.56; 4500.03; 4200.08	DLA Energy uses as financial documentation. Prescribed in eSOP 4155.05-11
DD 250-1	Tanker/Barge Material Inspection & Receiving Report	4500.14	
DD 250C	Material Inspection & Receiving Report Continuation Sheet	4140.56 or 4500.14	
DD 2606	DOD Child Development Program Request for Care Record- replaces DLA 1854 Application for Child Care Services	1015.15	
DD 2908	Propellant Delivery/Services Task Schedule	5335.30	Replaces DESC Form 586
DD 2913	Missile Propellants Consolidation & Reporting of Sales	5335.30	Replaces DESC Form 588
DD 2914	Record Receipt of Missile Propellant	4500.14 or 4140.56	Replaces DESC Form 855
DD 2915	Propellant Servicing Unit Record	5335.30	Replaces DESC Form 856
DD 2916	Forecast of Sales Requirements - Missile Propellants & Pressurants	5335.30	Replaces DESC Form 858
DD 2917	Physical Inventory Fuels/Missile Propellants	5335.30	Replaces DESC Form 1235
DD 2920	DoD MILSPETS Transfer of Account Document	5335.30	Replaces DESC Form 700
DD 2921 & DD 2921C	Physical Inventory Petroleum Products	5335.30 or 7000.01	Replaces DESC Form 700. DLA Energy uses as financial documentation.
DD 2924	Monthly Inventory Transactions Report	5335.30	Replaces DESC Form 859
DD 2925	Missile Fuels/Propellants Inventory Summary Sheet	5335.30	Replaces DESC Form 1237
DD 358	Armed Forces Measurement Blank - Special Sized Clothing for Men	4245.51	
DD150	Special Measurements Blank for Special Measurement/Orthopedic Boots and Shoes	4245.51	
DISP 1729A	Customer Verification of Waste Removal	4200.07	
DLA 1853-5	Application for Child Care Services	1015.27	
DLA 20	Contract Data Requirement List Cover Sheet	4200.08	
DLA 0012	Physical Fitness Inquiry for Material Handling Equipment Operators	6025.06	

DLA 0013	Critical Safety Items and SPC Items Award Checklist	4200.07	
DLA 11	Operation Warfighter Notification of Intern Placement	1402.29	
DL 38	Incentive Award Nomination and Approval	1432.01	
DLA 1359	Request for Unit of Issue Change	4020.02	
DLA 1367	Shipment Receipt/Delivery Pass	4200.07	
DLA 138	Top Secret Receipt and Access Record	3300.20	
DLA 1538	Request For Certificate/Extension of Quality Assurance Certification	3110.04	
DLA 1591	Supervisory Mishap Report	6000.03	
DLA 1610	Delegation of Authority (Key Control)	5300.35	
DLA 1620	DLA Police Desk Blotter	6055.46	
DLA 1624	Evidence Tag	6055.50	
DLA 1624a	Evidence of Found Property Custody	6055.50	
DLA 1624PS	Evidence Tag Printing Specifications	6055.50	
DLA 1625	Security Force Traffic Accident Report	6055.47	
DLA 1689	File Plan	8180.01	
DLA 1690	Record Retention Recommendations	8180.02	
DLA 17	Office Document Device Waiver Request	8130.01	
DLA 1729	Customer's Verification of Waste Removal	4245.47	
DLA 1749	Vehicle Registration Log	6055.35	
DLA 1753	Interview Work Sheet	6055.20	
DLA 1777	Investigator Credentials	6055.37	
DLA 1777a	Investigator Credentials	6055.37	
DLA 1800	DLA Certificate of Appreciation	1432.01	
DLA 1806-T	Cooperative Agreement Performance Report	4205.04	
DLA 1808	Formal Complaint of Discrimination in the Federal Government	1445.07	
DLA 1815	Request for DLA Badge	6055.37	
DLA 1822	End-Use Certificate	6055.20	
DLA 1834	Security Briefing/Debriefing Certificate	1025.02	
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	4200.08	
DLA 1841	Daily Child and Youth Programs Outdoor Safety Checklist	1015.27	
DLA 1841-1	Monthly Child and Youth Programs Outdoor Safety Checklist	1015.27	
DLA 1842	Daily Child and Youth Programs Indoor Safety Checklist	1015.27	
DLA 1842-1	Monthly Child and Youth Programs Indoor Safety Checklist	1015.27	
DLA 1842-2	DLA Child Youth Program (CYP) Monthly Crib Safety Inspection Checklist	1015.27	
DLA 1842-3	DLA Child Youth Program (CYP) Child Development /Youth Center Safety Inspection.	1015.27	
DLA 1843	CDC Fire Warden Monthly Emergency Checklist	1015.27	
DLA 1844	DLA Fire & Emergency Services - CDC Fire Risk Management Survey	1015.27	
DLA 1845	DLA Child and Youth Program (CYP) Occurrence Incident/Injury Report	1015.17	
DLA 1847	Child Development and Youth Services Evacuation Drill Report	1015.27	
DLA 1849-1A	DLA CYP Field Trip Risk Assessment Plan	1015.27	
DLA 1849-1B	DLA CYP Field Trip Departure Checklist	1015.25	
DLA 1849-1C	DLA CYP Field Trip Return Checklist	1015.25	
DLA 1851-1	Child and Youth Program Ratio Sheet	1015.23	
DLA 1851-4	Front Desk Notification of Sick Child	1015.15	
DLA 1853 PT I	DLA CYP Individual Development Plan - Clerical/Administrative Staff-Foundation Level	1025.02	
DLA 1853-2 Part I	DLA CYP Individual Development Plan -Cook/Food Service Personnel -Foundation Level	1025.02	
DLA 1853-2 Part II	DLA CYP Individual Development Plan -Cook/Food Service-Annual	1025.02	

DLA 1853-3 PT I	DLA Child and Youth Program (CYP) Individual Development Plan (IDP) CYP Assistant - Foundation Level	1025.02	
DLA 1853-3 PT II	DLA Child and Youth Program (CYP) Individual Development Plan (IDP) CYP Assistant - Annual	1025.02	
DLA 1853-4 PT I	DLA Child and Youth Program (CYP) Individual Development Plan (IDP) Management Staff- Foundation Level	1025.02	
DLA 1853-4 PT II	DLA Child and Youth Program (CYP) Individual Development Plan (IDP) Management Staff- Annual	1025.02	
DLA 1853-7 PT I	DLA Child and Youth Program (CYP) Individual Development Plan (IDP) Training Specialist- Foundation Level	1025.02	
DLA 1853-7 PT II	DLA Child and Youth Program (CYP) Individual Development Plan (IDP) Nurse- Annual	1025.02	
DLA 1854	Application for Child Care Services	1015.15	
DLA 1855	DLA CHILD AND YOUTH PROGRAM (CYP) INDIVIDUAL DEVELOPMENT PLAN (IDP) CYP ASSISTANT - FOUNDATION LEVEL	1025.02	
DLA 1855-1D, Part III	DLA CYP Diabetes Weekly Food and Carbohydrate Log	1015.25	
DLA 1855-1D, Part IV	DLA CHILD AND YOUTH PROGRAM	1015.25	
DLA 1855-2	Inclusion Action Team (IAT) Action Plan	1015.15	
DLA 1856	BLOOD GLUCOSE AND KETONE MONITORING	1015.15	
DLA 1861	DLA Child and Youth Program Environmental Health Sanitation Inspection	1015.27	
DLA 1864	Telework Request and Approval Form	EAGLE-8120.11	
DLA 1865	Telework Agreement - Hardcopy Applies to Military and NAF personnel only. DLA employees submit electronically through EAGLE.	EAGLE-8120.11	
DLA 1869	Request for Advance Leave	EAGLE-8120.11	
DLA 1875	Request for Waiver of PIR - Noncritical Positions	3300.32; 3300.30	
DLA 1875-B	Request for Waiver of PIR - Critical Sensitive Positions	3300.32; 3300.30	
DLA 1875-C	Request for Waiver of PIR - Contractor IT Positions	3300.32; 3300.30	
DLA 1877	Equal Employment Opportunity (EEO) Pre-Complaint Intake Form	1445.07	
DLA 1878	DLA Mass Transportation Fringe Benefit Program Application (ONCR)	1442.15	
DLA 1883-1	DLA 926B Police Credential	6055.37	
DLA 1883-2	DLA 926C Police Credential for Separated or Retired Officers	6055.37	
DLA 1885	Request for Deviation from Security and Emergency Services Criteria	5300.07	
DLA 1887	Confirmation of Request for Reasonable Accommodation	1440.12	
DLA 1887-1	Denial of Reasonable Accommodation Request and Notification of Rights	1440.12	
DLA 1887-2	Reasonable Accommodation Information Reporting Form	1440.12	
DLA 1889		3201.01	prescribed in eSOP 4155.05-11
DLA 1890	Contracting Officer (KO) Appointment/Warrant Eligibility Transfer/Termination Request	4200.06	
DLA 1892	DLA Police - Employment Conditions	1400.11	
DLA 1901	Government Purchase Card (GPC) Purchase Request	7000.01	
DLA 1912	DLA Local Purchase - Technical Support Request	4015.09	
DLA 1913	Adjusted Stock Level	4140.27	
DLA 1917	FOIA Request for Documents	8100.20	
DLA 1922	Request for Open Storage Approval	6055.56	

DLA 1923	Security Review Request for Release of DLA Information	5122.07	
DLA 1924	Request for Expedited Delivery Services	5300.26	
DLA 1928	Certificate to Register a Tactical Vehicle	5335.27	
DLA 1928a	Certificate to Register a Firefighting Vehicle	5335.27	
DLA 1932	Family and MWR Facility Use Request	8120.27	
DLA 1933	Over/Under Pick Exception request for NIIN approval	4140.20	
DLA 1935	Electronic Information System (EIS) Records Management Appraisal	8180.02	
DLA 1936	Standardized Recordkeeping Checklist	8180.01	
DLA 1937	Records Management Checklist for Employee Transfer-Departure	5300.21	
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	4200.93; 4200.94; 4200.95	
DLA 1950	Justification for the Collection of the SSN	5025.01	
DLA 1951	Causative and Non-Causative Research Worksheet	4045.17	
DLA 1952	Form is cancelled		
DLA 1953	Form is cancelled		
DLA 1955	Resolution Specialist Review of Credit/Debit Memo Requests	7000.01	
DLA 1956	Supplier Engagement Outcome Submission	5300.08	
DLA 1957	Records Management Appointment/Termination Record	5300.35	
DLA 1958	Blocked Sales Order Report Review	7100.04	
DLA 1959	Missing Reimbursable Sales Orders Cover Sheet	7100.04	
DLA 1960	Reimbursable Revenue Journal Vouchers	7100.04	
DLA 1961	Revenue Review Form	7100.04	
DLA 1962	Funding Document Request	7000.01	
DLA 1963	DLA SEXUAL ASSAULT INCIDENT RESPONSE OVERSIGHT REPORT	5010.19	
DLA 1964	Hours of Duty Work Schedule Request	5300.21	
DLA 1975	DLA Superior Civilian Service Award Certificate	1432.01	
DLA 1976	Government Travel Charge Card Mandatory Reports	1442.06	
DLA 1980	Reserved Parking Request/Validation	6055.39	
DLA 1984	Engineering Instructions (EI)	4015.08	prescribed in eSOP 4155.05-11
DLA 1985	DPAS Rating Request Form	4245.15	
DLA 2006	Bunker Delivery Note	4180.05	
DLA 2014	DLA Energy Contract Approval	4200.06	
DLA 2026	ATG Verification for Inventory Control	5335.30	
DLA 204	Military Awards Decorations Board Briefing Voting Form	1432.01	
DLA 205	Final Action Record of DLA Military Awards and Decorations Board	1432.01	
DLA 2050	DLA Energy MRO Material Request	4200.06	
DLA 2052	DLA Energy Offline Ordering Form	8120.10.01	
DLA 2053	DLA Energy Requirement Worksheet	8120.10.01	
DLA 20	Contract Data Requirement List Cover Sheet	4200.08	prescribed in eSOP 4155.05-11
DLA 21	Funding Document/Obligation Request	7000.01	
DLA 22	For Official Use Only Cover Sheet	Non-Record	
DLA 222	Downgrade to Scrap Request	4160.03	
DLA 2500	Certification of Hard Drive Disposition	8160.03	
DLA 2501	Demilitarization Certificate	4160.06	
DLA 2503	Transporter Qualification Review Application	4700.22	
DLA 2504	Precious Metal (PM) Shipment Request	4200.07	
DLA 2505	Manifest Tracking Log (Hazardous Waste)	4200.93; 4200.94; 4200.95	
DLA 2506	Container Count Sheet	4200.07	
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	4200.07	
DLA 2509	Asbestos Waste Shipment Record	4200.93; 4200.94; 4200.95	
DLA 2510	DLA Disposition Services Treatment, Storage, Disposal & Recycling Facility Inspection Guidelines & Checklist	4700.22	
DLA 2511	Hazardous Waste Profile Sheet	4200.93; 4200.94; 4200.95	
DLA 2512	Certification of Services/Manifest Tracking	4200.93	
DLA 2513	Hazardous Waste Log	4200.93; 4200.94 or 4200.95	
DLA 2515	Turn-In Checklist and Certification for Wrecked Aircraft	5330.05	
DLA 2516	Letter of Authorization to Remove	4160.27	
DLA 2517	Letter of Authorization	4160.27	
DLA 2518	Request for Waiver	4000.01	
DLA 2519	Qualified Facility List (QFL) / Qualified Transporter List (QTL) Job Check Sheet	4000.01	
DLA 2520	Vehicle Data Worksheet	5330.05	
DLA 2521	Hazardous Waste Task Order Tracking	4200.06	
DLA 2525	Inventory Adjustment Summary	4140.27	
DLA 2533	Contract Performance Report (CPR)	4200.08; 4200.90; 4200.92; 4200.17	prescribed in SOP 4200-01-000
DLA 2536	Statement of Intent	4200.93	prescribed in DLAI 4700.08-001
DLA 2539	Customer's Verification of Waste Removal	4200.06	prescribed in SOP 4160.01-041
DLA 2540	Item Case Files	4160.03	prescribed in SOP 4160.01-042
DLA 2542	DLA disposition Services Receipt in Place Usable, Scrap and Hazardous Material	4700.22	prescribed in SOP 4160.01-019
DLA 2544	Stock Transfer Order (STO) Shipment Shipping Unit Inventory List / Shipping Unit Placard	4500.01	prescribed in SOP 4160.01-041
DLA 2545	Refrigerant Removal Verification Statement	4160.04	prescribed in DLAI 4700.08-001
DLA 27	Classified Document Receipt	3300.15	
DLA 2943	Hazardous Property Release Checklist	4200.93	
DLA 30	DLA Certificate of Achievement	1432.01	
DLA 35	Office Device Request	7000.01; 4200.07	
DLA 36	DLA Suggestion	1432.04	
DLA 37	DLA Suggestion Evaluation and Transmittal Record	1432.04	
DLA 38	Incentive Award Nomination and Approval	1432.01	
DLA 3000-1	Federal Aviation Administration Buy Checklist	4200.08	
DLA 3000-2	Federal Aviation Administration Buy Worksheet	4200.08	
DLA 3001	Industry Engagement Sheet	5300.12	
DLA 4000	Requirement Justification for Acquisitions	5335.01	
DLA 43	Exit Checklist	5300.21	
DLA 46	Performance Rating	1400.06; 1400.05; 1400.08; 1400.07;	
DLA 46	Performance Rating	1400.06; 1400.05; 1400.08; 1400.07;	
DLA 46A	Position Performance Plan	1400.05	
DLA 46A	Position Performance Plan	1400.07	
DLA 5000	Elevation of Negotiations	4200.07	
DLA 5001 (formerly DSCR 4215)	Request for Quote for Emergency Contracting Support	4200.07	
DLA 5004	SURGE WAIVER REQUEST	4200.07	
DLA 5005	Out-of-Cycle Selling Unit Price Change Request	4245.27	
DLA 5006	Approval to Purchase from Organic Manufacturer	4200.07	
DLA 5007	Discrepant Material Hand-off Notification	4500.13	
DLA 524	Routing Slip	5300.05 or file in functional file if needed	
DLA 5500	IRPOD (SPC 02) CHECKLIST Individual Repair Parts Ordering Document	4200.07	
DLA 5501	Protest Referral Summary Sheet	4200.07	
DLA 5503	Defense Supply Center Columbus - Tree Permit	5335.15	
DLA 563	DLA Firearm Authorization	6055.45	

DLA 563a	DLA Weapon(s) and Ammunition Receipt	6055.45	
DLA 574	Application for Identification Card	6055.37	
DLA 584	Visitor Registration	6055.36	
DLA 6003	Requirement Justification for Acquisitions	5300.06	
DLA 635	Incident Report	6055.20; 6055.24; 6055.25; 6055.27; 6055.28	Review DLA records schedule for appropriate retention assignment
DLA 635	Security_Criminal Incident report	6055.2	Review DLA records schedule for appropriate retention assignment
DLA 639	DLA Certificate of Commendable Service	1432.01	
DLA 7001	Job Hazard Analysis	5300.12	
DLA 7002	Incident Participant Feedback	6055.01	
DLA 7004	HQC Quarterly Safety Inspection	5300.12	
DLA 7005	DLA Active Shooter Awareness Card	5300.04	
DLA 7006	Disposition Services Security Project Management	6055.54	
DLA 7007	Disposition Services Security Program Review/Survey Report Worksheet	6055.54	
DLA 7008	Common Access Card Return Tracking Log	4200.07	
DLA 7011	DLA Installation Support at Columbus Request for Facility Use	5300.12	
DLA 7012	Ebola Post-Exposure Symptom Diary	6025.05; 6025.06	
DLA 7015	Mishap/Near Miss Analysis	6000.03	
DLA 7020	Request for Photography Columbus	5040.03	
DLA 7021	Request For Artwork Columbus	5040.03	
DLA 7022	Request Authorization and Certificate of Reimbursement for Graphic Art/Photographic Service	5300.12	
DLA 7035	Employment Condition of Understanding and Agreement SP&D Certification Indexed Position	3110.04	
DLA 73	Request and Approval of Overtime	5300.16	
DLA 83	Fund Authorization	7100.14	
DLA 89	Requisition and Position Description for Military Positions	5300.21 or 5300.12	
DLA 89A	Military Manpower Change Request (MMCR)	5300.12	
DLA 926B	Police Credential	6055.38	
DLA 926C	Police Credentials for Separated or Retired Officers	6055.38	
DLA 96	Issuance Coordination Record	5025.03	
DLAH 1734	Circumstances Surrounding the Loss, Damage, Destruction, or Theft of Government IT Equipment	5335.01	
OF 1164	Claim for Reimbursement for Expenditures on Official Business	7000.01	
OPM 71 (Previous SF-71)	Request for Leave or Approved Absence	5300.16	
SF-1012	Travel Voucher	7000.01	
SF-1034	Public Voucher for Purchases and Services Other Than Personal	7000.01	
SF-1038	Advance of Funds Application and Account	7000.01	
SF-1047	Public Voucher for Refunds	7000.01	
SF-1080	Voucher for Transfer Between Appropriations and/or Funds	7000.01	
SF-1081	Voucher and Schedule of Withdrawals and Credits	7000.01	
SF-1113	Public Voucher for Transportation Charges	7000.01	
SF-1145	Voucher for Payment Under Federal Tort Claims Act	7000.01	
SF-1154	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	7000.01	
SF-1156	Public Voucher for Fees and Mileage	7000.01	
SF-135	Records Transmittal & Receipt	8180.02	
SF-1449	Solicitation/Contract/Order for Commercial Items	7000.01	
SF-182	Request for Training	1025.02	
SF-2806	Individual Retirement Record	1412.01	
SF-2807	Register of Separations and Transfer (CSRS)	1412.01	
SF-701	Activity Security Checklist	3300.12	
SF-702	Security Container Checklist	3300.12	

Item/Record Series	New Disposition Authority	BUCKET or Series TITLE/Consolidated	Series Level Cut off Instructions, where applicable	New Retention	Superseded Series	Superseded Series Title include file / manual code if applicable	GRS or Superseded SF-115 Authority citation	Superseded Retention	Permanent	Notes
1000 Schedule Crosswalks										
1000.05	GRS 2.2, Item 020 (DAA-GRS-2017-0007-0002)	Workforce and Succession Planning Records.	Cutoff at end of event	Destroy 3 years after issuing each new plan or when no longer needed, whichever is	1400.63	Workforce and Succession Planning Records.	GRS 2.2, Item 020 (DAA-GRS-2017-0007-0002)			
1000.07	DAA-0361-2021-0022-0001	Reorganization Planning.	Temporary. Cutoff at end of CY.	Destroy after 5 years.	1400.18	Position/Occupation Structures.	N1-361-91-17 (350.50)	Destroy after 5 years.		
1010.01	GRS 2.7, Item 080 (DAA-GRS-2017-0010-0013)	Non-Occupational Health and Wellness Program Records.	Temporary. Cutoff at end of Event.	Destroy 3 years after the project/activity or transaction is completed or superseded.	1400.57	Alcohol and Drug Abuse Program.	GRS 1, Item 26b	Destroy when 3 years old.		
1010.05	GRS 2.7, Item 100 (DAA-GRS-2017-0010-0016)	Employee Drug Test Plans, Procedures, and Scheduling Records.	Temporary. Cutoff at end of Event.	Destroy when 3 years old or when superseded, obsolete	1400.58	Federal Workplace Drug Testing Program Files: Drug test plans and procedures.	GRS 1, Item 36a	Destroy when 3 years old or when superseded, obsolete.		
1010.06	GRS 2.7, Item 110 (DAA-GRS-2017-0010-0017)	Employee Drug Test Acknowledgment of Notice Forms.	Temporary. Cutoff at end of Event.	Destroy when employee separates from testing designated position.	1400.58.01	Federal Workplace Drug Testing Program Files: Employee Acknowledgment of Notice Forms.	GRS 1, Item 36b	Destroy when employee separates from testing designated position.		
					1400.58.02	Federal Workplace Drug Testing Program Files: Selection/scheduling records.	GRS 1, Item 36b	Destroy when employee separates from testing designated position.		
1010.07	GRS 2.7, Item 120 (DAA-GRS-2017-0010-0018)	Employee Drug Testing Specimen Records.	Temporary. Cutoff at end of Event.	Destroy 3 years after date of last entry or when 3 years old, whichever is later.	1400.58.03	Federal Workplace Drug Testing Program Files: Selection/scheduling records.	GRS 1, Item 36d(1)	Destroy when employee separates from testing designated position.		
					1400.58.04	Federal Workplace Drug Testing Program Files: Collection and handling chain of custody records.	GRS 1, Item 36d(2)	Destroy when 3 years old		
1010.08	GRS 2.7, Item 130 (DAA-GRS-2017-0010-0019)	Employee Drug Test Results-Positive Results-Employees.	Temporary. Cutoff at end of CY or Event.	Destroy when employee leaves the agency or when 3 years old, whichever is later.	1400.59.01	Test Results: Positive Results. Employees	GRS 1, Item 36e(1)(a)	Destroy when employee leaves the agency or when 3 years old, whichever is later.		
					1400.59.02	Test Results: Positive Results. Applicants not accepted for employment	GRS 1, Item 36e(1)(b)	Destroy when 3 years old.		
1010.09	GRS 2.7, Item 131 (DAA-GRS-2017-0010-0020)	Employee Drug Test Results : Negative Results.	Temporary. Cutoff at end of CY.	Destroy when 3 years old.	1400.59.03	Test Results: Negative results.	GRS 1, Item 36e(2)	Destroy when 3 years old.		
1015.01	DAA-0361-2015-0003-0001	Monale, Welfare and Recreation (MWR).	Temporary. Cutoff at end of CY.	Destroy after 3 years after cutoff or when obsolete, superseded, or no longer needed, whichever is sooner.	7303.1	Monale, Welfare and Recreation (MWR).	DAA-0361-2015-0003-0001			
1015.03	GRS 4.2, Item 010 (DAA-GRS-2019-0001-0001)	Family Advocacy.	Temporary. Cutoff after last date of entry in case file.	Destroy 3 years from last entry date.	New					
1015.04	DAA-0361-2015-0003-0002	Monale, Welfare and Recreation (MWR) Work Order Tracking.	Temporary. Cutoff at end of FY.	Destroy 3 years after cutoff.	7303.2	Monale, Welfare and Recreation (MWR)	DAA-0361-2015-0003-0002	Destroy 3 years after cutoff.		
1015.05	DAA-0361-2015-0003-0003	Monale, Welfare and Recreation (MWR) Local Advertisements.	Temporary. Cutoff at end of FY.	Destroy 7 years after cutoff.	7303.3	Monale, Welfare and Recreation (MWR) Local Advertisements.	DAA-0361-2015-0003-0003	Destroy 7 years after cutoff.		
1015.06	DAA-0361-2015-0003-0004	Monale, Welfare and Recreation (MWR) Sponsorship Agreements and Advertisements.	Temporary. Cutoff at end of FY.	Destroy 7 years after cutoff.	7303.4	Monale, Welfare and Recreation (MWR) Sponsorship Agreements and Advertisements.	DAA-0361-2015-0003-0004			
1015.11	DAA-0361-2017-0002-0001	Food Inspection Records.	Temporary. Cutoff at end of CY.	Destroy 1 year after cutoff.	7303.6	Food Inspection Records.	DAA-0361-2017-0002-0001			
1015.15	GRS 2.4, Item 121 (DAA-2016-0015-0015)	Child Development Center-Child records with no serious accident or injury requiring emergency consultation or treatment.	Temporary. Cutoff at end of Event. Child Development Center maintains records as long as child is enrolled.	Destroy 2 year after child disenrollment.	7304.1	Child Development Center-Child records with no serious accident or injury requiring emergency consultation or treatment.	N1-361-99-2 (510.68A)	Maintain records as long as a child is enrolled. Upon termination from the program, forward records to Child Development Services Coordinator.		
					7304.1.01	Child Development Services Coordinator. Child records with <u>no</u> serious accident or injury.	N1-361-99-2 (510.68A2)	Upon receipt of records from Center, place in inactive file. Destroy 1 year after child no longer attends CDC.		
1015.17	GRS 2.4, Item 121 (DAA-2016-0015-0015)	Child Development Center-Child records with serious accident or injury	Temporary. Cutoff at end of Event. Child Development Center maintains records as long as child is enrolled.	Destroy 3 years after incident or 2 year after child disenrollment, whichever is later.	7304.1.02	Child Development Center. Child records with serious accident or injury	N1-361-99-2 (510.68B1)	Upon termination from the program, forward records to Child Development Services Coordinator		
					7304.1.03	Child Development Services Coordinator. Child records with serious accident or injury	N1-361-99-2 (510.68B2)	Upon receipt of records from Center, place in inactive file. Destroy 1 year after child no longer attends CDC.		
1015.20	Pending NARA approval	CDC Employee Records - Overview		No retention assigned to overview	7304.2	Overview				
1015.20.01	NARA approval not required- business rule for transfer instructions only.	Child Development Center Personnel Security Folders: Upon Transfer to Another DLA Activity.		Forward to gaining activity.	7304.2.01	Child Development Center Personnel Security Folders: Upon Transfer to Another DLA Activity.	N1-361-91-7 (510.70A)(1)(a))	Forward to gaining activity.		
1015.20.02	GRS 5.6, Item 180 (DAA-GRS-2021-0001-0007)	Child Development Center Personnel Security Folders: Upon Separation or Transfer to a Non-DLA Organization.	Temporary. Cutoff at end of Event. Event is employee departure from program.	Destroy 2 years after employee departure.	7304.2.02	Child Development Center Personnel Security Folders: Upon Separation or Transfer to a Non-DLA Organization.	GRS 2.4, Item 121 (DAA-2016-0015-0016), N1-361-91-7 (510.70A)(1)(b))	Place in inactive file, cut off at end of calendar year, retain in current files area, and destroy after 2 years.		
1015.20.03	GRS 5.6, Item 181 (DAA-GRS-2021-0001-0008)	Child Development Center Personnel Security Folders: Case resumes of reports of investigation	Temporary. Cutoff at end of Event. Event is separation of employee.	Upon separation, place remaining documents in inactive file, cut off at end of calendar year, and Destroy/delete after 5 years	7304.2.03	Child Development Center Personnel Security Folders: Case resumes of reports of investigation	GRS 5.6, Item 181 (DAA-GRS-2017-0006-0025), N1-361-91-7 (510.70A(2)	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.		
1015.20.04	GRS 5.6, Item 180 (DAA-GRS-2017-0006-0024)	Child Development Center Personnel Security Folders: Other CDC employee records.	Temporary. Cutoff at end of Event.	Maintain at Child Development Center. Destroy 3 years after termination of employment.)	7304.2.04	Child Development Center Personnel Security Folders: Other CDC employee records.	N1-361-91-7/ N1-361-99-2 (510.70B)	Maintain at Child Development Center. Destroy 3 years after termination of employment.)		
1015.23	GRS 2.4, Item 120 (DAA-2016-0015-0015)	Child Care Operations- Registers.	Temporary. Cutoff at end of CY.	Destroy after 3 year	7304.3	Child Care Operations. Registers.	N1-361-99-2 (510.72A)	Destroy after 3 year		
1015.25	GRS 2.4, Item 120 (DAA-2016-0015-0015)	Child Care Operations-Activities.	Temporary. Cutoff at end of CY.	Destroy after 3 year	7304.3.01	Child Care Operations-Activities.	N1-361-99-2 (510.72B)	Destroy after 3 year		
1015.27	GRS 2.4, Item 120 (DAA-2016-0015-0015)	Child Care Operations-Reports	Temporary. Cutoff at end of CY.	Destroy after 3 year	7304.3.02	Child Care Operations-Reports	N1-361-99-2 (510.72C)	Destroy after 3 year		
1015.30	GRS 5.6, Item 090 (DAA-GRS-2017-0006-0012)	Digital Monitoring Recordings.	Temporary. Cutoff at end of Event.	Delete, Erase or Rewrite after 30 calendar days unless there is an incident as outlined in Child Care Policy, then extract and maintain incident video for 5 years.	7304.4	Digital Monitoring Recordings.	N1-361-09-01 (510.72E)	Destroy/erase after 5 years		
1025.01	GRS 2.6, Item 010 (DAA-GRS-2016-0014-0001)	Non-mission Employee Training Program Records.	Temporary. Cutoff at end of CY.	Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate.	1400.4					
					1300.25	Non-mission Employee Training Program Records.				
					4160.59	SCO Training Courses	N1-361-92-02 (650.74)	Destroy when superseded, or when no longer needed for reference.		
					5040.12	Training Productions	GRS 2.6, Item 010 (DAA-GRS-2016-0014-0001)			
1025.02	GRS 2.6, Item 030 (DAA-GRS-2016-0014-0003)	Individual Employee Training Records.	Temporary. Cutoff at end of CY.	Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first.	1400.5					
					7305.30	NAF Employee Training Records.	GRS 2.6, Item 030 (DAA-GRS-2016-0014-0003)			
					5240.30	OPSEC Training Files	N1-361-91-7 (156.30)			

1025.07	GRS 2.6, Item 040 (DAA-GRS-2016-0014-0004)	Individual Employee Training Records.	Temporary. Cutoff at end of CY.	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	NEW					
1025.08	GRS 2.6, Item 041 (DAA-GRS-2016-0014-0005)	Senior Executive Service Candidate Development Program (SESCDP).	Temporary.	Destroy upon certification by OPM's Qualifications Review Board (QRB) or 1 year after separation from SESC DP.	NEW					
1100.01	GRS 2.2, Item 110 (DAA-GRS-2017-0007-0016)	Volunteer Service Case Files - Volunteers	Temporary. Cutoff when volunteer departs service.	Destroy 4 years after volunteer departs service.	NEW					
1100.02	GRS 2.2, Item 111 (DAA-GRS-2017-0007-0017)	Volunteer Service Case Files - Volunteer Applicant Rejected.	Temporary. Cutoff when volunteer application rejected.	Destroy when 1 year old.	NEW					
1200.01	Pending NARA approval	Reserve Mobilization and Training Records	Temporary. Cutoff at end of CY.	Destroy when 4 years old	1300.16	Reserve Affairs.	NI-361-91-17 (310.46)	Destroy 2 years after separation or release from mobilization designation, or after supersession or obsolescence, or after 5 years, as applicable.		
1200.03	Pending NARA approval	Reserve Organization Force Management Records	Temporary. Cutoff at end of CY.	Destroy when 4 years old	NEW					
1400.01	GRS 2.2, Item 010 (DAA-GRS-2017-0007-0001)	Employee Management Administrative Records	Temporary. Cutoff at end of CY.	Destroy after 3 years.	1400.2					
1400.03	GRS 2.3, Item 080 (DAA-GRS-2018-0002-0009)	Merit Systems Protection Board (MSPB) case files.	Temporary. Cutoff at end of Event.	Destroy 3 years after final resolution of case.	NEW					
1400.05	GRS 2.2, item 070 (DAA-GRS-2017-0007-0008)	Employee Performance Files-- Acceptable Performance Appraisals of Non-Senior Executive Service Employees.	Temporary. Cutoff at end of Event.	Destroy no sooner than 4 years after date of appraisal.	1400.43.02					
1400.06	GRS 2.2, Item 071 (DAA-GRS-2017-0007-0009)	Employee Performance Files-- Unacceptable Performance Appraisals of Non-Senior Executive Service Employees.	Temporary. Cutoff at end of Event.	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.	1400.43.01					
1400.07	GRS 2.2, Item 072 (DAA-GRS-2017-0007-0010)	Employee Performance Files-Records of Senior Executive Service Employees.	Temporary.	Destroy no sooner than 5 years after date of appraisal.	1400.43.05					
1400.08	GRS 2.2, Item 073 (DAA-GRS-2017-0007-0011)	Employee Performance Files: Suspended Performance related records.	Temporary. Cutoff after event.	Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed.	1400.43.04					
1400.10	GRS 2.2, Item 040 (DAA-GRS-2017-0007-0004)	Official Personnel Folders (OPF)/electronic OPF (eOPF): Long-term records.	Temporary. Cutoff at end of Event.	Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner.	1400.60	Official Personnel Folders (OPF)/electronic OPF (eOPF): Long-term records.	GRS 2.2, Item 040 (DAA-GRS-2017-0007-0004)			
1400.11	GRS 2.2, Item 041 (DAA-GRS-2017-0007-0005)	Official Personnel Folders: Short-term Records		Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier.	1400.60.01	Official Personnel Folders: Short-term Records	GRS 2.2, Item 041 (DAA-GRS-2017-0007-0005)			
1401.01	DAA-0361-2015-0002-0001	NAF Establishment.	Temporary. Cutoff at end of Event.	Event is upon supersession or destroy with related fund account records on dissolution of the fund, as appropriate. Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.	7305.1	Event is upon supersession or destroy with related fund account records on dissolution of the fund, as appropriate. 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.	DAA-0361-2015-0002-0001			
1401.02	NC1-330-80-3, Item 1 (Note: this is a DoD disposition authority and is approved for DLA use per NARA Archivist to DLA)	NAF Official Folders.	Temporary. Cutoff at end of Event. Event is after latest separation from NAF service.	Transfer of employee: Transfer folder to new Federal employing office. 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.	7305.26					
1401.03	NC1-330-80-3, Item 12 (Note: this is a DoD disposition authority and is approved for DLA use per NARA Archivist to DLA)	NAF Employment Application Records.	Temporary.	Destroy when 6 months old.	7305.27					
1401.04	DAA-0361-2015-0002-0002	NAF Minutes of Meetings.	Temporary. Cutoff at end of Event.	Event is action prescribed within the recorded minutes of meeting if completed. Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event.	7305.2		DAA-0361-2015-0002-0002	Event is action prescribed within the recorded minutes of meeting if completed. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event.		
1401.05	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	NAF Financial Transactions Records.	Temporary. Cutoff at end of FY.	Destroy 10 years after final payment or cancellation. *Note- Retention extension is in concurrence with DoD Memo for financial records and is authorized by NARA GRS 1.1, Item 010.	7305.3	NAF Statements and Reports.	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Destroy 10 years after final payment or cancellation. *Note- Retention extension is in concurrence with DoD Memo for financial records and is authorized by NARA GRS 1.1, Item 010.		
					7305.4	NAF Accounts	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Destroy 10 years after final payment or cancellation. *Note- Retention extension is in concurrence with DoD Memo for financial records and is authorized by NARA GRS 1.1, Item 010.		
					7305.8	Individual Transactions	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Destroy 10 years after final payment or cancellation. *Note- Retention extension is in concurrence with DoD Memo for financial records and is authorized by NARA GRS 1.1, Item 010.		
1401.07	DAA-0361-2015-0002-0003	Subsidiary Records to NAF Accounts.	Temporary. Cutoff at end of FY.	Destroy 1 year after cutoff or when no longer needed.	7305.5					
1401.11	DAA-0361-2015-0002-0005	Check Cashing Privileges.	Temporary. Cutoff at end of Event. Event is after termination of suspension or similar notices.	Keep until event occurs, then destroy 1 year after the event.	7305.7		DAA-0361-2015-0002-0005	Keep in CFA until event occurs, then destroy 1 year after the event.		
1401.12	DAA-0361-2015-0002-0006	NAF Report of Audit Files.	Temporary. Cutoff at end of FY	Destroy after 3 years or on discontinuance, whichever is first.	7305.9					

1401.15	Pending NARA approval	Physical Inventories.	Temporary. Cutoff at end of FY.	Keep until no longer needed for conducting business, but not longer than 6 years, then destroy/delete.	7305.17		DAA-0361-2015-0002-0008	Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.		
1401.16	GRS 1.1, Item 040 (DAA-GRS-2013-0003-0012)	NAF Stock Records.	Temporary. Cutoff at end of FY.	Keep until no longer needed for conducting business, but not longer than 6 years, then destroy.	7305.18					
1401.17	Pending NARA approval	NAF Property Records.	Temporary. Cutoff at end of Event. Event is after final disposition of property.	Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy/delete.	7305.19		DAA-0361-2015-0002-0009	Keep in Central File Area until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.		
1401.22	Pending NARA approval	Alcoholic Beverage Decalcumonia Control.	Temporary. Cutoff at end of Event.	Keep until no longer needed for conducting business, but not longer than 6 years, then destroy/delete.	7305.22		DAA-0361-2015-0002-0012	Keep in Central File Area until no longer needed for conducting business, but not longer than 6 years, then destroy.		
1401.24	Pending NARA approval	NAF Utility Service Agreements.	Temporary. Cutoff at end of Event. Event is after termination of the agreement.	Keep until event occurs and then until no longer needed for conducting business, then retire to RHA. The RHA will destroy/delete the record 2 years after the event.	7305.24		DAA-0361-2015-0002-0014	Keep in Central File Area 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.		
1402.01	GRS 2.4, Item 090 (DAA-GRS-2016-0015-0011)	Incentive Package Records.	Temporary. Cutoff at End of Event.	Destroy 3 years after date of approval, completion of service agreement, or termination of incentive or differential payment, whichever is later.	1400.20					
1402.05	GRS 2.1, Item 050 (DAA-GRS-2017-0011-0001)	Job vacancy case files. Records of one-time competitive and Senior Executive Service announcements/selections.	Temporary. Cutoff at end of CY or Event.	Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.	1400.22	Job Vacancy Case Files. Records of one-time competitive and Senior Executive Service announcements/selections	GRS 2.1, Item 050 (DAA-GRS-2014-0002-0006)	Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.		
1402.06	GRS 2.1, Item 051 (DAA-GRS-2017-0011-0002)	Job vacancy case files. Records of standing register competitive files for multiple positions filled over a period of time.	Temporary. Cutoff at end of Event.	Destroy 2 years after termination of register.	1400.22.01	Job vacancy case files. Records of standing register competitive files for multiple positions filled over a period of time.	GRS 2.1, Item 051 (DAA-GRS-2014-0002-0007)	Destroy 2 years after termination of register.		
1402.13	GRS 2.1, Item 150 (DAA-GRS-2014-0002-0021)	Records of Delegation of Authority for Examination and Certification.	Temporary. Cutoff at end of Event.	Destroy 3 years after agreement terminates.	1400.23					
1402.19	GRS 2.1, Item 160 (DAA-GRS-2014-0002-0022)	Audits. Delegated Authority Audits.	Temporary. Cutoff at end of Event. Destroy 3 years after day of audit report		1400.35					
1402.22	GRS 2.1, Item 090 (DAA-GRS-2014-0002-0008)	Interview Records.	Temporary. Cutoff at end of Event.	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.	1400.38					
1402.25	GRS 2.1, Item 110 (DAA-GRS-2014-0002-0018)	Excepted Service 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(a).	Temporary. Cutoff at end of Event	Destroy 5 years after candidate enters on duty, is no longer under consideration, or declines offer.	1400.51	Handicapped Individuals Appointment Case Files	GRS 2.1, Item 090 (DAA-GRS-2014-0002-0008)			
1402.26	GRS 2.1, Item 111 (DAA-GRS-2014-0002-0019)	Excepted Service Appointment Case Files- Case files related to all other appointees.	Temporary. Cutoff at end of Event.	Destroy 2 years after candidate enters on duty, is no longer under consideration, or declines offer.	NEW					
1402.28	GRS 2.1, Item 120 (DAA-GRS-2014-0002-0016)	Special Hiring Authority Program Records.	Temporary. Cutoff at end of Event.	Destroy 2 years after hiring authority closes.	1400.64	Special Hiring Authority Program Records.	GRS 2.1, Item 120 (DAA-GRS-2014-0002-0016)			
1402.29	GRS 2.1, Item 130 (DAA-GRS-2014-0002-0017)	Individual Employees Hired Under Special Temporary Authority.	Temporary. Cutoff at end of Event.	Destroy 2 years after employee is converted to a permanent position or leaves a program.	1400.65					
1402.31	GRS 2.1, Item 143 (DAA-GRS-2014-0002-0010)	Pre-appointment Files: Background Investigation or Vetting of Prospective Employee-Copies of Records included in Job Vacancy Case File).		Forward to appropriate security officer after prospective employee enters on duty, declines appointment, or is no longer a candidate.	1400.66					
1402.32	Filing instructions, GRS 2.1, Item 141	Pre-appointment Files: Records appropriate for inclusion in OPF. Prospective employees who enter on duty.		Forward to appropriate human resources office to include in OPF after employee enters on duty.	1400.66.01					
1402.35	GRS 2.2, Item 060 (DAA-GRS-2017-0007-0007)	Employment Eligibility Verification Records.	Temporary. Cutoff at end of Event.	Destroy 3 years after employee separates from service or transfers to another agency.	1400.3.02					
1402.38	GRS 2.1, Item 180 (DAA-GRS-2018-0008-0003)	Recruitment records.	Temporary. Cutoff at end of CY.	Destroy when 1 year old	NEW					
1404.01	GRS 2.1, Item 080 (DAA-GRS-2014-0002-0013)	Requests for Non-Competitive Personnel Action.	Temporary. Cutoff at end of CY	Cutoff annually. Destroy 1 year after approval is granted or denied.	1400.32					
1405.01	GRS 2.1, Item 010 (DAA-GRS-2014-0002-0001)	Position Classification Standards.	Temporary. Cutoff at end of Event.	Destroy 2 years after standard is superseded, canceled, or disapproved by OPM (as appropriate).	1400.12					
1405.04	GRS 2.1, Item 020 (DAA-GRS-2014-0002-0002)	Position Descriptions (PDs) - Official Record Copy of Position Description	Temporary. Cutoff at end of Event.	Destroy 2 years after position is abolished or description is superseded.	1400.13					
1405.05	GRS 2.1, Item 022 (DAA-GRS-2014-0002-0003)	Position Descriptions (PDs) - All other related records.	Temporary. Cutoff at end of Event.	Destroy when position description is final or no longer needed.	1400.13.01					
1405.08	GRS 2.1, Item 030 (DAA-GRS-2014-0002-0004)	Position Reviews and Classification Appeals.	Temporary. Cutoff at end of Event.	Destroy 3 years after final decision.	1400.16					
1405.12	GRS 2.1, Item 040 (DAA-GRS-2014-0002-0005)	Certificates of Classification.	Temporary. Cutoff at end of Event	Destroy 2 years after position is abolished or description is superseded.	1400.17					
1412.01	Filing instructions per GRS 2.5, Item 040	Individual Employee Separation Records. Required to be placed in Separating Employee's OPF.		File on left side (short-term) or right side (long-term) of the Official Personnel Folder (OPF), as appropriate.	1400.60.04					
1412.05	GRS 2.5, Item 020 (DAA-GRS-2014-0004-0003)	Individual Employee Separation Case Files.	Temporary. Cutoff at end of Event.	Destroy 1 year after date of separation or transfer.	1400.60.03					
1412.08	GRS 2.5, Item 050 (DAA-GRS-2016-0007-0001)	Phased Retirement: Administrative Records.	Temporary. Cutoff at end of CY.	Destroy when 3 years old or 3 years after revision or replacement.	1400.70	Decedent Claims	NN-168-94 (434.64)	Destroy after 10 years		
1412.09	GRS 2.5, Item 051 (DAA-GRS-2016-0007-0002)	Phased Retirement: Individual Case Files.	Temporary. Cutoff at end of CY.	Destroy 1 year after employee participation concludes or the employee retires.	1400.70.01					
1412.11	GRS 2.5, Item 010 (DAA-GRS-2014-0004-0001)	Separation Program Management Records. Records NOT specific to an agency separation initiative.	Temporary. Cutoff at end of CY.	Destroy when superseded or obsolete.	1400.36					

1412.12	GRS 2.5, Item 011 (DAA-GRS-2014-0004-0002)	Separation Program Management Records: Records specific to an agency separation initiative.	Temporary. Cutoff at end of Event.	Destroy 2 years after date of program closure	1400.36.01					
1416.01	GRS 2.4, Item 010 (DAA-GRS-2019-0004-0001)	Records Used to Calculate Payroll, Arrange Paycheck Deposit, and Change Previously Issued Paychecks.	Temporary. Cutoff at end of Event.	Destroy 3 years after paying agency or payroll processor validates data	7000.18					
					7305.13	NAF Payroll Deductions	GRS 2.4, Item 010 (DAA-GRS-2016-0015-0001)	Destroy 2 years after employee separation or retirement.		
1416.03	GRS 2.4, Item 020 (DAA-GRS-2016-0015-0002)	Tax withholding and adjustment documents.	Temporary. Cutoff at end of Event.	Destroy 4 years after superseded or obsolete or upon separation of employee.	7000.55					
					7305.12	Tax Withholding and Adjustment Documents	GRS 2.4, Item 020 (DAA-GRS-2016-0015-0002)	Destroy 4 years after superseded or obsolete or upon separation of employee.		
1416.07	GRS 2.4, Item 035 (DAA-GRS-2018-0001-0001)	Phased-retirement employees' overtime documentation.	Temporary. Cutoff at end of CY.	Destroy when 6 years old.	NEW					
1416.10	GRS 2.4, Item 040 (DAA-GRS-2016-0015-0004)	Agency Payroll Record for Each Pay Period.	Temporary.	Destroy when 56 years old.	7000.48					
1416.13	GRS 2.4, Item 050 (DAA-GRS-2016-0015-0005)	Wage and tax statements.	Temporary. Cutoff at end of CY.	Destroy after 4 years.	7000.60					
					7305.14	NAF Wage and Tax Statements	GRS 2.4, Item 050 (DAA-GRS-2016-0015-0005)	Destroy after 4 years		
1416.15	GRS 2.4, Item 060 (DAA-GRS-2016-0015-0006)	Payroll Program Administrative Records - Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes.	Temporary.	Cutoff at end of CY. Destroy when 2 years old.	7000.46.01					
1416.16	GRS 2.4, Item 061 (DAA-GRS-2016-0015-0007)	Payroll Program Administrative Records - Payroll system reports providing fiscal information on agency payroll.	Temporary.	Destroy when 3 years old or after GAO audit, whichever comes sooner.	7000.46.02					
1416.20	GRS 2.4, Item 080 (DAA-GRS-2016-0015-0010)	Wage survey files.	Temporary. Cutoff at end of Event.	Destroy after completing second succeeding survey in the specific wage area (i.e., retain records of the two most recently completed surveys)	1400.19	Wage Surveys and Pay Adjustment Determination	NI-361-91-17 (350.55)	Destroy when superseded or obsolete		
1416.22	Filing Instructions, GRS 2.4, Item 110	Requests for health benefits under spouse equity - Successful applications, including those denied and successfully appealed.		Transfer to appropriate retirement system after enrollment is cancelled or terminated, or annuity payment begins.	New					
1416.23	GRS 2.4, Item 111 (DAA-GRS-2016-0015-0014)	Requests for health benefits under spouse equity - Denied applications.	Temporary. Cutoff at end of Event.	Destroy 1 year after original denial, denial of appeal, or final court order, whichever is appropriate.	1400.48.01					
1416.25	GRS 1.1, Item 050 (DAA-GRS-2013-0003-0003)	Construction contractors' payroll files.	Temporary. Cutoff at end of Event.	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.	7000.5					
1424.01	GRS 2.4, Item 071 (DAA-GRS-2016-0015-0009)	Donated Leave Program Individual Case Files.	Temporary. Cutoff at end of Event.	Destroy 1 year after the employee receiving leave is no longer participating in the program.	1400.50					
1424.02	GRS 2.4, Item 070 (DAA-GRS-2016-0015-0008)	Donated Leave Program Administrative Records.	Temporary. Cutoff at end of CY.	Destroy when 3 years old.	1400.50.01					
1424.05	GRS 2.4, Item 140 (DAA-GRS-2016-0015-0019)	Family Medical Leave Act program administrative records.	Temporary. Cutoff at end of Event.	Destroy 3 years after superseded or obsolete	NEW					
1424.06	GRS 2.4, Item 141 (DAA-GRS-2016-0015-0020)	Family Medical Leave Act program individual case files.	Temporary. Cutoff at end of Event.	Destroy 3 years after conclusion of leave being taken	NEW					
1426.01	GRS 2.3, Item 010 (DAA-GRS-2022-0001-0001)	Employee relations programs' administrative records.	Temporary. Cutoff at end of CY.	Destroy when 3 years old	1445.1	EEO Program Files	GRS 2.3, Item 010 (DAA-GRS-2018-0002-0001)	Destroy when 3 years old		
					1445.3	EEO Advisory Services.	NI-361-90-04 (140.10)	Destroy when superseded, obsolete or no longer needed		
					1445.10	EEO Committee	NI-361-90-04 (140.60)	Destroy after 3 years, when superseded or obsolete, whichever is applicable		
1426.03	GRS 2.3, Item 130 (DAA-GRS-2018-0002-0015)	Labor management relations agreement negotiation records: Office(s) Responsible for negotiations.	Temporary. Cutoff at end of Event.	Destroy 5 years after expiration of agreement.	1400.45	Labor management relations agreement negotiation records: Office(s) Responsible for negotiations.	GRS 2.3, Item 050 (DAA-GRS-2015-0007-0014)	Destroy 5 years after expiration of agreement.		
1426.04	GRS 2.3, Item 090 (DAA-GRS-2018-0002-0010)	Labor arbitration (negotiated grievance procedure) case records.	Temporary.	Destroy 3 years after close of case.	1400.45.01	Labor Management Relations General and Case Files: Other Offices.	GRS 2.3, Item 051 (DAA-GRS-2015-0007-0015)	Destroy when superseded or obsolete.		
					1400.46	Labor Arbitration General and Case Files.	GRS 2.3, Item 052 (DAA-GRS-2015-0007-0016)	Destroy 5 years after final resolution of case.		
1426.08	GRS 2.3, Item 100 (DAA-GRS-2018-0002-0011)	Federal Labor Relations Authority (FLRA) case files.	Temporary. Cutoff at end of Event.	Destroy 3 years after final resolution of case.	NEW					
1426.11	GRS 2.7, Item 090 (DAA-GRS-2017-0010-0014)	Employee Assistance Program (EAP) Counseling Records - Records related to employee performance or conduct.		Destroy once employee has met condition(s) specified by agreement or adverse action or performance-based action case file has been initiated.	NEW					
1426.15	GRS 2.7, Item 091 (DAA-GRS-2017-0010-0015)	Employee Assistance Program (EAP) Counseling Records - Records Nat. Related to Performance or Conduct.	Temporary. Cutoff at end of Event.	Destroy 7 years after termination of counseling for adults or 3 years after a minor reaches the age of majority, or when the state-specific statute of limitations has expired for contract providers subject to state requirements	1400.41	Counseling Files	GRS 1, Item 26a	Destroy 3 years after termination of counseling		
1426.17	GRS 2.3, Item 060 (DAA-GRS-2018-0002-0006)	Administrative Grievance, Disciplinary, Performance-based, and Adverse Action Case Files.	Temporary. Cutoff at end of Event.	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.	1400.42	Administrative Grievance Files	GRS 2.3, Item 060 (DAA-GRS-2015-0007-0017)	Destroy 7 years after case is closed.		
					1400.42.01	Performance-based action files	GRS 2.3, Item 062 (DAA-GRS-2015-0007-0023)	Destroy 7 years after case is closed.		
					1400.40	Adverse Action Files	GRS 2.3, Item 061 (DAA-GRS-2015-0007-0018)	Destroy 7 years after case is closed.		
1432.01	GRS 2.2, Item 030 (DAA-GRS-2017-0007-0003)	Employee Incentive Award Records.	Temporary. Cutoff at end of CY.	Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later.	1400.53					
					1300.6	Decorations and Awards Presentation	NI-361-91-17 (310.19)	Destroy after 1 year		This was not listed on the original SF-115
					1300.7	Awards and Decorations Special Orders	NI-361-91-17 (310.20)	Destroy after 10 years		

1432.04	GRS 2.2, Item 030 (DAA-GRS-2017-0007-0003)	Employee Suggestion Program.	Temporary. Cutoff at end of CY.	Destroy 5 years after disapproval, completion of testing, or permanent implementation, as applicable.	(5010.14.01; 02.04)	Employee Suggestion Program: HQ DLA	N1-361-92-03 (212.80A)(1)	Destroy after 5 years		
					5010.14.02	Employee Suggestion Program Other Activities	N1-361-92-03 (212.80A)(2)	Destroy when superseded, obsolete, or no longer needed for reference		
					5010.14.03	Employee Suggestion Program: HQ DLA and Major Subordinate Command (MSC) Suggestion Managers	N1-361-92-03 (212.80B)(1)	Destroy 3 years after disapproval, completion of testing, or permanent implementation, as applicable		
					5010.14.04	Employee Suggestion Program Other Activities	N1-361-92-03 (212.80B)(2)	Destroy when superseded, obsolete, or no longer needed for reference		
1438.03	GRS 2.4, Item 101 (DAA-GRS-2016-0015-0013)	Workers' Compensation (personnel injury compensation) records.	Temporary. Cutoff at end of Event.	Destroy 15 years after computation ceases or when deadline for filing a claim has passed.	1400.49 1400.49.01	Workers' Compensation Claimant's Files.	DAA-0361-2017-0009-0001	Event is after closed by Dept of Labor. Destroy/Delete 10 years after event.		
1438.06	DAA-0361-2021-0022-0003	Sexual Assault Prevention and Response (SAPR) Case Files.	Temporary. Cutoff at end of Event.	Delete 50 years after date of report.	NEW					
1438.10	GRS 2.7, Item 063 (DAA-GRS-2021-0003-0001)	Vaccination Attestations and Proof of Vaccination Records: Federal Employees and Contractors.	Temporary. Cutoff at end of CY.	Destroy when 3 years old.	NEW					
1438.12	GRS 2.7, Item 064 (DAA-GRS-2021-0003-0002)	Vaccination Attestations and Proof of Vaccination Records: Visitors	Temporary. Cutoff at End of Visit.	Destroy when 30 days old.	NEW					
1438.15	GRS 2.7, Item 065 (DAA-GRS-2021-0003-0003)	Symptom Screening and Testing Record: Federal Employees.	Temporary. Cutoff at End of CY.	Destroy when 1 year old.	NEW					
1438.16	GRS 2.7, Item 065a (DAA-GRS-2021-0003-0004)	Symptom Screening and Testing Record: Contractors and Visitors	Temporary. Cutoff at End of Visit.	Destroy when 30 days old.	NEW					
1440.01	GRS 2.3, Item 010 (DAA-GRS-2018-0002-0001)	Affirmative Action Program.	Temporary. Cutoff at end of CY.	Destroy after 5 years or when administrative purposes have been served, whichever is sooner.	1445.5	Affirmative Action Program.	N1-361-90-04 (140.30)	Destroy after 5 years or when administrative purposes have been served, whichever is sooner.		
					1445.6	Community Relations: HQ DLA.	N1-361-90-04 (140.40A)	Destroy after 5 years.		
					1445.6.01	Community Relations: Other Activities	N1-361-90-04 (140.40B)	Destroy when superseded, obsolete, or no longer needed		
1440.07	GRS 2.3, Item 110 (DAA-GRS-2018-0002-0012)	EEO Complaint Case Files: Informal Process.	Temporary. Cutoff at end of Event.	Destroy 3 years after resolution of case.	1445.7	EEO Complaint Case Files: Informal Process.	GRS 2.3, Item 031 (DAA-GRS-2015-0007-0007)			
					1445.8	EEO Case Files that Did Not result in an EEO Complaint.	GRS 2.3, Item 033 (DAA-GRS-2015-0007-0009)	Destroy 2 years after final resolution of case		
1440.08	GRS 2.3, Item 111 (DAA-GRS-2018-0002-0013)	EEO Discrimination Complaint Case Files: Formal Process.	Temporary. Cutoff at end of Event.	Destroy 7 years after resolution of case.	1445.7.01	EEO Discrimination Complaint Case Files: Formal Process.	GRS 2.3, Item 032 (DAA-GRS-2015-0007-0008)			
1440.12	GRS 2.3, Item 020 (DAA-GRS-2022-0001-0002)	Reasonable Accommodation Case Files.	Temporary. Cutoff at end of Event.	Destroy 3 years after employee separation from the agency or all appeals are concluded, whichever is later.	1445.9.01	Reasonable Accommodation Case Files.	GRS 2.3, Item 020 (DAA-GRS-2015-0007-0004)	Destroy 3 years after being superseded		
					1445.9.02	Reasonable Accommodation Employee Case Files.	GRS 2.3, Item 021 (DAA-GRS-2015-0007-0005)	Destroy 3 years after employee separation from the agency or all appeals are concluded, whichever is later.		
1440.15	GRS 2.3, Item 120 (DAA-GRS-2018-0002-0014)	Records documenting contractor compliance with EEO regulations.	Temporary. Cutoff at end of CY.	Destroy when 7 years old	1445.9	EEO Compliance Review Files	GRS 2.3, Item 034 (DAA-GRS-2015-0007-0010)	Destroy when 7 years old		
1440.17	GRS 2.3, Item 050 (DAA-GRS-2018-0002-0005)	Harassment Complaint Case Files.	Temporary. Cutoff at end of CY.	Destroy 7 years after close of case	1445.11.01	Anti-harassment Program Files	GRS 2.3, Item 040 (DAA-GRS-2015-0007-0012)	Destroy after 3 years, when superseded or obsolete, whichever is applicable		
					1445.11.02	Anti-harassment Complaint Case Files	GRS 2.3, Item 041 (DAA-GRS-2015-0007-0013)	Destroy when 7 years old.		
1442.01	GRS 2.3, Item 040 (DAA-GRS-2018-0002-0004)	Telework/Alternative Worksite Program Files	Temporary. Cutoff at end of CY.	Destroy when superseded or obsolete or 1 year after end of employee's participation in program, whichever is sooner.	1400.69					
1442.05	GRS 1.1, Item 090 (DAA-GRS-2018-0003-0001)	Government Purchase Card and Travel Credit Card Application and Approval Records.	Temporary. Cutoff at end of Event.	Destroy upon card holder separation or when card is returned to office and destroyed, as appropriate.	NEW					
1442.06	GRS 5.6, Item 50 (DAA-GRS-2017-0006-0006)	Records of Credit Card Abuse.	Temporary. Cutoff at end of Event.	Destroy 3 years after completion of investigation or when 3 years old, whichever is later.	NEW					
1442.10	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	Culture Climate Survey.	Temporary. Cutoff at end of Event.	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	NEW					
1442.12	GRS 2.3, Item 030 (DAA-GRS-2018-0002-0003)	Dislocated Worker Program Case Files (Priority Placement Program).	Temporary. Cutoff at end of Event.	Destroy 1 year after employee eligibility for program expires.	NEW					
1442.15	GRS 2.4, Item 130 (DAA-GRS-2016-0015-0017)	Transportation Subsidy Program Administrative Records	Temporary. Cutoff at end of FY.	Destroy when 3 years old.	5300.30.02					
1442.16	GRS 2.4, Item 131 (DAA-GRS-2016-0015-0018)	Transportation Subsidy Program Individual Case Files	Temporary. Cutoff at end of Event.	Destroy 2 years after employee participation concludes	5300.30.03					
2000 Schedule Crosswalk										
2000.04	Pending NARA approval	International Community Liaison.	Temporary. Cutoff at end of CY.	Destroy after 3 years.	2000.4	International Community Liaison.	N1-361-94-3 (220.20)			
2000.05	Pending NARA approval	NATO Mutual Support Act (NMSA) Files.	Temporary. Cutoff at end of Event.	Destroy 5 years after expiration of agreement is closed	2000.5	NATO Mutual Support Act (NMSA) Files.	N1-361-94-3 (220.30)			
2000.07	Pending NARA approval	Foreign Liaison	Temporary. Cutoff at end of Event.	Destroy 3 years after approval.	2000.7	Foreign Liaison	N1-361-94-3 (220.50)			
2000.10	Pending NARA approval	AC/135 Panel A Meeting Minutes	Temporary. Cutoff at end of CY.	Destroy after 3 years.	2000.10		N1-361-91-18 (752.10)			
2140.01	Pending NARA approval	Foreign Military Sales Case Files-Excess Property	Temporary. Cutoff at end of final Case closure.	Destroy/Delete 10 years after final case closure.	4140.28	Foreign Military Sales Case Files	N1-361-87-1 (985.40)	Destroy 6 years and 3 months after all aspects of the sale are complete		
2140.02	Pending NARA approval	Foreign Military Sales Case Files-Cataloging Services	Temporary. Cutoff at end of final statement.	Destroy/Delete 10 years after final case closure.	4140.36	Foreign Military Sales Case Files	N1-361-91-18 (752.16)	Destroy when no longer needed for reference.		
2140.04	Pending NARA approval	Foreign Military Sales (FMS) Functional System Changes.	Temporary. Review annually.	Destroy/Delete when no longer needed for reference	4140.3	Foreign Military Sales (FMS) Functional System Changes.	N1-361-92-1 (910.10)			
2140.07	Pending NARA approval	Foreign Military Sales (FMS) Discrepancies.	Temporary. Cutoff at end of CY.	Destroy/Delete after 3 years.	4140.36	Foreign Military Sales (FMS) Discrepancies.	N1-361-92-1 (930.32)			
2140.09	Pending NARA approval	Foreign Military Sales (FMS) Transportation Case Files.	Temporary. Cutoff at end of FY.	Destroy/Delete when 30 years old.	4500.9	Foreign Military Sales (FMS) Transportation Case Files.	N1-361-95-1 (940.05)	Maintain in current file area for 2 years, then retire to Federal Records Center. Destroy when 30 years old.		
2140.12	GRS 5.5, Item 020 (DAA-GRS-2016-2012-0002)	Transportation Movement Files: FMS Shipments.	Temporary. Cutoff at end of Event.	Destroy/Delete 2 years after final shipment.	4500.17	Transportation Movement Files: FMS Shipments.	N1-361-91-10 (945.45A)			
2140.15	Pending NARA approval	Shipping Manifests: FMS Shipments.	Temporary. Cutoff at end of Event.	Destroy/Delete 2 years after final shipment.	4500.36		N1-361-91-10 (946.44a)			
2000 Schedule Crosswalk										
3020.01	GRS 5.3, Item 010 (DAA-GRS-2016-0004-0001)	Continuity of Operations (COOP) Planning and Related Emergency Planning Files.	Temporary. Cutoff at end of CY.	Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable.	6055.52					
3020.04	Pending NARA approval	War and Emergency Support Plan(s)-Office of Responsibility.	PERMANENT. Cutoff at end of CY in which the event ends.	Retain for 3 years, then transfer to Federal Records Center. Transfer to the National Archives after 10 years in FRC.	5010.18	War and Emergency Support Planning: HQ DLA	NC1-361-76-5 (214.15A)	Retain in current files area for 3 years, then transfer to Federal Records Center. Transfer to the National Archives after 10 years in FRC.	Yes	

3020.05	DAA-0361-2021-0018-0001	War and Emergency Support Plan(s)-other offices.	Temporary. Cutoff at end of CY in which the event ends.	Destroy/delete when 5 years old.	5010.18.01	War and Emergency Support Plan(s)-other offices.	NC1-361-76-5 (214.15B)			
3110.01	Pending NARA approval	Quality Assurance Program/Project and Correspondence Files.	PERMANENT. Cutoff at end of CY.	Retain for 30 years and then transfer to the National Archives.	4155.1	Quality Assurance Program/Project Files: HQ DLA.	N1-361-91-14 (770.01A)	Transfer to National Archives in 5-year blocks when 30 years old.	Yes	
					4155.2	Quality Assurance Correspondence Files: HQ DLA.	N1-361-91-14 (770.02A)		PERMANENT. Cutoff at end of CY. Transfer to National Archives in 5-year blocks when 30 years old.	
3110.03	Pending NARA approval	International Organization for Standardization (ISO) Quality System Records.	Temporary. Cutoff at end of CY.	Destroy/delete 3 years after completion of action.	4155.3	International Organization for Standardization (ISO) Quality System Records.	N1-361-97-4 (770.04)	Destroy 3 years after completion of action.		
3110.04	Pending NARA approval	Professional Development and Certification	Temporary. Cutoff at end of CY.	Destroy/delete when no longer needed, or if employee transfers, forward to gaining organization required.	4155.4	Professional Development and Certification	N1-361-91-14 (770.13)	Destroy when no longer needed, or if employee transfers, forward to gaining organization required.		
3110.05	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	Quality Assurance Program Evaluations	Temporary. Cutoff at end of Event.	Destroy/delete 2 years after evaluation or completion of corrective action, whichever occurs first.	4155.5	Quality Assurance Program Evaluations: Routine.	N1-361-91-14 (773.10A)	Destroy/delete after 2 years.		
					4155.5.01	Quality Assurance Program Evaluations: Non-Routine.	N1-361-91-14 (773.10B)	Destroy/delete 2 year after completion of corrective action.		
3110.07	Pending NARA approval	Contract Requirements and Briefs	Temporary. Cutoff at end of Event.	Destroy/delete 1 year after completion of contract.	4155.6	Contract Requirements and Briefs	N1-361-91-14 (773.15)			
3110.08	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	Quality Assurance Contracts.	Temporary. Cutoff at end of Event.	Destroy 2 years after close of contract except: (1) If a NASA contract, and NASA has prescribed a retention period of longer than 2 years, the retention period shall be as prescribed. (2) If the Contract contains a warranty provision for a period greater than 2 years, the retention period shall be the warranty period. (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.	4155.7	Quality Assurance Contracts.	NC1-361-76-16 (773.16)			
3110.12	Pending NARA approval	Support Actions.	Temporary. Cutoff at end of Event.	Destroy/delete 2 years after contract closure.	4155.9	Support Actions.	N1-361-91-14 (773.25)			
3110.13	Pending NARA approval	Lab Testing.	Temporary. Cutoff at end of CY.	Destroy/delete after 2 years or when no longer needed for reference, whichever is longer.	4155.10	Lab Testing.	N1-361-91-14 (773.30)			
3110.15	GRS 5.6, Item 081 (DAA-GRS-2017-0006-0011)	Contractor Facility Assessment and Surveillance.	Temporary. Cutoff at end of Event.	Destroy/delete 3 years after termination or completion.	4155.12	Contractor Facility Assessment and Surveillance.	N1-361-91-14 (773.40)			
3110.16	GRS 5.6, Item 100 (DAA-GRS-2021-0001-0004)	Contractor Mishaps	Temporary. Cutoff at end of Event.	Destroy 6 years and 3 months after litigation has closed or when no longer needed for reference, whichever is later.	4155.13	Contractor Mishaps	N1-361-91-14 (773.45)			
3110.18	GRS 2.7, Item 030 (DAA-GRS-2017-0010-0003)	Specialized Safety	Temporary. Cutoff at end of CY.	Destroy/delete after 6 years.	4155.15		NC1-361-81-13 (773.60)			
					4155.17	Contractor Specialized Safety	NC1-361-81-13 (773.70)	Destroy after 3 years or when no longer needed for current operations, whichever is later.		
3110.19	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	Specialized Safety Surveys	Temporary. Cutoff at end of CY.	Destroy/delete 2 years after completion of required actions.	4155.16		NC1-361-81-13 (773.65)			
3110.21	Pending NARA approval	Contractor and Government Entity Code (CAGE) Files.	Temporary. Cutoff at end of Event.	Delete 10 years after final payment.	4155.18		N1-361-91-14 (775.10)	Destroy 6 years and 3 months after final payment.		
3110.23	Pending NARA approval	Quality History Files: Item Files.	Temporary. Cutoff at end of CY.	Destroy/delete 3 years after item transfer.	4155.19		N1-361-91-14 (775.15A)			
3110.25	Pending NARA approval	Specification File.	Temporary. Cutoff at end of Event.	Destroy/delete 1 year after specification is revised or canceled.	4155.20		N1-361-91-14 (775.20)			
3110.27	Pending NARA approval	Strategic Network Optimization (SNO)	Temporary. Cutoff at end of CY.	Destroy/delete when 5 years old or when no longer needed for reference, whichever is later.	5010.16	Strategic Network Optimization (SNO): HQ DLA.	DAA-0361-2013-0007-0001 (5010.16)	Destroy when 5 years old.		
			Temporary. Cutoff at end of CY.		5010.16.01	Strategic Network Optimization (SNO): Other activities.	DAA-0361-2013-0007-0002 (5010.16.01)	Destroy when 5 years old or when no longer needed for reference, whichever is later.		
3110.35	GRS 5.7, Item 030 (DAA-GRS-2017-0008-0003)	DLA Quality Audit File.	Temporary. Review annually.	Destroy when superseded, obsolete, or no longer needed	4155.29		N1-361-91-14 (775.65)	Destroy/delete when no longer needed for reference.		
					4155.41	Quality Audit Support	N1-361-91-14 (777.65)	Destroy when no longer needed		
3110.37	DAA-0361-2017-0008-0001	Technical Data Files	Temporary. Cutoff at end of CY.	Destroy/delete 30 years after cutoff.	4155.30		N1-361-91-14			
3110.38	Pending NARA approval	National Stock Number (NSN) Audit Files.	Temporary. Cutoff at end of CY	Destroy/delete after 1 year.	4155.31		N1-361-91-14 (777.15)			
3110.39	GRS 5.4, Item 070 (DAA-GRS-2016-0011-0008)	Calibration Files	Temporary. Cutoff at end of CY-Review annually.	Destroy/delete when 3 years old, or when no longer needed, whichever is longer.	4155.32		N1-361-91-14 (777.20)			
3110.41	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	Quality Control Schedules	Temporary. Cutoff at end of CY.	Destroy/delete after 1 year.	4155.34		N1-361-91-14 (777.30)			
3110.42	GRS 1.1, Item 020 (DAA-GRS-2013-0003-0011)	Quality Audit Performance and Summary Files.	Temporary. Cutoff at end of Event. Review Annually.	Destroy/delete 3 years after completion of audit.	4155.36	Special Quality Audit Files.	N1-361-91-14 (777.40)	Destroy after 3 years.		
					4155.33	Quality Audit Summaries	N1-361-91-14 (777.25)	Destroy/delete after 1 year.		consolidated under a GRS item
					4155.35	Functional Quality Audit Files.	N1-361-91-14 (777.35)	Destroy after 1 year.		consolidated under a GRS item
					4155.40	Quality Data Evaluation Charts	N1-361-91-14 (777.60)	Destroy/delete after next update, or when no longer needed for reference.		consolidated under a GRS item
3110.44	GRS 5.7, Item 020 (DAA-GRS-2017-0008-0002)	Quality Audit Review, Response and Resolution Files.	Temporary. Cutoff at end of Event.		4155.38	Quality Audit Follow-up Files.	N1-361-91-14 (777.50)	Destroy/delete after 3 years.		consolidated under a GRS item
					4155.37	Quality Audit Discrepancy Files	N1-361-91-14 (777.45)	Destroy/delete after 1 year.		consolidated under a GRS item
					4155.39	Problem Resolution Files	N1-361-91-14 (777.55)	Destroy/delete after 3 years.		consolidated under a GRS item
3201.01	Pending NARA approval	Inspection, Testing, and Sampling	Temporary. Cutoff at end of Event.	Destroy/delete 2 years after contract closure.	4155.22	Inspection, Test and Sampling	N1-361-91-14 (775.30)			
			Temporary. Cutoff at end of Event.		4155.23	Verification Testing	N1-361-91-14 (775.35)	Destroy 2 years after contract closure.		
			Temporary. Cutoff at end of Event.		4155.24	Lab Testing.	N1-361-91-14 (775.40)	Destroy 2 years after contract closure.		
3300.01	GRS 5.7, Item 050 (DAA-GRS-2020-0001-0003)	Intelligence Reports	Temporary. Cutoff at end of CY	Destroy/delete after 10 years	5240.10		GRS 5.7, Item 050 (DAA-GRS-2017-0008-0005), NN-168-94 (152.05)			
3300.05	Pending NARA approval	OPSEC Survey Files	Temporary. Review annually.	Destroy/delete upon obsolescence or suppression	5240.29		N1-361-91-7 (156.20)			

3300.10	GRS 4.2, Item 020 (DAA-GRS-2016-0002-0001)	Access and Disclosure Request Files	Temporary. Cutoff at end of Event.	Destroy/delete 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later	5240.1					
3300.12	GRS 4.2, Item 032 (DAA-GRS-2016-0002-0003)	Classified Container Security Records	Temporary. Cutoff at end of Event.	Destroy/delete 90 days after last entry on form.	5240.8					
3300.15	GRS 4.2, Item 030 (DAA-GRS-2019-0001-0002)	Internal Information access and protection program operation records.	Temporary. Cutoff at end of CY.	Destroy/delete 2 years after last form entry, reply or submission; or when associated documents are declassified or destroyed; or when authorization expires, whichever is appropriate.	5240.3					
3300.17	GRS 4.2, Item 031 (DAA-GRS-2013-0007-0020)	Access Control Records	Temporary. Cutoff at end of Event.	Destroy when superseded or obsolete NOTE: Forms involved in investigations will be retained until completion of the investigation.	5240.7					
3300.20	GRS 4.2, Item 040 (DAA-GRS-2013-0007-0004)	Accounting for and control of access to classified, controlled unclassified and unclassified records and records regarding Mandatory classification review.	Temporary. Cutoff at end of Event.	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.	5240.9					
					5240.16	Top Secret Inventories	N1-361-91-7 (151.65)	Destroy/delete 1 year after completion of the next inventory, provided all material has been accounted for at that time		Replaced by GRS item.
3300.26	GRS 4.2, Item 121 (DAA-GRS-2015-0002-0003)	Classified Nondisclosure Agreements	Temporary.	Maintained separately from the individual's official personnel folder. Destroy when 50 years old. Legal citation: ICD 703; Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii)	5240.15 5240.17	Security Regarding Cases	N1-361-91-7 (151.21)	Destroy/delete after 3 years		Replaced by GRS item.
3300.29	GRS 5.6, Item 190 (DAA-GRS-2017-0006-0026)	Index to the Personnel Security Case Files.	Temporary. Cutoff at end of Event.	Destroy/delete when superseded or obsolete.	6055.4					
3300.30	GRS 5.6, Item 180 (DAA-GRS-2021-0001-0007)	Personnel Security Folders: Upon separation or transfer to a non DLA organization.	Temporary. Cutoff at end of CY	Destroy after 2 years	5240.18.01		GRS 5.6, Item 180 (DAA-GRS-2017-0006-0024), N1-361-91-7 (153.15a)			
3300.31	GRS 5.6, Item 181 (DAA-GRS-2021-0001-0008)	Personnel Security Folders	Temporary. Cutoff at end of CY.	Upon separation, place remaining documents in inactive file, cut off at end of calendar year, and Destroy/delete after 5 years	5240.19		GRS 5.6, Item 181 (DAA-GRS-2017-0006-0025), N1-361-91-7 (153.15b)			
3300.32	NARA approval not required- business rule for transfer instructions only.	Personnel Security Folders: Upon transfer to another DLA activity.	Temporary.	Forward to gaining activity	5240.18		N1-361-91-7 (153.15a)			
3300.35	GRS 5.6, Item 111 (DAA-GRS-2017-0006-0015)	Foreign Visitors	Temporary. Cutoff at end of CY.	Destroy/delete when 2 years old.	5240.21		N1-361-91-7 (153.50)	Retain in current files area and destroy 2 years after expiration of approval.		
3300.40	GRS 5.6, Item 210 (DAA-GRS-2017-0006-0028)	Insider Threat Administrative and Operations Records	Temporary Cutoff at end of CY.	Destroy/delete when 7 years old	NEW					
3300.41	GRS 5.6, Item 220 (DAA-GRS-2017-0006-0029)	Insider Threat Inquiry Records	Temporary. Cutoff at end of Event.	Destroy/delete 25 years after close of inquiry	NEW					
3300.42	GRS 5.6, Item 230 (DAA-GRS-2017-0006-0030)	Insider Threat Information	Temporary Cutoff at end of CY.	Destroy when 25 years old	NEW					
3300.43	GRS 5.6, Item 240 (DAA-GRS-2017-0006-0031)	Insider Threat User Activity Monitoring (UAM) data	Temporary. Cutoff at end of Event.	Destroy no sooner than 5 years after inquiry has been opened	NEW					
3300.50	GRS 4.2, Item 190 (DAA-GRS-2019-0001-0005)	CUI Program Implementation Records.	Temporary. Cutoff at end of CY.	Destroy when 7 years old.	NEW					
3300.51	GRS 4.2, Item 191 (DAA-GRS-2019-0001-0006)	CUI Information Sharing Agreements.	Temporary. Cutoff at end of Event. Event is when superseded or canceled.	Destroy 7 years after event.	NEW					
3300.52	GRS 4.2, Item 192 (DAA-GRS-2019-0001-0007)	Records of waivers of CUI requirements.	Temporary. Cutoff at end of Event.	Destroy when waiver is rescinded, system is no longer in use, or all affected records are destroyed, as applicable	NEW					
3300.53	GRS 4.2, Item 194 (DAA-GRS-2019-0001-0008)	Records of Requests for Decontrol and Challenges to CUI Records Filed with the record designations: Records Filed separately from the record-keeping copy of the CUI-marked records	Temporary. Cutoff at end of Event.	Destroy 6 years after change in CUI status, but longer retention is authorized if required for business use.	NEW					
3300.54	GRS 4.2, Item 195 (DAA-GRS-2019-0001-0009)	Records of CUI misuse	Temporary. Cutoff at end of Event.	Destroy 5 years after completing the investigation or completing all corrective actions, whichever is later.	NEW					
4000 Schedule										
4000.01	DAA-0361-2020-0004-0001	Supply Chain Management Program/Project Files.	Temporary. Cutoff at end of Event.	Destroy/delete 2 years after termination of program effort, or when no longer required, whichever is sooner as identified by internal business rules.	New					
4000.03	DAA-0361-2020-0004-0002	Statistical Reports	Temporary. Cutoff at end of CY.	Destroy/delete after 5 years, or when no longer needed for reference, whichever is later.	4100.48		N1-361-91-18 (756.10)			
4000.10	DAA-0361-2020-0004-0003	Parts Control Publicity	Temporary. Cutoff at end of CY.	Destroy/delete after 1 year.	7120.7		N1-361-91-16 (715.43)			
4010.01	DAA-0361-2020-0004-0004	Provisioning/Pre-provisioning Conferences.	Temporary. Cutoff at end of Event.	Destroy/delete 5 years after NSN is established.	4100.6		N1-361-91-16 (720.30)			
4010.02	DAA-0361-2020-0004-0005	Provisioning History Files.	Temporary. Cutoff at end of CY.	Destroy/delete after 5 years, or when no longer needed, whichever is sooner.	4100.16		N1-361-91-16 (720.35)			
4010.03	DAA-0361-2020-0004-0006	Pre-provisioning.	Temporary. Cutoff at end of CY or Event.	Destroy/delete when stock number has been canceled or when no longer needed for reference.	4100.4		N1-361-91-16 (720.20)			
4010.04	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	Provisioning System Input Control.	Temporary. Cutoff at end of CY.	Destroy/delete when no longer needed for reference.	4100.5		N1-361-91-16 (720.25)			
4010.05	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	Provisioning Parts Lists.	Temporary.	Destroy/delete on receipt of related supply support requests or cancellation action.	4100.15		N1-361-91-16 (730.30)			
4010.07	DAA-0361-2020-0004-0009	Engineering Drawing Requisitions: Successful Actions.	Temporary.	Destroy/delete on completion of action.	4100.29		N1-361-91-16 (735.70A)			

4010.08	DAA-0361-2020-0004-0010	Engineering Drawing Requisitions: Unsuccessful Actions.	Temporary. Cutoff at end of CY.	Destroy/delete after 5 years, or when no longer required for follow-up or reference, whichever is later.	4100.29.01		N1-361-91-16 (735.70B)			
4010.09	DAA-0361-2020-0004-0011	Engineering Drawing Purchases.	Temporary. Cutoff at end of CY.	Destroy/delete after 1 year.	4100.30		N1-361-91-16 (735.80)			
4010.12	DAA-0361-2020-0004-0012	Engineering Design and Logistics.	Temporary. Cutoff at end of Event.	Destroy/delete 2 years after specification is canceled or superseded.	7120.9		N1-361-91-16 (715.49)			
4010.14	DAA-0361-2020-0004-0013	Planned Procurement Listing.	Temporary. Cutoff at end of CY.	Destroy/delete after 2 years.	4100.23		N1-361-91-16 (735.10)			
4010.16	DAA-0361-2020-0004-0014	Engineering Consultation.	Temporary. Cutoff at end of Event.	Destroy/delete 2 years after consultation or when no longer needed for reference.	7120.8		N1-361-91-16 (715.46)			
4015.05	DAA-0361-2020-0004-0016	Militarily Critical Technical Data Agreements.	Temporary. Cutoff at end of CY.	Destroy/delete after 5 years. Exception: Agreements containing major changes bring original agreement forward to current file.	4100.40		N1-361-91-18 (753.14)			
4015.08	REFERENCE-Disposition Authority not required.	Technical Data Files.	Temporary. Review annually.	Destroy when obsolete, superseded, or no longer needed for reference or when items is transferred or removed.	4100.52		N1-361-91-18 (752.12)	Destroy/delete when obsolete, superseded, or no longer needed for reference.		Based on NARA's review these are reference files 11/3/2022
4020.01	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Logistics Data Records.	Temporary.	Destroy/delete after NSN is assigned or data is revised, whichever is applicable.	4100.13		N1-361-91-16 (730.10)			
4020.02	DAA-0361-2020-0004-0019	Maintenance Transaction Files.	Temporary. Cutoff at end of CY.	Destroy/delete after 2 years.	4100.14		N1-361-91-16 (730.20)			
4020.05	DAA-0361-2020-0004-0020	Item Identification Preparation.	Temporary. Cutoff at end of Event.	Destroy/delete 1 year after approval.	4100.22		N1-361-91-16 (730.65)			
4020.06	GRS 4.2, Item 010 (DAA-GRS-2013-0007-0001)	Substitution Actions.	Temporary. Cutoff at end of Month.	Destroy/delete after 3 months, or when no longer required, whichever is sooner.	4100.7		N1-361-91-16 (720.40)			
4020.09	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Government/Industry Reference Data Edit and Review (GIRDER) Files.	Temporary.	Destroy/delete when no longer needed for reference.	4100.47		N1-361-91-18 (753.28)			
4020.11	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Logistics Data Management Reports.	Temporary. Review annually.	Destroy/delete when no longer needed for reference.	4100.36		N1-361-91-18 (751.14)			
4020.17	DAA-0361-2020-0004-0022	Parts Control History File.	Temporary. Cutoff at end of Event.	Destroy/delete 3 years after part is superseded, obsolete, or no longer needed.	7120.6		N1-361-91-16 (715.40)			
4020.20	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Cataloging Referrals.	Temporary.	Destroy/delete when cataloging action is completed.	7120.19		N1-361-91-16 (715.88)			
4020.24	DAA-0361-2020-0004-0023	Item Management Coding (IMC) Files.	Temporary. Cutoff at end of CY.	Destroy/delete after 2 years.	4100.46		N1-361-91-18 (753.26)			
4025.01	DAA-0361-2020-0004-0024	Logistics Systems Management.	Temporary. Cutoff at end of CY.	Destroy/delete after 5 years.	4100.50		N1-361-93-5 (217.10)			
4025.03	DAA-0361-2020-0004-0025	Logistics Systems Committee Files.	Temporary. Cutoff at end of CY.	Destroy/delete after 5 years.	4100.51		N1-361-93-5 (217.20)			
4025.05	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Cataloging Action Files.	Temporary.	Destroy/delete after automated system reflects change.	4100.53		N1-361-91-18 (752.14)			
4025.10	GRS 3.1, Item 030 (DAA-GRS-2013-0005-0005)	Defense Enterprise Data Standards Change Tracking and Reporting	Temporary. Review annually.	Destroy/delete when no longer needed for reference.	New					
4025.12	GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)	Defense Enterprise Data Standards Change Files.	Temporary. Cutoff when change is approved, disapproved or canceled.	Destroy 2 years after the termination of the program effort or when no longer required, whichever is sooner.	New					
4030.01	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Commercial and Government Entity (CAGE) Codes and Supply Requests	Temporary. Cutoff at end of Event.	Destroy/delete when published or confirmed.	4100.18		N1-361-91-16 (730.45)			
					4100.42	Supply CAGE Code Requests.	N1-361-91-18 (753.18)	Destroy/delete when obsolete, superseded, or no longer needed for reference.		
4030.05	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Manufacturer Case Files.	Temporary.	Destroy/delete when obsolete, superseded, or no longer needed for reference.	4100.45		N1-361-91-18 (753.24)			
4035.01	DAA-0361-2020-0004-0027	Federal Item Identification Guides (FIIGs).	Temporary.	Destroy/delete when item is removed from the supply system.	4100.20		N1-361-91-16 (730.55)			
4035.03	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Requirement Development.	Temporary.	Destroy/delete when requirements are published.	4100.21		N1-361-91-16 (730.60)			
4035.05	DAA-0361-2020-0004-0028	Item Name Collaboration Action Requests.	Temporary. Cutoff at end of CY.	Destroy/delete after 2 years.	4100.34		N1-361-91-18 (751.10)			
4035.07	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Federal Item Identification Proposals.	Temporary. Cutoff at end of Event.	Destroy/delete upon completion of action	4100.17		N1-361-91-16 (730.40)			
4035.09	DAA-0361-2020-0004-0029	Federal Supply Classification (FSC) Files.	Temporary. Cutoff at end of Event.	Destroy/delete when plan ceases or is superseded.	7120.2		N1-361-91-16 (715.13)			
4045.01	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Defense Standardization and Specification Program Policies, Procedures and Instructions (DoD 4120.3-M) Updates.	Temporary. Cutoff at end of Event.	Destroy/delete when change is published.	7120.3		N1-361-91-16 (715.16)			
4045.03	DAA-0361-2020-0004-0030	Item Standardization Reviews.	Temporary. Cutoff at end of CY.	Destroy/delete after 10 years.	7120.16		N1-361-91-16 (715.82)			
4045.08	DAA-0361-2020-0004-0031	Standardization Liaison.	Temporary. Cutoff at end of CY.	Destroy/delete when 2 years old, or when no longer needed, whichever is sooner.	7120.4		N1-361-91-16 (715.19)			
4045.14	DAA-0361-2020-0004-0032	Maintenance Files.	Temporary. Cutoff at end of CY.	Destroy/delete after 3 years.	7120.17		N1-361-91-16 (715.84)			
4045.17	DAA-0361-2020-0004-0033	Standardization Audits.	Temporary. Cutoff at end of Event.	Destroy/delete 1 year after succeeding audit is conducted.	7120.14		N1-361-91-16 (715.64)			
4045.22	DAA-0361-2020-0004-0034	Specification History Files.	Temporary. Cutoff at end of Event.	Destroy/delete 2 years after specification is canceled or superseded.	7120.1		N1-361-91-16 (715.10)			
4045.25	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	Project Register.	Temporary. Cutoff at end of Event.	Destroy/delete 2 years after all actions on register are completed.	7120.5		N1-361-91-16 (715.21)			
4140.06	DAA-0361-2021-0001-0001	Precious Metal Files	Temporary. Cutoff at end of CY.	Destroy after 5 years.	4140.6	Precious Metals Settlement Letters	N1-361-92-1 (910.16)	Destroy after 5 years.		
					4140.7	Precious Metals Transaction Ledger	N1-361-92-1 (910.18)	Destroy after 5 years.		
					4140.8	Precious Metals Receipt Ledger	N1-361-92-1 (910.20)	Destroy after 5 years.		
					4140.9	Precious Metals Transaction Packages	N1-361-92-1 (910.22)	Destroy after 5 years.		
					4140.11	Precious Metals Receipt Documentation	N1-361-92-1 (910.26)	Destroy after 5 years.		
4140.12	DAA-0361-2021-0001-0002	Weapons System File.	Temporary. Review annually.	Destroy when obsolete or when system is deleted, whichever is sooner.	4140.12		N1-361-92-1 (910.40)			
4140.13	DAA-0361-2021-0001-0003	Special Program Requirements.	Temporary. Cutoff at end of CY.	Destroy after 2 years.	4140.13		N1-361-92-1 (910.42)			
4140.15	DAA-0361-2021-0001-0004	Buy Evaluations.	Temporary. Cutoff at end of CY.	Destroy after 2 years.	4140.15		N1-361-92-1 (910.50)			
4140.16	DAA-0361-2021-0001-0005	Vendor Misdirects.	Temporary. Cutoff at end of CY.	Destroy after 2 years.	4140.16		N1-361-92-1 (910.52)			
4140.17	DAA-0361-2021-0001-0006	Customer Misdirects.	Temporary.	Review annually. Destroy when no longer needed for analysis.	4140.17		N1-361-92-1 (910.54)			

4140.19	DAA-0361-2021-0001-0007	Item Files.	Temporary. Cutoff at end of CY.	Destroy after 3 years or when no longer needed for reference or analysis, whichever is later.	4140.19		N1-361-92-1 (920.12)			
4140.20	DAA-0361-2021-0001-0008	Due-In Study Files.	Temporary. Cutoff at end of CY.	Destroy after 1 year.	4140.20		N1-361-92-1 (920.14)			
4140.21	DAA-0361-2021-0001-0009	Supply Control Study Files.	Temporary. Cutoff at end of CY.	Destroy after 1 year.	4140.21		N1-361-92-1 (920.16)			
4140.22	DAA-0361-2021-0001-0010	Customer Excess Files.	Temporary. Cutoff at end of Event.	Destroy after system reflects receipt of material or when no longer needed for analysis, whichever is later.	4140.22		N1-361-92-1 (920.18)			
4140.23	DAA-0361-2021-0001-0011	Catalog Change Files.	Temporary. Cutoff at end of CY.	Destroy after 2 years.	4140.23		N1-361-92-1 (920.20)			
4140.24	DAA-0361-2021-0001-0012	Customer Assistance Program Files.	Temporary. Cutoff at end of FY.	Destroy after 3 years.	4140.24		NN-168-94 (930.05)			
4140.26	DAA-0361-2021-0001-0013	Requisition Register.	Temporary. Cutoff at end of CY.	Destroy after 1 year.	4140.26		N1-361-92-1 (930.12)			
4140.27	DAA-0361-2017-0010-0001	Inventory Management Files.	Temporary. Cutoff at end of CY.	Destroy 10 years after cutoff.	4140.27					
4140.28	DAA-0361-2021-0001-0014	01 Requisitions.	Temporary. Cutoff at end of Event.	Destroy after requisition is closed or satisfied.	4140.28		N1-361-92-1 (930.16)			
4140.29	DAA-0361-2021-0001-0015	Direct Buy Program.	Temporary. Cutoff at end of Event.	Destroy after requisition satisfied.	4140.29		N1-361-92-1 (930.18)			
4140.30	DAA-0361-2021-0001-0016	Intensive Management Files.	Temporary. Review annually.	Destroy when no longer needed.	4140.30		N1-361-92-1 (930.20)			
4140.32	DAA-0361-2021-0001-0017	Supply Terminations.	Temporary. Cutoff at end of CY.	Destroy after 1 year.	4140.32		N1-361-92-1 (930.24)			
4140.35	DAA-0361-2021-0001-0018	Customer Discrepancies and Requisition History Files	Temporary. Cutoff at end of CY.	Destroy after 2 years or until no longer needed for reference, whichever is sooner.	4140.35	Customer Discrepancies	N1-361-92-1 (930.30)	Destroy after 2 years		
					4140.37	Requisition History Files	N1-361-92-1 (930.34)			
4140.39	DAA-0361-2021-0001-0019	Depot Balance and Transaction Register (DBTR) Files.	Temporary. Cutoff at end of CY.	Destroy after 1 year.	4140.39		N1-361-92-1 (930.38)			
4140.43	DAA-0361-2021-0001-0020	Inventory Monitoring.	Temporary. Cutoff at end of Fiscal Year.	Destroy after 1 year or when no longer needed, whichever is sooner.	4140.43		N1-361-91-10 (940.15)			
					4500.39	Inventory Monitoring	N1-361-91-10 (946.53)	Destroy after next completed inventory		
4140.44	DAA-0361-2021-0001-0021	Completed Inventory Evaluation.	Temporary. Cutoff at end of Fiscal Year.	Destroy after 1 year.	4140.44		N1-361-91-10 (941.20)			
4140.45	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Balance/Transaction Coding.	Temporary.	Destroy after 30 days or after records are adjusted.	4140.45		N1-361-91-10 (941.25)			
4140.46	DAA-0361-2021-0001-0022	Balance/Transaction Register Reconciliations.	Temporary. Cutoff at end of Fiscal Year.	Destroy after 1 year or when no longer needed, whichever is sooner.	4140.46		N1-361-91-10 (941.30)			
4140.48	DAA-0361-2021-0001-0023	Inventory Control Effectiveness Files.	Temporary. Cutoff at end of Fiscal Year.	Destroy after 2 years.	4140.48		N1-361-91-10 (941.40)			
4140.49	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Location Changes.	Temporary.	Destroy after 6 months.	4140.49		N1-361-91-10 (941.45)			
4140.52	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	Workload Planning Files.	Temporary.	Destroy after 1 month.	4140.52		N1-361-91-10 (941.60)			
4140.55	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	Procurement Receipt Documentation.	Temporary. Cutoff at end of Event.	Destroy 3 months after receipt of final shipment.	4140.55		N1-361-91-10 (943.11)			
4140.56	DAA-0361-2021-0001-0024	Acceptance Receipt Documentation.	Temporary. Cutoff at end of FY.	Destroy after 10 years.	4140.56		N1-361-91-10 (943.12)	Destroy 6 years and 3 months after cutoff.		
4140.57	DAA-0361-2021-0001-0025	Receiving Inspection.	Temporary. Cutoff at end of FY.	Destroy after 2 years.	4140.57		N1-361-91-10 (943.15)			
4140.60	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Receipt Not Confirmed Files.	Temporary. Cutoff at end of Event.	Destroy after receipts confirmed.	4140.60		N1-361-91-10 (943.30)			
4140.61	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Storage Item Changes.	Temporary.	Destroy after 2 months.	4140.61		N1-361-91-10 (943.35)			
4140.62	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Receiving Adjustment Records.	Cutoff at end of Event	Destroy after computer updating action verified.	4140.62		N1-361-91-10 (943.40)			
4140.65	DAA-0361-2021-0001-0026	Project/Job Orders.	Temporary. Cutoff at end of CY.	Destroy after 2 years.	4140.65		N1-361-91-10 (944.10)			
4140.66	DAA-0361-2021-0001-0027	Stock Inspections.	Temporary. Cutoff at end of CY.	Destroy after 2 years.	4140.66		N1-361-91-10 (944.15)			
4140.67	DAA-0361-2021-0001-0028	Assemblies.	Temporary. Cutoff at end of CY.	Destroy after 2 years.	4140.67		N1-361-91-10 (944.20)			
4140.70	DAA-0361-2021-0001-0029	Packaging Project Records.	Temporary. Cutoff at end of Event.	Destroy 2 years after final decision or implementing actions.	4100.9		N1-361-91-16 (720.50)			
4140.72	DAA-0361-2021-0001-0030	Packaging Complaints.	Temporary. Cutoff at end of CY.	Destroy after 1 year.	4100.10		N1-361-91-16 (720.55)			
4140.75	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Requisitions, Other: Non-remarks Requisition.	Temporary. Cutoff at end of Event.	Destroy no sooner than 1 week after requisition obtains status or no longer than 45 days after updating actions complete in EBS.	4140.31		N1-361-92-1 (930.22A)			
					4140.31.01	Requisitions, Other: Remarks Requisition.	N1-361-92-1 (930.22B)	Destroy 45 days after EBS updating actions completed.		
4140.78	DAA-0361-2021-0001-0031	Non-procurement Receipt Documentation: Automatic Disposal Action Records.	Temporary. Cutoff at end of CY	Destroy after 2 years.	4140.54		N1-361-91-10 (943.10A)			
4140.79	DAA-0361-2021-0001-0032	Non-procurement Receipt Documentation: Other Records.	Temporary. Cutoff at end of Event.	Destroy 3 months after receipt of final shipment.	4140.54.01		N1-361-91-10 (943.10B)			
4145.01	N1-361-92-5 (960.01)	Stockpile Program/Project Files	Temporary. Cutoff at end of Event.	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner	4145.1		N1-361-92-5 (960.01)			
					4145.36	Stockpile Procurement Directives.	N1-361-89-2 (970.02)	Destroy on disposal of the stockpile.		Item not identified on any file plan after a records program review - moved under 4145.01 to ensure any outstanding records are covered by retention.
					4145.38	Barter Offers Research Reviews.	N1-361-89-2 (970.11)	Destroy on disposal of stockpile.		Item not identified on any file plan after a records program review - moved under 4145.01 to ensure any outstanding records are covered by retention.
					4145.42	Barter Program Directives.	N1-361-89-2 (971.10)	Destroy on disposal of the stockpile.		Item not identified on any file plan after a records program review - moved under 4145.01 to ensure any outstanding records are covered by retention.
					4145.54	Commodity General Files: Individual Files.	N1-361-89-2 (972.01)	Destroy 1 year after removal of the entire commodity from the stockpile.		Item not identified on any file plan after a records program review - moved under 4145.01 to ensure any outstanding records are covered by retention.
					4145.55	National Defense Stockpile Files.	N1-361-89-2 (972.10)	Transfer to FRC 3 years following removal of the commodity from the stockpile. Destroy 8 years after removal.		Item not identified on any file plan after a records program review - moved under 4145.01 to ensure any outstanding records are covered by retention.
					4145.56	Procurement Contract Inspection Files	N1-361-89-2 (972.20)	Destroy 6 years after commodity is no longer held in the stockpile.		Item not identified on any file plan after a records program review - moved under 4145.01 to ensure any outstanding records are covered by retention.
					4145.63	Radioactive Material Licensing Files.	N1-361-89-2 (973.05)	Cutoff annually following cancellation or final expiration of the license, destroy when 2 years old.		Item not identified on any file plan after a records program review - moved under 4145.01 to ensure any outstanding records are covered by retention.

4145.12	DAA-0361-2021-0001-0033	Protection Agreements.	Temporary. Cutoff at end of Event.	Destroy 2 years after cancellation, expiration, or obsolescence of the agreement.	4145.12		N1-361-89-2 (960.30)			
					4145.65	Protection Agreements	N1-361-89-2 (973.11)	Destroy when expired, canceled, or obsolete.		
4145.13	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	Depot Activity and Operation Reports.	Temporary. Cutoff at end of CY.	Destroy when 3 years old.	4145.13	Depot Activity and Operation Reports.	N1-361-89-2 (960.40)			
4145.15	DAA-0361-2021-0001-0034	Space and Tonnage Report Files	Temporary. Cutoff at end of CY.	Destroy when 4 years old.	4145.15	Space and Tonnage Reports	N1-361-89-2 (960.50)			
					4145.16	Tonnage Registers	N1-361-89-2 (960.51)			
4145.21	DAA-0361-2021-0001-0044	Cold Chain Management	Temporary. Cutoff at end of CY.	Destroy/delete when 10 years old.		New				
4145.27	DAA-0361-2021-0001-0035	Stock Locator Files.	Temporary. Cutoff at end of Event.	Destroy locator document when superseded or obsolete, except that change notices will be destroyed after the change is made on the locator.	4145.27		N1-361-89-2 (960.90)			
4145.28	DAA-0361-2021-0001-0036	Storage Layout Plats and Plans.	Temporary. Review annually.	Destroy the plat, plan, or chart, when superseded or obsolete.	4145.28		N1-361-89-2 (960.91)			
4145.35	DAA-0361-2021-0001-0037	Stockpile Goal Actions.	Temporary. Cutoff at end of CY.	Hold 5 years, and retire to FRC. Destroy when 10 years old.	4145.35		N1-361-89-2 (970.01)			
4145.37	DAA-0361-2021-0001-0038	Barter Transaction Comments.	Temporary. Cutoff at end of CY.	Destroy on disposal of the stockpile.	4145.37		N1-361-89-2 (970.10)			
4145.40	DAA-0361-2021-0001-0039	Disposal Planning Files	Temporary. Cutoff at end of Event.	Hold for the life of the stockpile then retire to FRC. Destroy 10 years after disposal of stockpile.	4145.40		N1-361-89-2 (970.30)			
4145.41	DAA-0361-2021-0001-0040	Research Study Files	Temporary. Cutoff at end of Event.	Hold for the life of the stockpile then retire to FRC. Destroy 5 years after disposal of stockpile.	4145.41		N1-361-89-2 (970.40)			
4145.48	DAA-0361-2021-0001-0041	Disposal Coordination Files	Temporary. Cutoff at end of Event.	Cutoff annually following disposal, destroy when 2 years old.	4145.48		N1-361-89-2 (971.30)			
4145.49	DAA-0361-2021-0001-0042	Lease Files	Temporary. Cutoff at end of Event.	Destroy 6 years after cancellation or termination of lease	4145.49		N1-361-89-2 (971.40)	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.		
4145.53	DAA-0361-2021-0001-0043	Environmental Affairs	Temporary. Cutoff at end of CY.	Destroy when 20 years old.	4145.53		N1-361-89-2 (971.80)	Hold 4 years, and retire to FRC. Destroy when 20 years old.		
4145.66	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Facility Files	Temporary. Cutoff at end of Event.	Destroy 3 years after discontinuance of the facility.	4145.66		N1-361-89-2 (973.20)			
4145.67	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Storage Space Acquisition Files.	Temporary. Cutoff at end of CY.	Destroy when 7 years old.	4145.67		N1-361-89-2 (973.21)			
4145.75	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Storage Equipment Files	Temporary. Cutoff at end of CY.	Destroy when 3 years old.	4145.75		N1-361-89-2 (973.60)	Destroy when 2 years old.		
4145.76	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	MHE Identification Data Files	Temporary. Cutoff at end of Event.	Destroy on disposition of the equipment.	4145.76		N1-361-89-2 (973.61)			
4145.81	DAA-0361-2021-0020	Storage Receipt and Release Files: Central Office.	Temporary. Cutoff at end of Event.	Destroy 1 year after completion of contract.	4145.81		N1-361-89-2 (974.10A)			
4145.89	DAA-GRS-2013-0003-0001 (GRS 1.1, item 010)	Radiation Exposure Evaluation Files	Temporary. Cutoff at end of CY	Destroy when 1 year old, provided "readings" are entered in the radiation exposure record.	4145.24		N1-361-89-2 (960.81)			
4145.90	Pending NARA approval	Radiation Exposure Records: Log Books.	Temporary. Cutoff at end of Event.	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.	4145.25		N1-361-89-2 (960.82A)			
4145.91	Filing Instructions- Disposition Authority not required	Radiation Exposure Records: Individual Records.	Temporary. Cutoff at end of Event.	Withdraw on transfer or separation of the individual concerned and file records in official personnel folders.	4145.25.01		N1-361-89-2 (960.82B)			
4145.92	GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)	Radiation Survey and Analysis Files: Logs.	Temporary. Cutoff at end of CY.	Destroy after 6 years	4145.26		N1-361-89-2 (960.83A)	Destroy 3 years after date of last entry on sheet or book.		
4145.93	GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)	Radiation Survey and Analysis Files: Other Records.	Temporary. Cutoff at end of CY	Cutoff annually, destroy when 3 years old.	4145.26.01		N1-361-89-2 (960.83B)			
4145.94	GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)	Radioactive Material Licenses and Licensing Files	Temporary. Cutoff at end of Event.	Place in inactive file following cancellation or final expiration of the license, destroy when 2 years old.	4145.63	Radioactive Material Licensing Files	N1-361-89-2 (973.05)	Cutoff annually following cancellation or final expiration of the license, destroy when 2 years old.		
					4145.23	Radioactive Material Licenses	N1-361-89-2 (960.80)	Place in inactive file following cancellation or final expiration of the license, destroy when 2 years old.		
4145.95	Filing Instructions- Disposition Authority not required	Industrial Hygiene and Safety Management Records: Individual Records of Exposure to Hazardous Materials.	Temporary. Cutoff at end of Event.	Withdraw upon separation of the individual concerned and transfer records to the Official Personnel Folder.	4145.52		N1-361-89-2 (971.70A)			
4145.96	GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)	Industrial Hygiene and Safety Management Records: Other Records.	Temporary. Cutoff at end of CY.	Destroy when 6 years old.	4145.52.02		N1-361-89-2 (971.70C)	Hold 2 years, and retire to FRC. Destroy when 6 years old.		
4145.97	GRS 5.2, Item 020 (DAA-GRS2017-0003-0002)	Industrial Hygiene and Safety Management Records: Cases Involving Litigation.	Temporary. Cutoff at end of Event.	Destroy when litigations have been resolved.	New					
4151.01	DAA-0361-2021-0020	Storage Facility Project Records.	Temporary. Cutoff at end of Event.	Cutoff annually following completion of the project, destroy when 3 years old.	4145.6		N1-361-89-2 (960.13)			
4151.03	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Storage Facility Inspection Files.	Temporary. Cutoff at end of CY.	Destroy when 3 years old	4145.5		N1-361-89-2 (960.12)	Destroy when 2 years old.		
4151.05	DAA-0361-2021-0020	Commodity Inspection Records.	Temporary. Cutoff at end of CY.	Destroy when 3 years old.	4145.30.02		N1-361-89-2 (960.93B)			
4151.06	DAA-0361-2021-0020	"Depot" Inspection Files	Temporary. Cutoff at end of Event.	Destroy 6 years after commodity is no longer held in the stockpile.	4145.57		N1-361-89-2 (972.21)			
4151.11	DAA-0361-2021-0020	Inspection Activity Evaluations.	Temporary. Cutoff at end of CY.	Destroy after 5 years.	4145.62		N1-361-89-2 (972.26)	Destroy after the next 2 succeeding visits or after 5 years, whichever occurs first.		
4151.27	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Physical Inventory Files.	Temporary. Cutoff at end of Event.	Destroy 6 years after removal of material from the stockpile.	4145.84		N1-361-89-2 (974.30)			
4151.37	GRS 1.1, Item 040 (DAA-GRS-2013-0003-0012)	Inventory Accountability	Temporary. Cutoff at end of Event. Event is after next comparable inventory.	Destroy when 3 years old.	4145.21	Voucher Copies	N1-361-89-2 (960.72)	Destroy when 1 year old.		
					4145.22	Inventory Records	N1-361-89-2 (960.73)	Destroy when 2 years old		
					4145.30.04	Stock Record Cards	N1-361-89-2 (960.93D)	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.		
					4145.31	Stock Record Cards	N1-361-89-2 (960.94)	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.		

4151.39	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Stock Record Voucher Records.	Temporary. Cutoff at end of CY.	Destroy when 3 years old.	4145.32		N1-361-89-2 (960.95)			
4160.03	DAA-0361-2021-0013	Item Case Files	Temporary. Cutoff at end of FY.	Destroy after 2 years.	4160.3		N1-361-92-02 (610.10)			
4160.04	DAA-0361-2021-0013	Property Accountability	Temporary. Cutoff at end of CY.	Destroy after 3 years.	4160.4		N1-361-92-02 (610.15)			
4160.05	DAA-0361-2021-0013	Property Turn-in Schedules	Temporary. Cutoff at end of FY.	Destroy after 2 years.	4160.5		N1-361-92-02 (610.20)			
4160.06	DAA-0361-2014-0002	Property Demilitarization	Temporary. Cutoff at end of CY.	Destroy 4 years after cutoff.	4160.6					
4160.07	DAA-0361-2021-0013	Demilitarization Requirements	Temporary. Cutoff at end of CY.	Destroy when superseded or obsolete.	4160.7		N1-361-92-02 (610.30)			
4160.09	DAA-0361-2021-0013	Critical and Strategic Materials Reclamation	Temporary. Cutoff at end of CY.	Destroy after 5 years.	4160.9		N1-361-92-02 (610.40)			
4160.10	DAA-0361-2021-0013	Precious Metal Reclamation	Temporary. Cutoff at end of CY.	Destroy after 5 years.	4160.10		N1-361-92-02 (610.45)			
4160.11	DAA-0361-2021-0013	Inspections, Sanitary Fills	Temporary. Cutoff at end of CY.	Destroy after 2 years.	4160.11	Inspections	N1-361-92-02 (610.50)			
4160.12	DAA-0361-2021-0013	Warehousing	Temporary. Cutoff at end of CY.	Destroy after 1 year	4160.12		N1-361-92-02 (610.55)			
4160.13	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Space Management	Temporary	Destroy after 3 years or when no longer needed.	4160.13		N1-361-92-02 (610.60)	Destroy when superseded or no longer needed		
4160.15	DAA-0361-2013-0008-0001	Small Arms Serialization Program	Temporary. Cutoff at end of Event.	Destroy when superseded, or after audit has been made and exceptions or irregularities have been reported or corrected	4160.15		DAA-0361-2013-0008-0001 (4160.15)			
4160.16	DAA-0361-2017-0003	Small Arms Control File (Active/Inactive)	Temporary. Cutoff when weapon is destroyed.	Destroy 75 years after weapon is destroyed	4160.16		DAA-0361-2017-0003 (4160.16)			
4160.17	DAA-0361-2013-0008-0013	Small Arms Inventory Listing	Temporary. Cutoff at end of CY. CUTOFF at the end of the calendar year.	Destroy after 2 years or when no longer needed.	4160.17		DAA-0361-2013-0008-0003 (4160.17)			
					4160.17.01	Small Arms Inventory Listing: Other Offices	DAA-0361-2013-0008-0004 (4160.17.01)			
4160.18	DAA-0361-2021-0013	Small Arms Transaction Register and Small Arms Report Listing Disposition Services.	Temporary. Cutoff at end of CY.	Destroy when 3 years old.	4160.18	Small Arms Transaction Register and Small Arms Report Listing: DRMS	NC1-361-81-8 (620.80A)			
4160.19	DAA-0361-2013-0008-0005	Small Arms IT System Work Orders.	Temporary. Cutoff at end of Event.	Destroy when superseded, or after audit has been made and exception or irregularities have been reported or corrected.	4160.19					
4160.20	DAA-0361-2021-0013	Want Lists	Temporary. Cutoff at end of Event.	Destroy 1 year after request is filled or action completed.	4160.20		N1-361-92-02 (630.10)			
4160.22	DAA-0361-2021-0013	Redistribution Efforts.	Temporary. Cutoff at end of CY.	Destroy after 3 years.	4160.22		N1-361-92-02 (630.20)			
4160.23	DAA-0361-2021-0013	Material Utilization and Disposal Progress Reports	Temporary. Cutoff at end of CY.	Destroy after 10 years.	4160.23	Material Utilization and Disposal Progress Reports: DLA HQ	NC1-361-76-10 (630.25A)			
					4160.23.01	Material Utilization and Disposal Progress Reports: Other Offices	NC1-361-76-10 (630.25B)			
4160.24	DAA-0361-2021-0013	Freeze Actions	Temporary. Cutoff at end of CY.	Destroy after 1 year	4160.24		N1-361-92-02 (630.30)			
4160.27	DAA-0361-2021-0013	Transfer Authority	Temporary. Cutoff at end of Event.	Destroy 2 years after authority expires.	4160.27		N1-361-92-02 (630.45)			
4160.29	DAA-0361-2021-0013	Accounts Maintenance	Temporary. Cutoff at end of CY.	Destroy after 3 years.	4160.29		N1-361-92-02 (630.55)			
4160.30	DAA-0361-2017-0004	Abandoned/Destructed Property: Hazardous Material.	Temporary. Cutoff after contract closeout.	Destroy 50 years after contract closeout.	4160.30					
4160.34	DAA-0361-2021-0013	Monthly Scrap Listing	Temporary. Cutoff at end of CY.	Destroy after 5 years.	4160.34		N1-361-92-02 (640.20)			
4160.35	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	Precious Metals Contract Files.	Temporary. Cutoff at end of Event.	Destroy 3 years after contract is closed.	4160.35		N1-361-92-02 (640.25)			
4160.37	DAA-0361-2021-0013	Demilitarization and Mutilation Case Files	Temporary. Cutoff at end of CY.	Destroy after 10 years.	4160.37		N1-361-92-02 (640.35)			
4160.38	DAA-0361-2021-0013	Demilitarization Code Challenges.	Temporary. Cutoff at end of CY.	Destroy after 4 years.	4160.38		N1-361-92-02 (640.40)			
4160.40	DAA-0361-2021-0013	Security Trade Control Violations.	Temporary. Cutoff at end of Event.	Destroy 15 years after adjudication is completed.	4160.40		N1-361-92-02 (640.50)			
4160.41	DAA-0361-2021-0013	Warehouse Modernization /Mechanization Program Files.	Temporary. Cutoff at end of Event.	Closeout when project completed and accepted. Retain for life of equipment installed.	4160.41		N1-361-92-02 (640.60)			
4160.43	DAA-0361-2021-0013	Surplus Property Transportation.	Temporary. Cutoff at end of CY.	Destroy after 3 years.	4160.43		N1-361-92-02 (640.70)			
4160.44	DAA-0361-2021-0013	Retrograde Transportation Files.	Temporary. Cutoff at end of CY.	Destroy after 5 years.	4160.44		N1-361-92-02 (640.75)			
4160.45	DAA-0361-2021-0013	Reutilization Monthly Expenditures.	Temporary. Cutoff at end of CY.	Destroy after 2 years.	4160.45		N1-361-92-02 (640.80)			
4160.46	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Market Research and Information	Temporary. Cutoff at end of CY.	Destroy after 2 years or when no longer needed for reference, whichever is later.	4140.46	Market Research	N1-361-92-02 (650.10)	Destroy after 1 year or when no longer needed for reference, whichever is later.		
					4160.48	Marketing Information	N1-361-92-02 (650.18)	Destroy after 2 years.		
4160.47	DAA-0361-2021-0013	Market Analysis	Temporary. Cutoff at end of CY.	Destroy after 7 years.	4160.47		N1-361-92-02 (650.14)			
4160.50	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Advertising	Temporary.	Destroy when no longer needed for reference.	4160.50		N1-361-92-02 (650.26)			
4160.56	DAA-0361-2021-0013	Annual Bid Deposit Bonds.	Temporary. Cutoff at end of CY.	Destroy after 3 years.	4160.56		N1-361-92-02 (650.50)			
4160.63	GRS 5.6, Item 060 (DAA-GRS-2017-0006-0007)	Personally Owned Abandoned Property	Temporary. Cutoff at end of CY.	Destroy 5 years after cutoff.	4160.63		DAA-0361-2017-0001-0001			
4160.64	GRS 5.4, Item 040 (DAA-GRS-2016-0011-0004)	Excess Personal Property, Equipment, and Vehicle Records	Temporary. Cutoff at end of CY.	Destroy after 3 years.	4160.64					
4160.66	DAA-0361-2021-0013	Strategic/Munitions List Items Control: Foreign Excess Personal Property (FEPP).	Temporary. Cutoff at end of Event.	Destroy 6 years after completion of security trade controls on individual transactions.	4160.39		N1-361-92-02 (640.45A)			
4160.67	DAA-0361-2021-0013	Strategic/Munitions List Items Control: Surplus.	Temporary. Cutoff at end of Event.	Destroy 7 years after bid award date.	4160.39.01		N1-361-92-02 (640.45B)			
4160.70	DAA-0361-2021-0013	Personal Property Sales Unsuccessful Bids: Sensitive	Temporary. Cutoff at end of Event.	Destroy 6 years after sale date.	4160.57		N1-361-92-02 (650.66A)			
4160.71	DAA-0361-2021-0013	Personal Property Sales Unsuccessful Bids: Non-Sensitive.	Temporary. Cutoff at end of Event.	Destroy 1 year after removal of all property sold under the related invitation for bids.	4160.57.01		N1-361-92-02 (650.66B)			
4160.73	DAA-0361-2021-0013	Auction and Retail Sale Files	Temporary. Cutoff at end of Event.	Destroy 10 years after final payment.	4160.51		DAA-0361-2017-0005-0004 (4160.51) (650.30)	Destroy 3 years after final payment.		
					4160.52	Sale Evaluations	N1-361-92-02 (650.34)	Destroy after 2 years.		
4160.74	DAA-0361-2021-0013	Bidders Master File: Disposition Services: Office of Record.	Temporary. Cutoff at end of CY.	Destroy after 50 years.	4160.53	Bidders Master File: DRMS	N1-361-92-02 (650.38A)			
4160.76	GRS 1.1, Item 071 (DAA-GRS-2016-0001-0005)	Debarred, Ineligible, or Suspended Bidders.	Temporary. Cutoff at end of CY.	Destroy after 10 years.	4160.54		N1-361-92-02 (650.42)			
4161.01	DAA-0361-2022-0001-0001	Application for Participation.	Temporary. Cutoff at end of CY.	Destroy after 5 years.	4161.5	Application for Participation.	N1-361-10-3 (615.20)	Destroy previous version when updated. Destroy current version after 3 years.		
4161.05	DAA-0361-2022-0001-0002	LESO Program Compliance	Temporary. Cutoff at end of FY.	Destroy after 6 years.	NEW					
4161.06	DAA-0361-2022-0001-0003	LESO Program Compliance Planning and Review Documents.	Temporary. Cutoff at end of FY.	Destroy after 2 years.	NEW					
4161.10	DAA-0361-2022-0001-0004	Property Accounting.	Temporary. Cutoff at end of CY.	Destroy after 3 years.	4161.3	STATE FILES. Relates to all correspondence with each State Agency. Turn Ins: Other than Demil B-Q Property	N1-361-10-3 (615.10C1)	Destroy after 2 years.		
					4161.301	STATE FILES. Relates to all correspondence with each State Agency. Turn Ins: Demil B-Q Property.	N1-361-10-3 (615.10C2)	Destroy after 5 years or after the life span of the property, whichever is later.		
4161.11	DAA-0361-2022-0001-0005	Quarterly Reconciliations.	Temporary. Cutoff at end of FY.	Destroy after 4 years or no longer needed, whichever comes first.	New					

4161.12	DAA-0361-2022-0001-0006	Reports of Survey for DEMIL property-Title of Ownership Transfers to Customer.	Temporary. Cutoff at end of Event.	Destroy 1 year after title transfer.	4161.1	STATE FILES. Relates to all correspondence with each State Agency. Transfers: Other than Demil B-Q Property.	N1-361-10-3 (615.10A1)	Destroy after 2 years.		
					4161.101	STATE FILES. Relates to all correspondence with each State Agency. Transfers: Demil B-Q Property.	N1-361-10-3 (615.10A2)	Destroy after 5 years or after the life span of the property, whichever is later.		
4161.15	DAA-0361-2022-0001-0007	Ammunition.	Temporary. Cutoff at end of CY.	Destroy after 10 years.	NEW					
4161.17	DAA-0361-2022-0001-0008	Cannibalization	Temporary. Cutoff at end of CY.	Destroy after 2 years.	NEW					
4161.19	DAA-0361-2022-0001-0009	Aircraft	Temporary. Cutoff at end of CY.	Destroy after 5 years or after the life span of the property, whichever is later.	4161.701	Aircraft/Watercraft Records: Demil B-Q Property.	N1-361-10-3 (615.50B)	Destroy after 5 years or after the life span of the property, whichever is later.		
					4161.7	Aircraft/Watercraft Records: Other than Demil B-Q Property.	N1-361-10-3 (615.50A)	Destroy after 2 years.		
4161.21	DAA-0361-2022-0001-0010	Tactical Vehicles	Temporary. Cutoff at end of CY.	Destroy after 5 years or after the life span of the property, whichever is later.	4161.601	Vehicle Records: Demil B-Q Property.	N1-361-10-3 (615.40B)	Destroy after 5 years or after the life span of the property, whichever is later.		
					4161.6	Vehicle Records: Other than Demil B-Q Property.	N1-361-10-3 (615.40A)	Destroy after 2 years.		
4161.23	DAA-0361-2022-0001-0011	Weapon Records	Temporary. Cutoff at end of CY.	Destroy after 5 years or after the life span of the property, whichever is later.	4161.801	Weapon Records: Demil B-Q Property.	N1-361-10-3 (615.60B)	Destroy after 5 years or after the life span of the property, whichever is later.		
					4161.8	Weapon Records: Other than Demil B-Q Property.	N1-361-10-3 (615.60A)	Destroy after 2 years.		
4165.03	DAA-0361-2021-0013	Engineering Services	Temporary. Cutoff at end of Event.	Destroy 3 years after completion of project or when no longer needed for reference.	4165.3		N1-361-90-01 (541.10)			
4165.06	DAA-0361-2021-0013	Inspection and Execution	Temporary. Cutoff at end of Event.	Destroy 7 years after close of contract	4165.6		N1-361-90-01 (541.19)			
4165.10	GRS 5.4, Item 050 (DAA-GRS-2016-0011-0005)	Plans and Specifications Studies and Reports.	Temporary. Review annually.	Destroy when superseded or when project terminates, as appropriate.	4165.10		N1-361-90-01 (541.31)	Destroy when no longer needed, obsolete, or superseded.		
4165.11	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Mobilization Plan	Temporary. Review annually.	Destroy when superseded.	4165.11		N1-361-90-01 (541.34)			
4165.13	GRS 5.4, Item 020 (DAA-GRS-2016-0011-0002)	Real Property Ownership Records-and/or Military Construction Projects.	Temporary. Cutoff at end of Event.	Maintain in current files indefinitely. Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other liens.	4165.13					
					4165.12	Historical Building File	N1-361-90-01 (541.37)	Maintain in current files. Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.		
					4165.5	Military Construction Projects	N1-361-90-01 (541.16)	Maintain in current files. Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.		
					4145.68	Special Space Construction Files.	N1-361-89-2 (973.30)	Place in inactive files on completion of construction, cutoff the inactive file annually, destroy when 7 years old.		
4165.14	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Construction Program Coordination	Temporary. Cutoff at end of CY.	Destroy after 10 years	4165.14	Construction Program Coordination	N1-361-90-01 (541.43)	Destroy after 10 years		
4165.15	DAA-0361-2021-0013	Pollution Studies: DLA Office of Environment and Safety Policy.	Temporary. Cutoff at end of CY.	Retain in current files area. Destroy after 5 years.	4165.15		N1-361-90-01 (541.46A)			
					4165.15.01	Pollution Studies: Other Offices.	N1-361-90-01 (541.46B)	Destroy after 3 years.		
4165.16	GRS 5.4, Item 051 (DAA-GRS-2016-0011-0006)	Installation Master Plan and/or Military Construction Plans	Temporary. Review annually.	Destroy when superseded or obsolete.	4165.16	Military Construction Plan	N1-361-90-01 (541.49)	Destroy when obsolete or superseded.		
					4165.58	Installation Master Plan	N1-361-90-01 (660.90)	Destroy when superseded		
4165.17	GRS 5.4, Item 051 (DAA-GRS-2016-0011-0006)	Building Records	Temporary. Cutoff at end of Event.	Destroy 10 years after transfer or disposal of building.	4165.17		N1-361-90-01 (541.52)			
4165.18	GRS 5.4, Item 060 (DAA-GRS-2016-0011-0007)	Facility Work Plans	Temporary. Cutoff at end of CY.	Destroy after 5 years	4165.18	Work Plans	N1-361-90-01 (541.55)			
4165.19	GRS 5.4, Item 050 (DAA-GRS-2016-0011-0005)	Real Property Economic Studies.	Temporary. Review annually.	Destroy when obsolete.	4165.19		N1-361-90-01 (541.58)			
4165.24	DAA-0361-2021-0013	Fiscal Year Program Analysis.	Temporary. Cutoff at end of FY.	Destroy after 3 years.	4165.24		N1-361-90-01 (541.73)			
4165.26	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Real Property Leases.	Temporary. Cutoff at end of lease.	Destroy when 10 years old. NOTE: Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3.	4165.26					
4165.27	DAA-0361-2021-0013	Real Property Control.	Temporary. Cutoff at end of Event.	Destroy when lease is no longer valid.	4165.27		N1-361-90-01 (541.82)			
4165.28	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Real Property Inventories	Temporary. Cutoff at end of FY.	Destroy after 10 years.	4165.28					
4165.32	GRS 5.4, Item 070 (DAA-GRS-2016-0011-0008)	Pest Control	Temporary. Cutoff at end of FY.	Destroy after 3 years.	4165.32		N1-361-90-01 (543.40)			
4165.35	DAA-0361-2021-0013	Buildings and Grounds Inventories	Temporary. Review annually.	Destroy when obsolete or no longer needed.	4165.35		N1-361-90-01 (543.70)			
4165.37	GRS 5.4, Item 051 (DAA-GRS-2016-0011-0006)	Utility Locations.	Temporary. Review annually.	Destroy when obsolete.	4165.37		N1-361-90-01 (549.13)			
4165.42	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	Utility Agreements	Temporary. Review annually.	Destroy when obsolete or no longer needed.	4165.42		N1-361-90-01 (549.28)			
4165.52	GRS 5.1, Item 020 (DAA-GRS2016-0016-0002)	Back-flow Preventers.	Temporary. Review annually.	Destroy when obsolete or when no longer needed.	4165.52		N1-361-90-01 (549.58)			
4165.54	GRS 5.1, Item 020 (DAA-GRS2016-0016-0002)	Water Tests	Cutoff at end of FY	Destroy after 1 year	4165.54		N1-361-90-01 (549.64)			
4165.55	GRS 5.1, Item 020 (DAA-GRS2016-0016-0002)	Water Systems	Temporary. Review annually.	Destroy when obsolete or when no longer needed.	4165.55		N1-361-90-01 (549.70)			
4165.56	GRS 5.1, Item 020 (DAA-GRS2016-0016-0002)	Permits	Temporary. Review annually.	Destroy when obsolete or when no longer needed.	4165.56		N1-361-90-01 (549.70)			
4165.57	GRS 5.4, Item 060 (DAA-GRS-2016-0011-0007)	Facilities/Construction Projects and Programming.	Temporary. Cutoff at end of Event.	Destroy 5 years after project completion or termination.	4165.57	Facilities/Construction Projec	N1-361-92-02 (660.86)			
					4165.59	Facilities programming	N1-361-92-02 (660.94)	Destroy after 5 years		
4180.01	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Research and Development	Temporary. Review Annually	Destroy when no longer needed for reference.	4180.1		N1-361-92-4 (995.40)			
4180.02	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Alternative Fuels Supplies	Temporary. Cutoff at end of CY.	Destroy when 3 years old or 3 years after superseded.	4180.2		GRS 3, Item 4a	Destroy when 2 years old.		
					4180.4	Alternative Fuels Studies	N1-361-92-4 (995.80)	Destroy when 3 years old		
4180.05	DAA-0361-2015-0004-0001	Bunker Delivery Notice (BDN)	Cutoff at end of FY	Destroy when 3 years old.	4180.5					
4200.01	GRS 4.2, Item 010 (DAA-GRS-2013-0007-0001)	Information Requests.	Cutoff at end of CY.	Destroy after 2 years.	5000.8		N1-361-91-04	Destroy 2 years after date of request.		

4200.06	DAA-0361-2014-0001	Contracting Officer File	Temporary. Cutoff at end of Event.	Retain in the respective files for six (6) years after termination of appointment to facilitate warrant modifications, eligibility transfers and reinstatements.	5000.41						
4200.07	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)	Contracting Officer's Representative (COR) / Contracting Officer's Technical Representative (COTR) Files	Temporary. Cutoff at end of Event. Event is Final Payment.	Destroy 10 years after final payment or cancellation. *NOTE: Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3	5000.1						
4200.08	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)	Contract Files	Temporary. Cutoff at end of Event. Event is Final Payment.	Destroy 10 years after final payment or cancellation. *NOTE: Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3	5000.5						
					5000.6	Foreign Military Sales FMS Contracts	NI-361-99-1 (811.50c)	Destroy 10 years after final payment or cancellation.			
					4145.46	Service Contract Files	NI-361-89-2 ()	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.			
4200.09	GRS 1.1 Item 011 (DAA-GRS-2013-0003-0002)	Records Related to Procuring Goods and Services	Temporary. Cutoff at end of FY.	Keep until no longer needed for business, but not longer than 6 years after final payment, then destroy.	5000.5.01						
					4145.14	Depot Contract Records	NI-361-89-2 (960.41)	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.			
					4145.45	DNSS Acquisition Contracts	NI-361-89-2 (971.20)				
					4165.8	Engineering Contract Records	NI-361-90-01 (541.25)	Destroy on completion of contract, or when no longer required for reference, whichever is later.			
					4165.9	Annual Contract Research and Analysis.	NI-361-90-01 (541.28)	Destroy 3 years after completion of contract.			
					4165.6	Inspection and Execution	NI-361-90-01 (541.19)	Destroy 7 years after close of contract.			
4200.10	GRS 1.1, Item 071 (DAA-GRS-2016-0001-0005)	Debarred, Suspended, and Ineligible Contractors.	Temporary. Cutoff at end of event.	Destroy 3 years after removal from approved status.	5000.4		NI-361-91-04 (811.25)	Destroy when superseded.			
4200.11	GRS 1.1, Item 071 (DAA-GRS-2016-0001-0005)	Debarment and Suspension Files.	Temporary. Cutoff at end of Event.	Destroy 3 years after removal from approved status, or until no longer needed.	5000.40		NI-361-91-13 (831.20)	Destroy 2 years after debarment/suspension action lifted.			
4200.12	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	National Stock Number (NSN) Files.	Temporary. Review Annually	Destroy when item is obsolete, item purchases have ceased, or when no longer needed.	5000.12		NI-361-91-04 (813.30)				
4200.13	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Support Services	Temporary.	Destroy when superseded, obsolete, or no longer needed.	5000.19		NI-361-91-04 (815.20)				
4200.15	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	Acquisition History File	Temporary. Review annually.	Destroy when no longer needed.	5000.21		NI-361-91-04 (815.80)				
4200.17	DAA-0361-2020-0003-0003	Contractor Performance	Temporary. Cutoff at end of FY.	Destroy after 1 year.	5000.24		NI-361-91-04 (817.30)				
					4200.70	Contractor Performance	NI-361-91-13 (834.50)	Destroy after 1 year.			
4200.19	DAA-0361-2020-0003-0005	Mobilization/Industrial Planning and Preparedness File	Temporary. Cutoff at end of Event.	Destroy 2 years after end of planning year or until no longer needed for business purposes.	5000.26	Mobilization Planning	NI-361-91-04 (817.50)	Destroy when superseded, obsolete, or no longer needed.			
					4200.18	Mobilization/Industrial Planning File	NI-361-91-13 (843.10)	Destroy 2 years after end of planning year.			
4200.22	DAA-0361-2020-0003-0006	Contract Evaluations	Temporary. Cutoff at end of Event.	Destroy 3 years after contract is awarded or when issue is no longer significant, whichever is later.	5000.65 5000.28		NI-361-91-04 (818.80)				
4200.25	DAA-0361-2020-0003-0007	Cancelled Procurement Requests (RFP/IFB Issued).	Temporary. Cutoff at end of Event.	Destroy 5 years after cancellation.	5000.29		NI-361-91-04 (818.20)				
4200.27	GRS 1.1, Item 001 (DAA-GRS-2016-0013-0001)	Evaluation History File.	Temporary. Cutoff at end of FY.	Destroy after 5 years.	5000.30		NI-361-91-04 (818.30)				
4200.30	DAA-0361-2020-0003-0009	Contracting Policy Studies.	Temporary. Review annually.	Destroy when no longer needed or when issue is no longer significant, whichever is sooner.	5000.31		NI-361-91-04 (818.50)				
4200.31	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	Contract Announcements.	Temporary. Cutoff at end of Event	Destroy when related contract file is destroyed.	5000.32		NI-361-91-04 (818.70)				
4200.36	NCI-361-76-13	Defense Acquisition Regulatory Case Files: HQ DLA Deputy Director (Acquisition).	PERMANENT. Cutoff at end of FY.	Transfer to the national Archives in 5-year blocks when 30 years old.	5000.37		NCI-361-76-13 (831.01A)		Yes		
4200.37	GRS 5.1, Item 020 (DAA-GRS-2016-0016-0002)	Defense Acquisition Regulatory Case Files: Other Offices.	Temporary. Cutoff at end of Calendar Year.	Destroy when 3 years old or when superseded, or obsolete, whichever is later.	5000.37.01		NCI-361-76-13 (831.01B)	Destroy when superseded, obsolete, or no longer needed for reference.			
4200.42	DAA-0361-2020-0003-0012	Contractor System Reviews.	Temporary. Cutoff at end of Event.	Destroy 3 years after subsequent review completed.	5000.43		NI-361-91-13 (831.35)				
4200.44	DAA-0361-2020-0003-0013	Contractor Master Subcontracting Plan.	Temporary. Cutoff at end of FY.	Destroy after 2 years.	5000.45		NI-361-91-13 (831.45)				
4200.48	DAA-0361-2020-0003-0014	Novation Files.	Temporary. Cutoff at end of Event.	Destroy 1 year after novated contracts are closed.	5000.48		NI-361-91-13 (831.60)				
4200.50	DAA-0361-2020-0003-0015	Contract Requirements and Obligations.	Temporary. Cutoff at end of Event.	Destroy 3 years after contract closeout.	5000.50		NI-361-91-13 (832.20)				
4200.57	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	Contractor Financial Capability.	Temporary. Cutoff at end of Event.	Destroy when contractor is no longer under DLA cognizance.	5000.57		NI-361-91-13 (833.20)				
4200.62	DAA-0361-2020-0003	Contractor Purchasing System Review (CPSR) Files.	Temporary. Cutoff at end of FY.	Destroy after 3 years	5000.61		NI-361-91-13 (833.60)				
					5000.62	CPSR Working Files	NI-361-91-13 (833.70)	Destroy after 3 years.			
4200.66	DAA-0361-2020-0003-0017	Pre-award Surveys.	Temporary. Cutoff at end of FY.	Destroy after 1 year.	5000.68		NI-361-91-13 (834.30)				
4200.69	DAA-0361-2020-0003-0018	Cost Element Analyses.	Temporary. Cutoff at end of FY.	Destroy after 1 year.	5000.69		NI-361-91-13 (834.40)				
4200.78	DAA-0361-2020-0003-0019	Labor Hours and Materials Surveillance Records.	Temporary. Cutoff at end of FY	Destroy when 7 years old or when no longer needed.	5000.79		NI-361-08-5 (890.10)	Destroy when 6 years, 3 months old or when no longer needed.			
4200.80	DAA-0361-2020-0003-0020	Cost/Schedule Control Systems.	Temporary. Cutoff at end of Event.	Destroy 1 year after program termination, or completion of contract.	5000.81		NI-361-91-06 (890.20)				
4200.82	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Management Information Reports	Temporary. Cutoff at end of FY.	Destroy after 3 years.	5000.84						
4200.83	DAA-0361-2020-0003-0021	Program Managed Contracts Reports.	Temporary. Cutoff at end of FY.	Destroy after 3 years.	5000.85		NI-361-91-06 (890.40)				
4200.89	DAA-0361-2020-0003-0022	Technical Studies and Analysis Support.	Temporary. Cutoff at end of FY.	Destroy after 2 years.	5000.89		NI-361-91-06 (890.65)				

4200.90	DAA-0361-2017-0005-0001	Hazardous Property and Scrap Sales Contracts: Sale Contracting Office (SCSO).	Temporary. Cutoff at end of Event. Event is contract closeout.	Destroy 50 years after cutoff.	5000.90					
4200.91	DAA-0361-2017-0005-0002	Hazardous Property and Scrap Sales Contracts: Other Offices.	Temporary.	Destroy when no longer needed.	5000.90.01					
4200.92	DAA-0361-2017-0005-0003	Combatant Vessel and Aircraft Sales Contracts.	Temporary. Cutoff after Event.	Event is after sales contracting officer is notified vessel or aircraft has been dismantled and has lost its identity as a vessel or aircraft. Destroy after 50 years.	5000.91					
4200.93	DAA-0361-2020-0003-0023	Hazardous Waste Service Contracts: Contracting Officer Copy.	Temporary. Cutoff at end of Event (Contract closeout).	Destroy 100 years after contract closeout.	5000.92		N1-361-92-02 (660.10A)	Destroy after 50 years.		
4200.94	Filing Instructions - Disposition Authority not required	Hazardous Waste Service Contracts: Region Delivery Order Files.	Temporary. Cutoff at end of Event (closeout of final delivery order).	Upon closeout of final delivery order, forward file contents to contracting officer for consolidation with contract files.	5000.92.01		N1-361-92-02 (660.10B)			
4200.95	Non-Record. Reference Copy maintained by offices other than the Office of Primary Responsibility. Disposition	Hazardous Waste Service Contracts: Other Offices.	Temporary.	Destroy upon verification of successful creation of the final document or file.	5000.92.02		N1-361-92-02 (660.10C)			
4200.96	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Contract Snapshot Reports	Temporary. Review annually.	Destroy when superseded, obsolete, or no longer needed.	5000.93					
4205.03	GRS 4.2, Item 010 (DAA-GRS-2019-0001-0001)	Small Business Source Files	Temporary.	Destroy when superseded, obsolete, or when the concern is no longer considered as source of supply for any reason.	4205.3		N1-361-91-11 (130.10)			
4205.04	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Procurement Technical Assistance Program (PTAP)	Temporary. Cutoff at end of Event.	Destroy after 10 years after closeout.	4205.4		N1-361-91-11 (130.15)			Note: Program transferred to DoD. No new records should accumulate in this series after October 2008.
4205.05	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	Small Business and Disadvantaged Business Utilization Records.	Temporary. Cutoff at end of FY.	Destroy when 3 years old.	4205.5	Special Small Business/Economic Utilization Project and Reports	N1-361-91-11 (130.20)	Destroy after 3 years.		
4205.06	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	Outreach Development Files	Temporary. Cutoff at end of CY.	Cutoff at the end of the year. Destroy after 3 years.	4205.6		N1-361-91-11 (130.25)			
4205.08	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	Minority Contracting	Temporary. Cutoff at end of FY.	Destroy after 3 years.	4205.8		N1-361-91-11 (130.35)			
4205.09	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	Procurement Action Reviews	Temporary. Cutoff at end of FY.	Destroy after 3 years.	4205.9		N1-361-91-11 (130.40)			
4205.10	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	Command Management Plan	Temporary. Cutoff at end of FY.	Destroy when superseded, obsolete, or after 3 years, whichever is sooner.	4205.10		N1-361-91-11 (130.45)			
4205.11	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	Development and Implementation of Programs.	Temporary. Cutoff at end of FY.	Destroy after 3 years	4205.11	Sheltered Workshop Support	N1-361-91-11 (130.50)	Destroy after 2 years.		
					4205.12	Federal Prison Industries	N1-361-91-11 (130.55)	Destroy after 2 years.		
4205.13	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	Program Goals	Temporary. Cutoff at end of FY.	Destroy after 6 years.	4205.13		N1-361-91-11 (130.60)			
4205.15	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	Subcontractor Plans and Programs	Temporary. Cutoff at end of Year.	Destroy after 3 years.	4205.15		N1-361-91-11 (130.70)			
4205.17	GRS 1.1, Item 100 (DAA-GRS-2018-0003-0002)	Small Business/Labor Surplus Area Preference Activity Files- Procurement Activity	Temporary. Cutoff at end of FY.	Destroy after 10 years.	4205.07		N1-361-91-11 (130.30A)			
4215.06	GRS 1.1, Item 030 (DAA-GRS-2013-0003-0004)	Industrial Plant Equipment (IPE) Historical Case Files	Temporary. Cutoff at end of Event.	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.	4215.06		N1-361-91-19 (950.20)			
4215.07	GRS 1.1, Item 030 (DAA-GRS-2013-0003-0004)	IPE Maintenance, Repair, and Modifications.	Temporary. Cutoff at end of CY.	Destroy after 2 years.	4215.07		N1-361-91-19 (950.30)			
4215.09	GRS 1.1, Item 030 (DAA-GRS-2013-0003-0004)	IPE Reports	Temporary. Cutoff at end of CY.	Destroy after 2 years.	4215.09		N1-361-91-19 (950.32)			
4245.06	DAA-0361-2021-0019	Production Management.	Temporary. Review annually.	Destroy when superseded, obsolete, or no longer needed.	5000.23		N1-361-91-04 (817.20)			
4245.08	DAA-0361-2021-0019	Manufacturing	Temporary. Cutoff at end of CY.	Destroy after 10 years.	4200.1		NN-168-94 (990.01)			
4245.12	DAA-0361-2021-0019	Production Surveillance Files.	Temporary. Cutoff at end of Event.	Destroy 1 year after completion of contract except contracts in litigation, forward pertinent documents to assigned ACO.	5000.66		N1-361-91-13 (834.20)			
4245.13	DAA-0361-2021-0019	Production Surveillance Requests and Status Reporting.	Temporary. Cutoff at end of FY.	Destroy after 2 years.	5000.67		N1-361-91-13 (834.25)			
4245.15	DAA-0361-2021-0019	Priorities and Allocations.	Temporary. Cutoff at end of FY.	Destroy after 5 years.	5000.72		N1-361-91-13 (834.70)			
4245.17	DAA-0361-2021-0019	Utilization Surveys.	Temporary. Cutoff at end of FY.	Destroy after 5 years.	5000.73		N1-361-91-13 (834.80)			
4245.22	DAA-0361-2021-0019	Situation Reports.	Temporary. Cutoff at end of FY.	Destroy after 1 year.	5000.83		N1-361-91-06 (890.35)			
4245.27	DAA-0361-2021-0019	Pricing Management.	Temporary. Cutoff at end of Event.	Destroy 6 years after supersession or obsolescence.	5000.13		N1-361-91-04 (814.10)			
					5000.14	Pricing and Finance Policy and Programs	N1-361-91-04 (814.20)	Destroy 6 years after supersession or obsolescence.		
4245.28	DAA-0361-2021-0019	Pricing Registers.	Temporary. Cutoff at end of Event.	Destroy 6 years after final entries are made on all procurement actions entered for a fiscal year.	5000.15		N1-361-91-04 (814.30)			
4245.29	DAA-0361-2021-0019	Contractor Pricing General.	Temporary. Cutoff at end of Event.	Destroy after 5 years, except documents associated with controversial matters or which establish an historical pricing data bank. Excepted records shall be retained beyond the aforementioned period until their purpose has been served and then destroyed.	5000.16		N1-361-91-04 (814.50)			
4245.30	DAA-0361-2021-0019	Price/Cost Analysis-Contract Pricing.	Temporary. Cutoff at end of Event.	Cutoff at end of pricing event. Destroy after 4 years but longer retention is authorized if needed for	5000.17	Price/Cost Analysis.	N1-361-91-04 (814.70A)			NARA advised 4245.30 had to be broken in to 2 separate series due to conflicting retention instructions.
4245.30.01	DAA-0361-2021-0019	Price/Cost Analysis-Defective Cost or Pricing. Catalog Data	Temporary. Cutoff at end of Event.	Destroy after 9 years if the resulting contract action is subject to price reduction due to defective cost or pricing data, catalog data,	5000.17	Price/Cost Analysis.	N1-361-91-04 (814.70A)			NARA advised 4245.30 had to be broken in to 2 separate series due to conflicting retention instructions.
4245.31	DAA-0361-2021-0019	Price/Cost Analysis Case Files.	Temporary. Cutoff at end of FY.	Destroy after 4 years.	5000.56		N1-361-91-13 (814.70B)			
4245.33	DAA-0361-2021-0019	Post-award Overpricing-Routine Files	Temporary. Cutoff at end of Event. Cutoff at end of post-award review	Destroy after 4 years but longer retention is authorized if needed for business use	5000.18	Post-award Overpricing.	N1-361-91-04 (814.90)			NARA advised 4245.33 had to be broken in to 2 separate series due to conflicting retention instructions.

4245.33.01	DAA-0361-2021-0019	Post-award Overpricing-High Visibility Files.	Temporary. Cutoff at end of Event. Cutoff at end of post-award review	Destroy after 8 years if related to reviews of items that achieved high visibility (e.g., via a newspaper article or public hearing, but longer retention is authorized if needed for business use.	5000.18	Post-award Overpricing.	N1-361-91-04 (814.90)		NARA advised 4245.33 had to be broken in to 2 separate series due to conflicting retention instructions.
4245.47	DAA-0361-2021-0019	Production Control Files	Temporary. Cutoff at end of Event.	Place in inactive file upon completion of related work and destroy after 5 years.	4200.2		NN-168-94 (950.15)		
4245.49	DAA-0361-2021-0019	Manufacturing Methods Project Files	Temporary. Cutoff at end of Event.	Place in inactive file upon completion of related work and destroy after 5 years.	4200.3		NN-168-94 (990.10)		
4245.51	DAA-0361-2021-0019	Special Measurement and Orthopedic Footwear Files	Temporary. Cutoff at end of CY.	Destroy after 5 years unless specific information on individual cases justify further retention, in which case files will be destroyed when no longer needed.	4200.4		NC1-361-81-1 (990.15)		
4245.53	DAA-0361-2021-0019	Quality Control Files	Temporary. Cutoff at end of Event.	Place in active file upon completion of final production order for the related component and destroy after 3 years.	4200.5		NN-168-94 (990.20)		
4270.01	DAA-0361-2021-0019		Temporary. Cutoff at end of FY.	Destroy after 6 years, or when no longer needed for reference or research, whichever is later.	4245.01	Value Engineering Projects and Studies: Resulting in Cost Savings	N1-361-91-16 (710.10A)	Destroy after 6 years, or when no longer needed for reference or research, whichever is later.	
				4245.01.01 Value Engineering Projects and Studies: Not Resulting in Cost Savings			N1-361-91-16 (710.10B)	Destroy when no longer needed for reference or analysis.	
4270.05	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Value Engineering Item Records	Temporary. Cutoff at end of FY.	Destroy when no longer needed for reference.	4245.02		N1-361-91-16 (710.20)		
4270.08	DAA-0361-2021-0019	Value Engineering Reporting	Temporary. Cutoff at end of FY.	Destroy after 1 year.	4245.03		N1-361-91-16 (710.30)		
4270.10	DAA-0361-2021-0019	Value Engineering Change Proposal (VECP) Program Presentations.	Temporary. Cutoff at end of FY.	Destroy after 1 year, or when superseded, whichever is sooner.	4245.04		N1-361-91-16 (710.40)		
4270.12	DAA-0361-2021-0019	Replenishment Parts Purchases and Loans	Temporary. Cutoff at end of FY.	Destroy 1 year after return of item or sale, as applicable.	4245.05		N1-361-91-16 (710.50)		
4500.01	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Transportation Documents and Packaging Records.	Cut off at end of event.	Destroy 10 years after final payment or final invoice IPAC.	4145.7	Storage Facility Transportation Records	N1-361-89-2 (960.14)	Destroy when 4 years old	Use 4500.01
				4145.8 Commercial Bills of Lading			N1-361-89-2 (960.15)	Destroy when 1 year old	
				4145.9 Demurrage Records			N1-361-89-2 (960.16)	Destroy when 4 years old	
				4500.10 Bills of Lading Files			GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Destroy when 10 years old	
4500.02	DAA-0361-2021-0002	Customs or Part of Entry Files.	Temporary. Cutoff CY.	Destroy after 4 years.	4500.2	Customs or Part of Entry Files	NN-168-94 (835.15)	Destroy after 4 years	
4500.03	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	Transportation Movement Tracking and Control Records.	Temporary. Cutoff at end of FY.	Destroy after 3 years.	4500.3	Insurance Control	N1-361-91-13 (835.20)	Destroy after 3 years.	
				4500.4 Tonnage Distribution			N1-361-91-13 (835.30)	Destroy after 3 years.	
				4500.12 Outbound Bill of Lading Logs			N1-361-91-10 (945.20)	Destroy after 3 years.	
				4500.18 Export Booking			N1-361-91-10 (945.50)	Destroy after 1 year	
				4500.19 Shipment Billing Logs			N1-361-91-10 (945.55)	Destroy after 1 year	
				4500.21 Carrier Control Files			N1-361-91-10 (945.65)	Destroy after 3 years.	
				4500.22 Security Seal Logs			N1-361-91-10 (945.70)	Destroy after 1 year	
				4500.24 Scheduling files			N1-361-91-10 (946.11)	Destroy after 1 year	
4500.05	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	Contractor Coordination and Traffic Management	Temporary. Review annually.	Destroy when superseded or obsolete, or upon completion of contract, whichever is applicable.	4500.5	Contractor Coordination	N1-361-91-13 (835.40)	Destroy when superseded, obsolete or upon completion of contract.	4500.05 and 4500.07 combined as they are both covered by the same GRS
				4500.7 Procedure A Contractor File			N1-361-91-13 (835.60)	Destroy when superseded, obsolete, or contractor no longer required to provide Procedure A services.	
4500.13	GRS 5.5, Item 040 (DAA-GRS-2016-0012-0004)	Discrepancy Reports	Temporary. Cutoff at end of FY.	Destroy after 6 years.	4500.13		N1-361-91-10 (945.25)	Destroy after 3 years.	Now a GRS item that has a longer retention
4500.14	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	Shipping Reports.	Temporary. Cutoff at end of FY.	Destroy after 3 years.	4500.14		N1-361-91-10 (945.30)	Destroy after 3 years.	
4500.15	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	Freight Classification Files.	Temporary. Cutoff at end of FY.	Destroy when 1 year old or when superseded, or obsolete, whichever is applicable.	4500.15		N1-361-91-10 (945.35)	Destroy when superseded, obsolete, or no longer needed for reference.	
4500.20	DAA-0361-2021-0002	Carrier Release Files.	Temporary. Cutoff at end of FY.	Destroy after 3 years.	4500.20		N1-361-91-10 (945.60)		
4500.23	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Household Goods Movement.	Temporary. Cutoff at end of FY.	Destroy when 10 years old. *NOTE: Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3	4500.23		N1-361-91-10 (945.75)		
4500.25	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	Material Receipt Verification.	Temporary. Cutoff at end of Event.	Destroy 3 months after final shipment.	4500.25		N1-361-91-10 (946.13)		
4500.26	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Material Movement Files.	Temporary. Cutoff at end of Event.	Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.	4500.26		N1-361-91-10 (946.16)	Destroy after computer updating actions verified.	Disposition authority updated to GRS per coordination with NARA, D. Weber. 2/22/2023
4500.27	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Packing Quality.	Temporary.	Destroy after 1 month.	4500.27		N1-361-91-10 (946.19)		
4500.28	DAA-0361-2021-0002	Material Release Processing and Control Files.	Temporary. Cutoff at end of FY.	Destroy after 1 year.	4500.28	Material Release Files.	N1-361-91-10 (946.22)		4500.28 and .29 combined
				4500.29 Material Release Control.			N1-361-91-10 (946.23)	Destroy after 1 year.	
4500.30	DAA-0361-2021-0002	Warehouse Denials.	Temporary. Cutoff at end of FY.	Destroy after 1 year.	4500.30		N1-361-91-10 (946.26)		
4500.33	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	Container Shipping Schedule.	Temporary. Cutoff at end of FY.	Destroy after 1 year.	4500.33		N1-361-91-10 (946.35)		
4500.34	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	Shipment Monitoring.	Temporary.	Destroy after 1 month.	4500.34		N1-361-91-10 (946.38)		
4500.35	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	Work Orders.	Temporary. Review annually.	Destroy when no longer needed.	4500.35		N1-361-91-10 (946.41)		
4500.38	GRS 5.6, Item 090 (DAA-GRS-2017-0006-0012)	Controlled Item Files.	Temporary. Cutoff at end of FY.	Destroy after 2 years.	4500.38		N1-361-91-10 (946.50)		
				4500.37 Cigarette Shipping Files.			N1-361-91-10 (946.47)	Destroy after 2 years.	
4500.44	DAA-0361-2021-0002	Inspection, Testing, Results and Disposition.	Temporary. Cutoff at end of Event or FY.	Destroy after next inspection, or 2 years, whichever is sooner.	4500.44		N1-361-91-10 (946.68)		
4500.51	GRS 5.5, Item 010 (DAA-GRS-2016-0012-0001)	Hazardous/Protected Material Transportation.	Temporary. Review annually.	Destroy when superseded, obsolete, or no longer needed for reference.	4500.8		NC1-361-81-6 (835.50) N1-361-91-13 (835.70)		
4500.52	DAA-0361-2021-0002	Hazardous Material Stock Location.	Temporary. Cutoff at end of CY.	Destroy after 3 years.	4500.47		N1-361-91-10 (946.77)		
4500.53	DAA-0361-2021-0002	Radioactive Material Disposal.	Temporary. Cutoff at end of CY.	Destroy after 75 years, or after Nuclear Regulatory Commission (NRC) clearance, whichever is later.	4500.48		N1-361-91-10 (946.80)		
4500.54	DAA-0361-2021-0002	Radiation Monitoring and Exposure Policy and Guidance	Temporary. Cutoff at end of CY.	Destroy after 75 years, or after NRC clearance, whichever is later.	4500.49	Radiation Monitoring and Exposure.	N1-361-91-10 (946.83A)		
				4500.49.01 Radiation Monitoring and Exposure.			N1-361-91-10 (946.83B)	Destroy after 2 year.	
4500.56	DAA-0361-2021-0002	Radioactive Material Incident Reporting.	Temporary. Cutoff at end of CY.	Destroy after 75 years, or after NRC clearance, whichever is later.	4500.50		N1-361-91-10 (946.86)		

4500.60	GRSR 5.5, Item 020 (DAA-GRS-2016-0012-0002)	Transportation Movement Files and Shipping Manifests: other than FMS shipments	Temporary. Cutoff at end of Event.	Destroy 1 year after final shipment.	4500.17.01	Transportation Movement Files: Other Shipments.	N1-361-91-10 (945.45B)			
			Temporary. Cutoff at end of Event.		4500.36.01	Shipping Manifests: Other than FMS Shipments.	N1-361-91-10 (946.44B)			
4640.01	GRS 5.5, Item 010 (DAA-GRS-2016-0012-0001)	Telecommunication Services Administration Records.	Temporary. Cutoff at end of FY.	Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate.	4600.19	Telephone Use (Call Detail) Records.	N1-361-91-1 (284.89)	Destroy when 3 years old.		
					4600.18	Telephone Maintenance	N1-361-91-1 (284.88)	Destroy 1 year after audit or when 3 years old, whichever is sooner.		
4640.03	GRS 5.6, Item 140 (DAA-GRS-2017-0006-0019)	TEMPEST Program	Temporary. Cutoff at end of Event.	Destroy when equipment requirement ceases.	4600.07		N1-361-91-1 (284.55)			
4640.09	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	Telecommunication Services Control Records	Temporary.	Cutoff at end of CY. Destroy when 1 year old or when superseded or obsolete, whichever is applicable.	4600.9	Telecommunication Services Control Records				
					4600.17	Telephone Cost Data	N1-361-91-1 (284.85)	Destroy after 1 year		
					4600.20	Telephone Locator Service	N1-361-91-1 (284.91)	Destroy after 1 year, or when superseded, obsolete, or no longer needed, whichever is sooner		
					4600.6	Telecommunications	N1-361-91-1 (284.52)	Destroy after 90 days		
4640.11	GRS 4.2, Item 030 (DAA-GRS2019-0001-0002)	Message Releasing/Receiving Officials.	Temporary. Review annually.	Destroy when superseded or obsolete.	4600.10		N1-361-91-1 (284.64)			Changed to GRS based on NARA Archivist (D Weber) recommendation.
4640.12	GRS 4.2, Item 001 (DAA-GRS2019-0001-0001)	Communications Security (COMSEC) Material Accounting Records.	Temporary.	Destroy as described in certificate of accounting records clearance.	4600.12		N1-361-91-1 (284.70)			Changed to GRS based on NARA Archivist (D Weber) recommendation.
4640.13	GRS 4.2, Item 001 (DAA-GRS-2019-0001-0001)	COMSEC Inspections.	Temporary. Cutoff at end of Event.	Destroy 3 years after succeeding report, or after inactivation of the facility, whichever is sooner.	4600.13	COMSEC Command Inspections	N1-361-91-1 (284.73)	Destroy on receipt of a succeeding report, or on inactivation of the facility, whichever is sooner.		Changed to GRS based on NARA Archivist (D Weber) recommendation.
					4600.15	COMSEC Custodian's Inspections.	N1-361-91-1 (284.79)	Destroy after Command annual inspection is performed		Changed and combined based on NARA Archivist (D Weber) recommendation)
4640.16	GRS 4.2, Item 060 (DAA-GRS-2015-0002-0001)	Incident (Compromise) Files.	Temporary. Cutoff at end of Event.	Destroy closed incident file after 2 years.	4600.16		N1-361-91-1 (284.82)			Changed to GRS based on NARA Archivist (D Weber) recommendation.
4700.01	DAA-0361-2021-0011-0001	Environmental Program/Project Records	Temporary. Cutoff at end of CY.	Destroy after 3 years	4700.1	Environmental Quality Program/Project Records.	NN-174-075 (238.01)	Destroy after 3 years.		
4700.03	DAA-0361-2021-0011-0002	Environmental Quality Policies and Procedures	Temporary. Cutoff at end of Event	Destroy 3 after supersession or obsolescence.	4700.3		NN-174-075 (238.04A)			
					4700.31	Customer Assistance Booklets	NN-174-075 (238.04B)	Destroy when superseded or obsolete.		
4700.04	DAA-0361-2021-0011-0003	National Environmental Policy Act (NEPA) Document.	Temporary. Cutoff CY.	Retain in current files area. Destroy after 10 years. Longer retention is authorized if still needed for business purposes.	4700.4	Environmental Quality NEPA Assessments, Impact Statements: HQ DLA.	NN-174-075 (238.05A)	Destroy when superseded, obsolete or no longer needed for reference		
					4700.4.01	Environmental Quality NEPA Assessments, Impact Statements: Other Offices	NN-174-075 (238.05B)	Retain in current files area. Destroy after 3 years		Rescinded use 4700.01
4700.05	DAA-0361-2021-0011-0004	Environmental Reports	Temporary. Cutoff at end of CY.	Cutoff at end of CY. Destroy 13 years after report issuance.	4700.5	Environmental Quality Reports	NN-174-075 (238.06)	Retain in current files area. Destroy after 3 years		OPR identified that the permits are approved for 5 years and maintained for 5 years after expiration; however, the state has the authority to extend a permit for up to 2 years. This would require human intervention to update the record retention in the RMA and if it doesn't occur the record will not be properly dispositioned. The OPR asked about keeping them 13 years (5 years + 2 year extension and then maintaining them for the additional 5 years after expiration = 12) to ensure the minimum retention is met.
4700.06	DAA-0361-2021-0011-0005	Water Pollution	Temporary. Cutoff at end of CY.	Cutoff at end of CY. Destroy 13 years after permit issuance.	4700.6	Water Pollution: HQ DLA.	NN-174-075 (238.07A)	Retain in current files area. Destroy after 5 years		OPR identified that the permits are approved for 5 years and maintained for 5 years after expiration; however, the state has the authority to extend a permit for up to 2 years. This would require human intervention to update the record retention in the RMA and if it doesn't occur the record will not be properly dispositioned. The OPR asked about keeping them 13 years (5 years + 2 year extension and then maintaining them for the additional 5 years after expiration = 12) to ensure the minimum retention is met.
					4700.6.01	Water Pollution: Other Offices.	NN-174-075 (238.07B)	Retain in current files area. Destroy after 3 years		
4700.07	DAA-0361-2021-0011-0006	Air Pollution	Temporary. Cutoff at end of CY.	Cutoff at end of CY. Destroy 13 years after permit issuance.	4700.7	Air Pollution: HQ DLA	NN-174-075 (238.08A)	Retain in current files area. Destroy after 5 years		
					4700.7.01	Air Pollution: Other Offices	NN-174-075 (238.08B)	Retain in current files area. Destroy after 3 years		
4700.08	DAA-0361-2021-0011-0007	Land Pollution	Temporary. Cutoff at end of CY.	Cutoff at end of CY. Destroy 13 years after permit issuance.	4700.8	Land Pollution: HQ DLA.	NN-174-075 (238.09A)	Retain in current files area. Destroy after 5 years		OPR identified that the permits are approved for 5 years and maintained for 5 years after expiration; however, the state has the authority to extend a permit for up to 2 years. This would require human intervention to update the record retention in the RMA and if it doesn't occur the record will not be properly dispositioned. The OPR asked about keeping them 13 years (5 years + 2 year extension and then maintaining them for the additional 5 years after expiration = 12) to ensure the minimum retention is met.
					4700.8.01	Land Pollution: Other Offices.	NN-174-075 (238.09B)	Retain in current files area. Destroy after 3 years		
					4700.27	Environmental Reports	N361-92-02 (660.58)	Destroy upon closure of TSDF.		
					4700.28	RCRA Part B Permit Applications.	N1-361-92-02 (660.62)	Retain for life of the facility or destroy when no longer needed		
4700.09	DAA-0361-2021-0011-0008	Other Pollution	Temporary. Cutoff at end of CY.	Cutoff at end of CY. Destroy 13 years after permit issuance.	4700.9	Other Pollution: HQ DLA.	NN-174-075 (238.10A)	Retain in current files area. Destroy after 5 years		OPR identified that the permits are approved for 5 years and maintained for 5 years after expiration; however, the state has the authority to extend a permit for up to 2 years. This would require human intervention to update the record retention in the RMA and if it doesn't occur the record will not be properly dispositioned. The OPR asked about keeping them 13 years (5 years + 2 year extension and then maintaining them for the additional 5 years after expiration = 12) to ensure the minimum retention is met.
					4700.9.01	Other Pollution: Other offices.	NN-174-075 (238.10B)	Retain in current files area. Destroy after 3 years		

4700.10	DAA-0361-2021-0011-0009	Environmental Restoration Program.	Temporary. Cutoff at end of Event.	Retain in current files area. Transfer to the National Archives 50 years after regulatory approval for final site closure. (CERCLA 9603(d)(2).	4700.10	Installation Restoration Program.	NI-361-04-1 (238.12)	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, 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.		OPR is to check with legal on why they want to keep for 75 when CERCLA identifies a 50 year retention
4700.11	DAA-0361-2021-0011-0010	Radioactive Material Disposal (Low-Level Radioactive Waste).	Temporary. Cutoff at end of CY and/or Event.	Destroy after 75 years, or after Nuclear Regulatory Commission (NRC) clearance, whichever is sooner.	4700.11		NI-361-04-1 (238.14)			
4700.13	DAA-0361-2021-0011-0011	Environmental Inquiries	Temporary. Cutoff at end of Event.	Update, as current DLA personnel are re-certified. Destroy 5 years after last certification or 3 years after employee departure (40 CFR 265.16)	4700.13	Environmental Inquiries	NI-361-04-1 (238.20)	Destroy after 3 years		
4700.14	DAA-0361-2021-0011-0012	Environmental Training	Temporary. Cutoff at end of Event.	Update, as current DLA personnel are re-certified. Destroy 5 years after last certification or 3 years after employee departure (40 CFR 265.16)	4700.14		NI-361-04-1 (238.22)	Update, as current DLA personnel are re-certified. Destroy 4 years after last certification. This is a media neutral item.		
4700.15	DAA-0361-2021-0011-0013	Environmental Contingency Plans.	Temporary	Destroy when superseded, obsolete or no longer needed.	4700.15	Emergency Plans	NI-361-04-1 (238.24)	Destroy when superseded, obsolete or no longer needed.		
4700.16	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	Pre-solicitation Technical Reviews	Temporary	Destroy when superseded, obsolete or no longer needed.	4700.16		NI-361-92-02 (660.14)			
4700.17	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	Technical Evaluation of Bids and Proposals.	Temporary. Cutoff at end of CY.	Destroy after 3 years.	4700.17		NI-361-92-02 (660.18)			
4700.18	DAA-0361-2021-0011-0014	Third-Party Liability Program	Temporary. Cutoff at end of Event.	Destroy 100 years after regulatory approval for final site closure of the subject site. (Note: Longer retention requested by DLA Legal)	4700.18	Third-Party Liability Program Actions: Office of Environmental Processes.	NI-361-97-01 (660.22)	Destroy 50 years after completion of final action.		
4700.20	DAA-0361-2021-0011-0015	Spill Reports	Temporary. Cutoff at end of Event.	Destroy 50 years after completion of final action.	4700.20	Spill Reports: Originator	NI-361-92-02 (660.30A)	Destroy 50 years after completion of final action.		
					4700.20.01	Spill Reports: Cognizant Regions and Other Activities for Information	NI-361-92-02 (660.30B)	Destroy 1 year after corrective action		
4700.21	DAA-0361-2021-0011-0016	Environmental Compliance Audits	Temporary. Cutoff at end of Event.	Destroy 3 years after completion of any required corrective actions.	4700.21		NI-361-92-02 (660.34)			
4700.22	DAA-0361-2021-0011-0017	Treatment, Storage and Disposal Facilities (TSDF)	Temporary. Cutoff at end of Event.	Destroy 50 years after termination of facility.	4700.22		NI-361-92-02 (660.38)	Destroy when superseded, or no longer needed for reference, whichever is later.		
					4700.23	Environmental Operating Records.	NI-361-92-02 (660.42)	Destroy upon closure of TSDF		
4700.24	DAA-0361-2021-0011-0018	Hazardous Waste Disposal Documents	Temporary. Cutoff at end of Event.	Destroy 50 years after regulatory approval for final site closure by the TSDF.	4700.24	Environmental Disposition Documents	NI-361-92-02 (660.46)	Destroy 3 years after last transaction.		
					4700.25	Land Disposal Restrictions (LDR).	NI-361-92-02 (660.50)	Destroy 5 years from date hazardous waste documented was last sent to TSDF, except during course of unresolved regulatory actions.		
					4700.32	Hazardous Waste Profile Sheets: Facility Operating Record Copy.	NI-361-94-1 (660.78A)	Destroy 5 years after closure of the facility		
					4700.32.01	Hazardous Waste Profile Sheets: Other Copies.	NI-361-94-1 (660.78B)	Destroy when no longer needed to meet regulatory requirements.		
4700.30	DAA-0361-2021-0011-0019	Emergency Planning and Community Right-to-Know Act	Temporary. Cutoff at end of CY.	Destroy after 3 years, or when no longer needed.	4700.30	Hazardous Property Inventories	NI-361-92-02 (660.70)	Destroy after 1 year, or when no longer needed.		
4700.40	DAA-0361-2021-0011-0020	Special Studies	Temporary. Cutoff at end of CY.	Destroy after 50 years or when no longer needed for reference, whichever is later.	4700.12		NI-361-04-1 (238.16)			
4700.41	DAA-0361-2021-0011-0021	Special Studies - Asbestos.	Temporary. Cutoff at end of Event.	Duration of ownership and must transfer to successive owners. Employee exposure: The employer shall maintain these records for at least 30 years.	NEW					
4700.42	DAA-0361-2021-0011-0022	Special Studies - Lead	Temporary. Cutoff at end of Event.	Destroy 3 years following completion of the renovation.	NEW					
4700.43	DAA-0361-2021-0011-0023	Special Studies - Polychlorinated Biphenyl (PCB)	Temporary. Cutoff at end of Event	Destroy 50 years after disposing of transformer.	4700.26	Polychlorinated Biphenyl (PCB) Records.	NI-361-92-02 (660.54)	Destroy after 3 years		
4700.44	DAA-0361-2021-0011-0024	Special Studies - Mercury	Temporary. Cutoff at end of CY.	Destroy after 4 years.	NEW					
4700.45	DAA-0361-2021-0011-0025	Special Studies - Radon	Temporary.	Destroy after 50 years or when no longer needed for reference, whichever is later (40 CFR 71.1.25)	NEW					
4700.46	DAA-0361-2021-0011-0026	Special Studies - Per-and Polyfluoralkyl Substances (PFAS)	Cutoff at end of CY.	Destroy at 50 years. Longer retention is authorized if still needed for business purposes.	NEW					
5000 Schedule										
5000.03	GRS 5.7, Item 050 (DAA-GRS-2020-0001-0003)	Mandatory Reports to External Federal Entities Regarding Administrative Activities.	Temporary. Cutoff at end of Event.	Destroy 6 years after report submission or oversight entity notice of approval, as appropriate		Mandatory reports to external Federal entities regarding administrative matters	GRS 5.7, Item 050 (DAA-GRS-2017-0008-0005)			
					1445.4	EEO Reports and Employment Statistics Files	GRS 2.3, Item 035 (DAA-GRS-2015-0007-0011)	Destroy after 5 years.		
5010.05	Pending NARA Approval	Productivity Improvement Program (PIP).	Temporary. Cutoff at end of CY.	Destroy when no longer needed for reference.	5010.5		NI-361-92-03 (212.62)			
5010.07	Pending NARA Approval	Overseas Base Closure	Temporary. Cutoff at end of Event.	Destroy 3 years after base closes.	2000.9		NI-361-94-3 (220.70)			
5010.11	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	Special Studies	Temporary. Review annually.	Destroy when no longer needed for reference.	5010.11		NI-361-92-03 (212.74)			
5010.12	Pending NARA Approval	Continuous Process Improvement (CPI) Projects (Previous Management Improvement Projects).	Temporary. Cutoff at end of CY.	Destroy after 5 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.	5010.12	Management Improvement Projects	NC1-361-76-8 (212.76)			
5010.13	Pending NARA Approval	Performance Analysis System	Temporary. Cutoff at end of CY.	Destroy after 5 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.	5010.13		NN-168-94 (212.78)			
5010.15	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	Organization Modeling Program (OMP).	Temporary. Cutoff at end of CY.	Destroy after 2 years.	5010.15		NI-361-92-03 (212.82)			

5010.17	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	Mobilization Plans (Other Agencies).	Temporary.	Destroy when superseded or canceled, or dispose of in accordance with instructions of the originator, as appropriate.	5010.17		NC-361-75-3 (214.10)			
5010.23	GRS 5.7, Item 010 (DAA-GRS-2020-0001-0001)	Administrative Internal Accountability and Operational Management Control Records.	Temporary. Cutoff at end of CY. Cut off closed files annually.	Cut off closed files annually. Destroy 1 year after submission or when superseded, as appropriate, or until no longer needed.	5010.23	Internal administrative accountability and operational management control records.	GRS 5.7, Item 010 (DAA-GRS-2017-0008-0001)			
					5000.9	Inquiries and Review	N1-361-91-04 (812.50)	Destroy when superseded or no longer needed for reference	No	
5010.40	GRS 5.1, Item 030 (DAA-GRS-2016-0016-0003)	Records of non-Mission Internal Agency Committees	Temporary	Destroy/delete when no longer needed for administrative purposes.	5010.3					
5010.41	GRS 6.2, Item 010 (DAA-GRS-2015-0001-0001)	Committee Records - Substantive Committee Records.	PERMANENT	Transfer when records are 15 years old or upon termination of committee, whichever is sooner.	5010.3.01				Yes	
5010.45	Pending NARA Approval	Base Realignment and Closure Commission (BRAC) Files: HQ DLA	PERMANENT. Cutoff at end of CY.	Transfer to the National Archives when 30 years old.	5010.9		N1-361-93-7 (212.70A)		Yes	
5010.46	Pending NARA Approval	Base Realignment and Closure Commission (BRAC) Files: Other Activities	Temporary. Cutoff at end of CY.	Destroy after 5 years or when no longer needed for reference, whichever is later.	5010.9.01		N1-361-93-7 (212.70B)			
5010.50	DAA-0361-2018-0001-0001	General Order: Master Set	PERMANENT. Cutoff at end of CY.	Transfer to the National Archives when 20 years old.	5010.10				Yes	
5010.51	DAA-0361-2018-0001-0002	General Order: Agency Historical Copy	Temporary. Cutoff at end of CY when superseded or obsolete.	Destroy when no longer needed for business purposes.	5010.10.01					
5010.55	Pending NARA Approval	Situation Reports (SITREP)	Temporary. Cutoff at end of Event.	Destroy 2 years after no further action is required or when no longer needed for reference, whichever is later.	5010.19	Situation Report (Sitrep) Files: Sitreps that Impact On-going actions or are Recurring, includes classified and unclassified crisis action operations.	N1-361-93-8 (214.17A)			
					5000.83	Situation Report	N1-361-91-06 (890.30)	Destroy after 1 year.		
					5010.19.01; 5010.56	Situation Report (Sitrep) Files: Sitreps that deal with Routine Field and HQ Issues, includes daily or weekly updates.	N1-361-93-8 (214.17B)	Destroy when no longer needed for reference.		
5010.60	Pending NARA Approval	Strategic Planning: HQ DLA Director, Vice-Director, Staff Element Directors, & MSC Commanders.	PERMANENT. Cutoff at end of CY.	Transfer to National Archives in 5 year blocks when 20 years old	5010.21	Strategic Planning: HQ DLA & MSC Commanders.	N1-361-92-03 (214.35A(1)); N1-361-87-1 (214.35B(1))		Yes	
5010.61	Pending NARA Approval	Strategic Planning: Directorate and Division Offices	Temporary.	Destroy when superseded or no longer needed for reference.	5010.21.01	Strategic Planning: HQ DLA & MSC Commanders.	N1-361-87-1 (214.35A(2)); (214.35B(2))			
5010.65	Pending NARA Approval	Program Review and Analysis: HQ DLA.	PERMANENT. Cutoff at end of CY.	Transfer to the National Archives in 5-year blocks when 30 years old.	5010.22		NC1-361-76-5 (214.40A)		Yes	
5010.66	Pending NARA Approval	Program Review and Analysis: Other Offices	Temporary. Cutoff at end of CY.	Destroy after 10 years.	5010.22.01		NC1-361-76-5 (214.40B)			
5010.68	Pending NARA Approval	DLA Council Actions: HQ DLA	PERMANENT. Cutoff at end of CY.	Transfer to the National Archives in 5-year blocks when 30 years old.	5010.29		NC1-361-76-5 (214.55A)		Yes	
5010.69	Pending NARA Approval	DLA Council Actions: Other Offices	Temporary. Cutoff at end of CY.	Destroy after 10 years.	5010.29.01		NC1-361-76-5 (214.55B)			
5010.70	Pending NARA Approval	Federal Activities Inventory Reform (FAIR) Act Records (created under OMB Circular A-76, Performance of Commercial Activities)- HQ DLA Commercial Activity Program Office	PERMANENT. Cutoff at end of CY.	Transfer to the National Archives in 5-year blocks when 20 years old.	5010.30; 5010.30.01		NC1-361-84-6 (214.65A(1))		Yes	
5010.71	Pending NARA Approval	Federal Activities Inventory Reform (FAIR) Act Records (created under OMB Circular A-76, Performance of Commercial Activities)- Other Offices	Temporary. Cutoff at end of CY.	Destroy when superseded, obsolete, or no longer needed for reference.	5010.30.02		NC1-361-84-6 (214.65A(2))			
5010.75	Pending NARA Approval	Interagency and Inter/Intraservice agreements -Activities Executing Agreements	Temporary. Cutoff at end of Event.	Destroy 10 years after supersession or expiration of agreement.	5010.31; 5010.31.01		N1-361-92-03 (214.70A(1))			
					4160.21	Interservice Support Agreements	N1-361-92-02 (630.15)	Destroy 1 year after property is re-utilized/sold or agreement is canceled.		
					6055.1	Protective Services Agreements and Authorizations	N1-361-91-7 (157.10)	Destroy 3 years after supersession or obsolescence.		
5010.76	Pending NARA Approval	Interagency and Inter/Intraservice agreements - Other offices		Destroy when superseded, obsolete, or no longer needed for reference.	5010.31.02		NC1-361-76-8 (214.70A(2))			
					5010.31.03	Interagency Agreements	N1-361-92-03 (214.70B)	Destroy when superseded, obsolete, or no longer needed for reference.		
					4145.51		N1-361-89-2 (971.60)	Destroy agreements when superseded or canceled.		
					4145.64	Storage Agreements	N1-361-89-2 (973.10)	Cutoff annually when expired, canceled, or obsolete; destroy when 3 years old.		
					4145.65	Protection Agreements	N1-361-89-2 (973.11)	Destroy when expired, canceled, or obsolete.		
					4145.61	Inspection Interchange Agreements.	N1-361-89-2 (972.25)	Cutoff annually following expiration or cancellation of the interchange agreement, destroy when 2 years old.		
					4140.14	Direct Buy Agreements.	N1-361-92-1 (910.44)	Destroy after system is no longer in production or when agreement superseded or canceled		Rescinded - No longer used based on a records usage review of file plans
5010.77	Pending NARA approval	International Agreements	Temporary. Cutoff at end of Event.	Destroy 5 years after expiration of agreement.	2000.3	International Agreements	N1-361-94-3 (220.10)			
5025.01	GRS 4.1, Item 040 (DAA-GRS-2013-0002-0009)	Forms Management Records	Temporary.	Destroy 3 years after form is discontinued, superseded, or canceled.	5025.1					
5025.03	DAA-0361-2018-0002-0001	Publication Master Record Sets and Authentications.	PERMANENT. Cutoff at end of CY when superseded or obsolete	One copy of each publication should be designated the record copy. Transfer to the National Archives in 5-year blocks when 20 years old.	5025.3				Yes	
5025.04	DAA-0361-2018-0002-0002	Publication Records: Agency Historical Recordkeeping Copy.	Temporary. Cutoff at end of CY when superseded or obsolete.	Destroy when no longer needed for business purpose.	5025.3.01					
5040.01	DAA-0330-2013-0014-0012	Mission-related Motion and/or Audio Recording Visual Information Productions.	PERMANENT.	Transfer immediately to DIMOC upon completion of production. DIMOC will cut off productions annually	5040.14	Agency sponsored Productions Pertaining to DLA missions.	N1-361-90-01 (515.52)	Permanent	Yes	DOD disposition authority
5040.02	DAA-0330-2013-0014-0013	Non-significant Motion and/or Audio Recording Visual Information Productions & Cancelled Productions.	Temporary.	DIMOC will review and may offer back to the capturing Component. DIMO will destroy records immediately after receiving a negative response from the owning DoD Component, or DIMOC will destroy records immediately if not offered to the DoD component.	5040.2	Finding Aids	N1-361-90-01 (515.30)	Dispose of according to the instructions covering the related VI records		DOD disposition authority
5040.03	Pending NARA Approval	Request for Visual Information Service.	Temporary. Cutoff at end of CY.	Destroy after 1 year.	5040.3		N1-361-90-01 (515.16)			

5040.04	GRS 6.4, Item 050 (DAA-GRS-2016-0005-0006)	Routine Still, Motion and/or Audio Recording Visual Information.	Temporary. Cutoff at end of CY.	Destroy when 2 years old.	5040.4	Still Photography That Does Not Reflect the Mission of DLA.	GRS 6.4, Item 050 (DAA-GRS-2016-0005-0006)	Destroy when 2 years old		
5040.05	DAA-0330-2013-0014-0002	Significant Still, Motion and/or Audio Recording Pertaining to Non-Combat DLA Missions	PERMANENT.	Transfer visual information to the Defense Imagery Management Operations Center (DIMOC) as soon as possible, but no later than one year from the date of origination. DIMOC will cut off the V1 annually. For security-classified visual information or that which is covered by identifiable FOIA exemption restrictions, DIMOC will cut off such materials annual and confer with originating DoD offices as necessary.	5040.5	Still Photography Pertaining to DLA Missions.	N1-361-90-01 (515.22)	Permanent	Yes	DDO disposition authority
5040.06	GRS 2.2, Item 090 (DAA-GRS-2017-0007-0013)	Personal Identification or Passport Photographs.	Temporary. Cutoff at end of CY.	Destroy when 3 years old.	5040.6					
5040.08	DAA-0330-2013-0014-0006	Graphic Visual Information - Posters - Published to the mission and history of DLA or DoD	Permanent.	Transfer two copies of each printed poster in hard-copy form, or, if hard copy does not exist, digital form, to the DIMOC immediately after publication. DIMOC will cut off annually.	5040.10	Posters Distributed Agency-wide or to the Public. Record set is two copies	N1-361-90-01 (515.38)	Permanent	Yes	DDO disposition authority
5100.03	Pending NARA Approval	Eccelestical Supply Line Management.	Temporary. Cutoff at end of CY	Destroy after 6 years	5100.3	Chaplain Counseling Case Files.	N1-361-97-2 (125.10)	Destroy when no longer needed.		
5100.04	Pending NARA Approval	Spiritual Resiliency.	Temporary. Review annually.	Destroy when no longer needed	5100.4	Chaplain/Religious Activity Records.	N1-361-97-2 (125.20)	Destroy when no longer needed.		
5122.01	Pending NARA Approval	Internal DLA Public Affairs Publications Master Set	Permanent Cutoff at end of CY		5122.3	Internal Information Publication Files: HQ DLA Office of Public Affairs	N1-361-90-3	Permanent	Yes	
5122.02	DAA-GRS-2016-0005-0003 (GRS 6.4, item 030)	Internal DLA Public Affairs Publication Historical Reference Copy	Temporary. Cutoff at end of CY.	Retain until no longer needed for reference, then review for historical relevance and maintain in accordance with Activity Historical Records.	5122.3.01	Internal Information Publication Files: Other Activities.	N1-361-90-3 (190.11)	Retain until no longer needed for reference, then review for historical relevance and maintain in accordance with Activity Historical Records.		
5122.04	GRS 6.4, Item 010, (DAA-GRS-2016-0005-0001)	Routine Operational Records	Cutoff at end of CY	Destroy when 3 years old	5122.4	Public Affairs Correspondence Files- HQ DLA	N1-361-90-3 (190.02A)	Destroy after 2 years		
					5122.9	Biography Files	N1-361-90-3 (190.24)	Destroy 2 years after retirement, transfer, separation, or death of the person concerned		
					5040.19	Exhibit and Demonstration Backup Material.	N1-361-90-01 (515.70)	Destroy after 3 years		
5122.05	GRS 6.4, Item 020 (DAA-GRS-2016-0005-0002)	Public Correspondence and Communications not Requiring Formal Action	Cutoff at end of CY	Destroy when 2 years old	5122.5		N1-361-90-3 (190.02B)	Destroy after 1 year		PAO cites 2 years retention in their policy
					5122.6.01	Public Affairs Releases: Other Activities	N1-361-90-3 (190.20A)			
5122.06	Pending NARA Approval	Public Affairs Releases and Correspondence Requiring Formal Action	Permanent. Cutoff at end of CY	Transfer to the National Archives in 5-year blocks when 30 years old.	5122.6	Public Affairs Releases: HQ DLA Office of Public Affairs.	N1-361-90-3 (190.20B)		Yes	
5122.07	GRS 6.4, Item 030 (DAA-GRS-2016-0005-0003)	Public Affairs Product Production Files.	Temporary. Cutoff at end of CY.	Destroy after 2 years.	New					
					5122.14	Speech Reference Files	N1-361-90-3 (190.41)	Destroy when no longer needed for reference.		
					5040.11	Original Artwork	N1-361-90-01 (515.39)	Temporary. Destroy after reproduction of original has been completed or when no longer needed.		
					5040.07	Product Production Files	GRS 6.4, Item 030	Destroy when no longer needed for publication or reprinting		
5122.08	GRS 6.4, Item 040 (DAA-GRS-2016-0005-0004)	Routine Media Relations Records.	Temporary. Cutoff at end of CY.	Destroy after 1 year.	5122.8					
5122.11	DAA-GRS-2016-0005-0001 (GRS 6.4, item 010)	Special Events	Temporary. Cutoff at end of CY.	Destroy after 2 years.	5122.11		N1-361-90-3 (190.31)			
5122.12	Pending NARA approval	Publications External to DLA.	Temporary. Cutoff at end of CY.	Retain until superseded or obsolete, then review for historical relevance and maintain in accordance with Activity Historical Records.	5122.12	External Information Publication Files	N1-361-90-3 (190.32)			
5122.13	Pending NARA approval	Speech Files: Speeches delivered by the Directors and Deputy Directors	PERMANENT. Cutoff at end of CY.	Transfer to National Archives in 5-year blocks when 30 years old.	5122.13		N1-361-90-3 (190.40A)		Yes	
5122.14	Pending NARA approval	Speech Files: Other Speeches	Temporary. Cutoff at end of CY.	Retain 3 years, then review for historical relevance and maintain in accordance with Schedule 8180.12 Activity Historical Records	5122.13.01		N1-361-90-3 (190.40B)			
5122.15	DAA-0361-2013-0006	Web 2.0 Social Media Program Records.	Temporary. Cutoff at end of Event.	Destroy 2 years after termination of platform or agreement.	5122.15					
5122.20	Pending NARA approval	Historical Program	Temporary. Cutoff at end of CY.	Destroy after 3 years or when superseded or obsolete, whichever is later.	5015.4		NC1-361-76-4 (135.05)	Destroy after 2 years or when superseded or obsolete, as applicable.		Retention updated based on minimum NARA retention without GAO approval.
5122.21	Pending NARA approval	Histories and Historical Background and References: Historian DLA.	PERMANENT	Transfer to the National Archives when 10 years old.	5015.5	Histories: Historian HQ DLA	NC1-361-76-4 (135.10A)		Yes	
					5015.6	Historical Background and References: Historian, DLA HQ	N1-361-99-3 (135.15A)		Yes	
5200.01	GRS 5.6, Item 210 (DAA-GRS-2017-0006-0028)	Security Awareness.	Temporary. Cutoff at end of Event.	Destroy when 7 years old or after the next periodic application of the system or upon inactivation of the office or system, whichever occurs first.	5240.20		N1-361-91-7 (155.50)	Destroy after the next periodic application of the system or upon inactivation of the office or system, whichever occurs first.		
5200.03	GRS 3.2, Item 020 (DAA-GRS-2013-0006-0001)	Security Violations.	Temporary. Cutoff at end of Event.	Destroy 3 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.	5240.12		N1-361-91-7 (150.20)	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.		
5210.01	GRS 5.6, Item 080 (DAA-GRS-2017-0006-0010)	Security Inspections: Areas Requiring Highest Level Security Awareness.	Temporary. Cutoff at end of Event.	Destroy after 5 years after updating the security assessment or terminating the security awareness status, whichever is sooner.	6000.7	Security Inspections: Areas Requiring Highest Level Security Awareness.		Destroy after 5 years.		
					5240.13	Security Inspections: Areas Requiring Highest Level Security Awareness.				
5210.02	GRS 5.6, Item 081 (DAA-GRS-2017-0006-0011)	Security Inspections: All other Security areas.	Temporary. Cutoff at end of CY.	Destroy after 3 years after updating the security assessment or terminating the security awareness status, whichever is sooner.	6000.7.01	Security Inspections: All other Security areas.		Destroy after 3 years		
					5240.13.01	Security Inspections: All other Security areas.				
5210.05	GRS 5.6, Item 210 (DAA-GRS-2017-0006-0028)	Major Subordinate Command (MSC) Security Profiles.	Temporary. Cutoff at end of CY.	Destroy when 7 years old, but longer retention is authorized if needed for business use.	5240.14	Major Subordinate Command (MSC) Security Profiles.	N1-361-91-7 (150.40)	Destroy when superseded, obsolete, or no longer needed for reference.		

5210.08	GRS 5.6, Item 210 (DAA-GRS-2017-0006-0028)	Technical Surveillance Countermeasures (TSCM) Surveys/ Correspondence	Temporary. Cutoff at end of CY.	Destroy when 7 years old or after the next comparable survey or inspection.	5240.24	Technical Surveillance Countermeasures (TSCM) Surveys/ Correspondence	NI-361-91-7 (155.50)	Destroy 2 years after next comparable survey or inspection		
5240.22	GRS 5.6, Item 230 (DAA-GRS-2017-0006-0030)	Counterintelligence Information and Investigative Files.	Temporary. Cutoff end of event. Event is after last action.	Destroy when 25 years old.	5240.22	Counterintelligence Investigative Files	NI-361-91-7 (155.20)	Destroy 5 years after date of last action.		
					5240.23	Counterintelligence Information Files	NI-361-91-7 (155.30)	Destroy upon supersession or obsolescence.		
5240.25	Pending NARA approval	Antiterrorism Reports.	Temporary. Cutoff at end of CY.	Destroy/delete when superseded, obsolete or no longer needed for reference	5240.25	Antiterrorism Reports.	NI-361-91-7 (155.60)			
5240.26	Pending NARA approval	Terrorism Threat Requests/Assessments.	Temporary. Cutoff at end of CY.	Destroy/delete after 2 years.	5240.26		NI-361-91-7 (155.62)			
5240.27	Pending NARA approval	Terrorist Threat Assessment Information Files	Temporary. Cutoff at end of CY.	Destroy/delete when superseded, obsolete or no longer needed for reference	5240.27		NI-361-91-7 (155.63)			
5240.28	Pending NARA approval	Antiterrorism Action: DLA Involvement in Actual Terrorist Incidents.	Temporary. Cutoff at end of Event.	Destroy/delete 7 years after incident is closed. Retain in for 5 years then retire to FRC.	5240.28		NI-361-91-7 (155.64a)			
5240.29	Pending NARA approval	Antiterrorism Action: Other Documents	Temporary.	Destroy/delete when superseded, obsolete or no longer needed for reference	5240.28.01		NI-361-91-7 (155.64b)			
5300.01	Pending NARA Approval	DLA Executive Office(s), Command Issues, Administrative and Oversight Documentation	PERMANENT. Cutoff at end of CY.	Transfer electronic records to the National Archives for pre-accessioning 15 years after cutoff.	5300.32	Command Issues and Oversight Documentation: Retained by MSC Commanders and Above	DAA-0361-2015-0005-0008 (361-76-5 (230.20a))	Transfer hardcopy to WARC 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.	Yes	
5300.02	Pending NARA Approval	Directorate and Division Office Administrative and Oversight Documentation: Retained below the Directors, MSC Commanders	Temporary. Cutoff at end of CY.	Destroy 2 years after cutoff or when no longer needed for reference.	5300.32.01	Reading Files	NI-361-91-2 (110.13A) DAA-0361-2015-0005-0009	Permanent		
					5300.2	Reading Files	DAA-0361-2015-0005-0007 (5300.2); NI-361-92-2 (110.13B)	Destroy 1 year after cutoff or when no longer needed for reference.		
5300.03	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Intermediary/Suspense Records/Working Documents/Adhoc Reports including queries on electronic systems, whether used for one-time reference or to create a subsequent report	Temporary.	Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.	5300.3	Intermediary Records		Destroy 1 year after cutoff or when no longer needed for reference.		
					4100.26	Engineering Drawing Requests	NI-361-91-16 (735.40)	Destroy on completion of action, or when no longer required for analysis, whichever is later.		
					4500.11	GBL Suspense Files	NI-361-91-10 (945.15)	Destroy after shipment received		
					7000.21	Accounting Transaction Registers.	NI-361-92-03 (216.50)	Destroy when verified, but no longer than 3 months		
					7000.23	Military Manpower Reports	NI-361-92-03 (216.70)			
5300.04	DAA-0361-2015-0005-0001	Reference Library	Temporary. Cutoff at end of CY.	Destroy 3 years after cutoff	5300.4			Destroy when superseded, obsolete, or no longer needed for reference		
					7000.66	Pay Tables	NN-168-94 (434.89)	Destroy on discontinuance of office or activity. Do Not Retire.		
					1400.9	Course Reference Material	NI-361-91-17 (330.60)	Destroy when no longer needed		
					5240.11	Intelligence Reference Files	NN-168-94 (152.10)	Destroy when superseded or obsolete.		
					2000.8	International Programs Information	NI-361-94-3 (220.60)	Destroy after 3 years or when superseded, obsolete or no longer needed, whichever is later.		
					4700.3.01	Environmental Quality Policies and Procedures: Other Offices	NN-174-075 (238.04B)	Destroy when superseded, obsolete, or no longer needed for reference.		
					4700.18.01	Third-Party Liability Program Actions: Other Offices	NI-361-97-01 (660.22B)	Destroy when superseded, obsolete, or no longer needed for reference.		
					5010.4	Library Control	NI-361-90-01 (510.50)	Destroy when superseded, obsolete, or no longer needed, whichever is sooner.		
					5000.11	Emergency Procurement Plans	NI-361-91-04 (812.90)	Destroy when superseded, obsolete, or no longer needed.		
					4145.52.01	Industrial Hygiene and Safety Management Records: Safety Standards and Regulations	NI-361-89-2 (971.70B)	Destroy when superseded or obsolete		
					4145.54.01	Commodity General Files: Clippings, Reprints, and Similar Technical Data.	NI-361-89-2 (972.01B)	Destroy when superseded or obsolete		
					41605.4	Vendor Brochures and Catalogues	NI-361-90-01 (541.13)	Destroy when superseded or obsolete		
					4165.40	Vendor Brochures	NI-361-90-01 (549.22)	Destroy when obsolete		
					4245.07 / 5000.80	Program Managed Contracts Memorandums of Agreement.	NI-361-91-06 (890.15)	Destroy when superseded, obsolete, or no longer needed.		
5300.05	GRS 5.2, Item 010 (DAA-GRS-2017-0003-0001)	Transitory Records	Temporary.	Destroy when 6 months old	5300.5	Transitory Records		Destroy immediately, or when no longer needed for reference.		
					4145.17	Due-in Files	NI-361-89-2 (960.52)	Withdraw individual documents and place them in inactive file on receipt of shipment or when the document has served its intended purpose. Cutoff the inactive file in 3-month blocks, destroy when 6 months old.		
5300.06	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	Tracking and Control Records	Temporary.	Review Annually. Destroy when no longer needed.	5300.6	Tracking and Control Records				
					4145.34; 4151.40	Voucher Block Number Assignments.	NI-361-89-2 (960.97)	Destroy when 1 year old.		
5300.07	DAA-0361-2021-0005-0006	Correspondence and Memoranda-Program Office Files.	Temporary. Cutoff at end of CY.	Destroy when 7 years old. If needed for historical relevance maintain in accordance with 5300.55, DLA and Component Histories and Background Records.	5300.33	Correspondence: Originating Office for Program and Mission Functions (Program Office Correspondence).	DAA-0361-2015-0005-0006	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.		
					4205.2	Small Business Correspondence Files: HQ DLA.	NI-361-91-11 (130.02A)	Destroy after 3 years.		
					1400.1	Personnel Program/Project Files.	NI-361-91-17 (300.01)	Destroy 3 years after termination of program effort, or when no longer required, whichever is sooner		
					2000.1	International Program/Project Files.	NI-361-94-3 (220.01)	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.		
					4155.1.01	Quality Assurance Program/Project Files: Other Activities	NI-361-91-14 (770.01B)	Destroy after 1 year		
					4155.2.01	Quality Assurance Correspondence Files: Other Activities	NI-361-91-14 (770.02B)	Destroy after 1 year		

					4160.1	Reutilization and Marketing Program/Project Files	N1-361-92-02 (600.01)	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner		
					4100.1	Technical Operations Program/Project Files	N1-361-91-16 (705.01)	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner		
					4100.32	Logistics Services Program/Project Files	N1-361-91-18 (750.01)	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner		
					4140.1	Supply Operations program/Project files.	N1-361-92-1 (905.01)	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner		
					4140.40	Distribution Program/Project Files	N1-361-91-10 (940.01)	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner		
					4165.1	Facilities Engineers Program/Project Files	N1-361-90-01 (540.01)	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner		
					4205.1	Small Business Program/Project Files	N1-361-91-11 (130.01)	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner		
					4215.01	IPE Operations Program/Project Files.	N1-361-91-19 (950.01)	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner		
					4600.1	Telecommunications and Information Systems Program/Project Files	N1-361-91-19 (280.01)	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner		
					5000.2	Contracting and Production Program/Project Files	N1-361-91-04 (810.01)	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner		
					5000.35	Contract Management Program/Project Files	N1-361-91-13 (830.01)	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner		
					5000.77	Program and Technical Support Program/Project Files.	N1-361-91-06 (890.01)	Destroy 2 years after termination of program/project effort, or when no longer required, whichever is sooner		
					5100.1	Command Chaplain Program/Project Records.	N1-361-97-2 (125.01)	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner		
					5401.01	Congressional Affairs Program/Project Files.	N1-361-91-3 (120.01)	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner		
					5122.01	Public Affairs Program/Project Files	N1-361-90-3 (190.01)	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner		
					5307.01	Legal Program/Project Files	N1-361-91-5 (170.01)	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner		
					5335.1	Operating Equipment Program/Project Files	N1-361-90-01 (520.01)	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner		
					5335.25	Base Supply Program/Project Files	N1-361-90-01 (530.01)	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner		
					6000.1	Safety and Health Program/Project Files	N1-361-91-15 (160.01)	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.		
					6055.1	Security Program/Project Files	N1-361-91-07 (150.01)	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.		
					5010.1	Planning and Resource Management Program/Project Files	N1-361-92-03	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.		
					5010.28	Joint Chief of Staff (JCS) Notes and Reports.	NC1-361-77-1 (214.50)	Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is sooner.		
5300.09	DAA-0361-2015-0005-0002	Meeting Documentation	Temporary. Cutoff at end of Calendar Year.	Destroy no sooner than 1 year or when no longer required, as identified by internal business rules.	5300.9		DAA-0361-2015-0005-0002	Destroy no sooner than 1 year after cutoff but longer retention is authorized.		
5300.11	DAA-0361-2014-0008-0001	Schedule of Daily Activities: High Level Management Officials	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.	5300.11.02				Yes	
5300.12	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	Office Administration Records and Routine Correspondence	Cut off at end of CY	Destroy when 2 years old, or when no longer needed, whichever is sooner.	5300.12	Administrative Records		Destroy when 2 years old		
					6055.41	Work Schedules	N1-361-90-01 (547.42)	Destroy when superseded		
					4145.4	Storage Facility Work Schedules	N1-361-89-2 (960.11)	Temporary-Destroy when 1 year old		
					4165.21	Work Status and Backlog	N1-361-90-01 (541.64)	Destroy when superseded		
					4165.33	Work Schedules	N1-361-90-01 (543.50)	Temporary-Destroy when 1 year old		
					4500.32	Workload Monitoring.	N1-361-91-10 (946.32)	Destroy weekly listings after 3 months, monthly listings after 1 year		
					4140.63	Receiving Workload Reports	N1-361-91-10 (943.45)	Destroy after 90 days		
					4145.18	Man hour Distribution Reports	N1-361-89-2 (960.60)	Temporary-Destroy when 1 year old		
					4140.53	Workload Statistical Files	N1-361-91-10 (941.65)	Destroy after 2 years		

					5000.8	Information Requests	NI-361-91-04 (812.30)	Destroy 2 years after date of request		
					4140.34	Reinstatement Requests	NI-361-92-1 (930.28)	Destroy after 1 year		
					4145.87	Sign Requests	NI-361-89-2 (974.60)	Destroy after 1 year		
					4205.2.01	Small Business Correspondence Files: Other Activities.	NI-361-91-11 (130.02B)	Destroy after 1 year.		
					5300.33.01	Correspondence: Other Offices.	GRS 5.1, Item 010 (DAA-GRS-2016-0016-0001)	Destroy when 2 years old.		
					5335.15	Schedules and Controls	NI-361-90-01	Destroy after 1 year		
					4160.2	Recruitment and Marketing Correspondence Files.		Destroy when 2 years old.		
5300.13	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Office Studies and Analyses	Temporary. Cutoff at end of CY.	Destroy when 3 years old or 3 years after superseded	5300.13	Office Studies and Analyses				
5300.14	DAA-0361-2021-0015-0003	Organizational Chart Files	Temporary. Cutoff at end of Event.	Maintain until superseded or obsolete and then transfer to DLA and Component Histories (5300.55)	4500.45	Space Utilization	NI-361-91-10 (946.71)	Destroy after 3 years		
					7305.33	NAF Organizational Chart Files.	DAA-0361-2015-0002-0015	Cutoff at end of Event. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.		
5300.15	Pending NARA approval	Staff visits	Temporary. Cutoff at end of CY.	Destroy when 2 years old or after completion of next comparable visit, whichever is sooner.	5300.15	Staff Visits	DAA-0361-2015-0005-0003	Event is completion of visit. Destroy on completion of next comparable visit or when no longer needed, whichever is sooner.		
5300.16	GRS 2.4, Item 030 (DAA-GRS-2019-0004-0002)	Office Time Keeping Records	Temporary. Cutoff at end of CY.	Destroy after GAO audit or when 3 years old, whichever is sooner.	4145.73 5300.16	Staff Visits and Surveys Office Time Keeping Records	NI-361-89-2 (973.52) GRS 2.4, Item 030 (DAA-GRS-2016-0015-0003)	Destroy when 2 years old.		
					7305.11	NAF Payroll Control and Leave Files.	GRS 2.4, Item 030 (DAA-GRS-2016-0015-0003)	Destroy after GAO audit or when 3 years old, whichever is sooner.		
5300.21	GRS 2.2, Item 080 (DAA-GRS-2017-0007-0012)	Supervisor's Personnel Files.	Temporary.	Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.	6055.40 5300.21	Engineer Logs Supervisor's Personnel Files.	NI-361-90-01 (547.38)	Destroy after 3 years		
					5300.22	Supervisor's Military Personnel Files	NI-361-91-2 (110.84)	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.		
5300.26	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	Administrative Control Records.	Temporary. Cutoff at end of CY.	Destroy after 1 year or when superseded or obsolete, whichever, is applicable.	5300.26	Administrative Control Records.				
5300.27	GRS 5.5, Item 030 (DAA-GRS-2016-0012-0003)	Metered Mail Records	Temporary. Cutoff at end of CY.	Destroy when 6 years old.	5300.27	Metered Mail Records				
5300.30	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Travel Records	Temporary. Cutoff at end of FY.	Destroy 10 years after final payment or cancellation.	5300.30	General Travel and Transportation Files				
5300.34	DAA-0361-2015-0005-0004	Procedural Documentation-Office of Primary Responsibility.	Temporary. Cutoff at end of CY when superseded or obsolete.	Destroy or delete 5 years after cutoff or when no longer needed for business purposes.	5300.34	Standard Operating Procedures (SOP)				
					5108.1	Hotline Inquiry Policies and Procedures	NI-361-87-1 (159.25)	Destroy/delete when superseded, obsolete, or no longer needed for reference.		
					5108.4	Internal Review Policies and Procedures	NI-36-90-02 (180.10)	Destroy/delete when superseded, obsolete, or no longer needed for reference.		
					7000.77	FIA Procedures	NN-168-94 (450.10)	Destroy 10 years after supersession or obsolescence.		
					7000.82	Inspector General Policies and Procedures	NI-361-87-2 (461.10)	Destroy/delete when superseded, obsolete, or no longer needed for reference.		
					7000.85	General Accounting Office (GAO) Policies and Procedures.	NI-361-87-2 (463.10)	Destroy/delete when superseded, obsolete, or no longer needed for reference.		
					4700.3	Environmental Quality Policies and Procedures	NN-174-075 (238.04)	Destroy 3 years after supersession or obsolescence.		
					5335.4	Plans and Procedures	NI-361-90-01 (520.14)	Destroy after 1 year or when no longer needed for reference		
					5000.7	Policies, Procedures, Plans and Programs	NI-361-91-04 (812.10)	Destroy when superseded, obsolete, or no longer needed.		
					5010.27	Memorandums of Policy and Joint Staff Memorandums.	NC1-361-77-1 (214.45)	Destroy when superseded, obsolete, or no longer needed for reference.		
5300.35	DAA-0361-2015-0005-0005	Appointment, Delegation and Designation of Authority.	Temporary. Cutoff annually when canceled or terminated.	Destroy 6 years after cutoff	5300.35	Appointment, Delegation and Designation of Authority.	DAA-0361-2015-0005-0005	Destroy 6 years after cutoff		
					4145.79	Government Bill of Lading (GBL) Issuing Officer Designation.	NI-361-89-2 (973.90)	Cutoff annually following cancellation of designations, destroy when 4 years old.		
					4600.14	Record of Custodian	NI-361-91-1 (284.76)	Destroy 1 year after assumption by a new custodian.		
					6055.3	Designation of Security Officials	NI-361-91-7 (150.05)	Destroy when superseded or obsolete.		
5300.37	GRS 5.5, Item 040 (DAA-GRS-2016-0012-0004)	Lost, Destroyed, or Damaged Shipment Records	Temporary. Cutoff at end of CY of Incident.	Delete when 6 years old.	5300.37	Lost, Destroyed, or Damaged Shipment Records				
5300.40	GRS 2.2, Item 090 (DAA-GRS-2017-0007-0013)	Official Passport Records: Application Files	Temporary. Cutoff at end of CY or Event.	Destroy when 3 years old or upon separation of the bearer, whichever is sooner.	5300.31	Official Passport Records: Application Files				
5300.41	None; filing instruction only	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.	5300.31.01	Official Passport of transferred or separated agency personnel.				
5300.42	GRS 2.2, Item 091 (DAA-GRS-2017-0007-0014)	Official Passport Records: Passport Registers.	Temporary. Review annually.	Destroy when superseded or obsolete.	5300.31.02	Official Passport Records: Passport Registers.				
5300.45	GRS 6.1, item 010 (DAA-GRS-2022-0006-0001)	Electronic Mail (Email) Capstone Official	PERMANENT. Cutoff annually.	Transfer to NARA 15 years after cutoff.	5300.36	Electronic Mail (Email) Capstone Official	GRS 6.1, item 010 (DAA-GRS-2014-0001-0001)	Yes		
5300.46	GRS 6.1, item 011 (DAA-GRS-2022-0006-0002)	Electronic Mail (Email) Non-Capstone Official	Temporary. Cutoff annually.	Delete when 7 years old.	5300.36.01	Electronic Mail (Email) Non-Capstone Official	GRS 6.1, item 011 (DAA-GRS-2014-0001-0002)			
5300.50	GRS 5.8, Item 010 (DAA-GRS-2017-0001-0001)	Technical and Administrative Help Desk Operational Records	Temporary. Cutoff at end of Event.	Destroy 1 year after resolved	New					

5300.55	DAA-0361-2021-0015-0004	DLA and Component Historical Background Records	Temporary. Cutoff at end of CY.	Destroy when no longer needed for historical reference purposes.	5015.5.01	Histories: Other Offices	NC1-361-76-4 (135.108)			
					5015.6.01	Historical Background and References: Historian, Other Offices	NN-168-94 (135.15B)			
					5015.7	Activity Historical Records	NN-168-94 (135.20)			
					5015.8	Activity Memorialization Records.	NN-168-94 (135.25)	Destroy when no longer needed for activity historical reference purposes.		
5307.01	DAA-0361-2021-0015-0029	Legislation Files	Temporary. Cutoff at end of Event.	Cutoff at close of each Congress. Destroy after 5 years.	5307.3		NI-361-91-5 (170.10)			
5307.04	DAA-0361-2021-0015-0005	Legal Opinions	Temporary. Cutoff at end of CY.	Destroy after 3 years or when no longer needed for reference, whichever is later.	5307.4		NI-361-91-5 (170.11)			
5307.05	DAA-0361-2021-0015-0006	Contract Review Files	Temporary. Cutoff at end of Event.	Destroy 3 years after contract terminated or completed. Exception: Files that pertain to contract award protests and/or appeals proceedings, transfer to appropriate litigation file.	5307.5		NI-361-91-5 (170.13)			
5307.06	DAA-0361-2021-0015-0007	Post Award Contract Files	Temporary. Cutoff at end of Event.	Destroy 3 years after final resolution of the complaint or dispute.	5307.6		NI-361-91-5 (170.16)			
5307.07	DAA-0361-2021-0015-0008	Potential Claim Files	Temporary. Cutoff at end of CY.	Destroy after 6 years and 3 months	5307.7		NI-361-91-5 (170.19)			
5307.08	DAA-0361-2021-0015-0009	Novation Files	Temporary. Cutoff at end of Event.	Destroy 6 years and 3 months after completion of contract.	5307.8		NI-361-91-5 (170.22)	Destroy 6 years after completion of contract.		
5307.09	DAA-0361-2021-0015-0010	Bid Mistake Allegation Files	Temporary. Cutoff at end of Event.	Destroy 6 years and 3 months after completion of contract.	5307.09		NI-361-91-5 (170.25)	Destroy 6 years after completion of contract.		
5307.10	DAA-0361-2021-0015-0011	Court Contract Litigation	Temporary. Cutoff at end of Event.	Destroy 6 years and 3 months after final settlement	5307.10		NI-361-91-5 (170.28)	Destroy 6 years after final settlement.		
5307.11	DAA-0361-2021-0015-0012	Administrative Contract Litigation	Temporary. Cutoff at end of Event.	Destroy 6 years and 3 months after case closing	5307.11		NI-361-91-5 (170.31)	Destroy 6 years after case closing		
5307.12	DAA-0361-2021-0015-0013	Other Litigation	Temporary. Cutoff at end of Event.	Destroy 6 years and 3 months after case closing	5307.12		NI-361-91-5 (170.34)	Destroy 6 years after case closing.		
5307.13	DAA-0361-2021-0015-0014	Bankruptcy Files	Temporary. Cutoff at end of Event.	Destroy 6 years after remuneration received or final judgment, whichever is later	5307.13		NI-361-91-5 (170.37)			
5307.14	DAA-0361-2021-0015-0015	Agency protest files	Temporary. Cutoff at end of Event.	Destroy 6 years after final action	5307.14		NI-361-91-5 (170.40)			
5307.15	DAA-0361-2021-0015-0016	GAO Protest files	Temporary. Cutoff at end of Event.	Destroy 6 years after final settlement of the claim	5307.15		NI-361-91-5 (170.43)			
5307.16	DAA-0361-2021-0015-0017	Contract Fraud Files	Temporary. Cutoff at end of Event.	Destroy/erase 6 years after completion	5307.16		NI-361-91-5 (170.46)			
5307.17	GRS 1.1, Item 070 (DAA-GRS-2016-0001-0004) GRS 1.1, Item 071 (DAA-GRS-2016-0001-0005)	Debarment, Suspension Files	Temporary. Cutoff at end of Event.	Destroy 6 years after date of DFARS report	5307.17		NI-361-91-5 (170.49)			
5307.18	DAA-0361-2021-0015-0019	Inventions Disclosure	Temporary. Cutoff at end of CY.	Destroy after 26 years	5307.18	Inventions Disclosure - HQ DLA	NN-168-94 (170.52A)			
					5307.18.01	Inventions Disclosure: Other Activities	NN-168-94 (170.52B)			
5307.19	DAA-0361-2021-0015-0020	Patent Case Files	Temporary. Cutoff at end of CY.	Destroy after 26 years	5307.19		NN-168-94 (170.55)			
5307.20	DAA-0361-2021-0015-0021	Patent Licenses and Assignments	Temporary. Cutoff at end of CY.	Destroy after 26 years	5307.20		NN-168-94 (170.58)			
5307.21	DAA-0361-2021-0015-0022	Patent Infringement	Temporary. Cutoff at end of CY.	Destroy after 26 years	5307.21		NN-168-94 (170.61)			
5307.22	DAA-0361-2021-0015-0023	Patent Royalties	Temporary. Cutoff at end of CY.	Destroy after 10 years	5307.22		NC-361-75-1 (170.64)			
5307.23	DAA-0361-2021-0015-0024	Copyrights	Temporary. Cutoff at end of CY.	Destroy after 56 years	5307.23		NN-168-94 (170.67)			
5307.29	GRS 2.8, Item 101 (DAA-GRS-2014-0005-0018)	Ethics Agreement Records: Agreements for Employees Who File Financial Disclosure Reports.	Temporary. Cutoff at end of Event.	Destroy at the same time as the employee's last related financial report is destroyed or when no longer needed for active investigation, whichever is later.	5307.28.01					
5307.35	DAA-0361-2021-0015-0025	Military Legal Assistance	Temporary. Cutoff at end of Event. Event is year when case is	Destroy 3 years after completion of case except		Legal Assistance	NI-361-91-005/25			
5307.36	DAA-0361-2021-0015-0026	Military Justice	Temporary. Cutoff at end of CY.	Destroy after 6 years.			NI-361-91-005/26			
5307.37	GRS 2.3, Item 070 (DAA-GRS-2018-0002-0007)	Alternative Dispute Resolution (ADR) case files. - Informal Process	Temporary. Cutoff at end of CY.	Destroy 3 years after case is closed.	5307.37.01	Alternative Dispute Resolution (ADR) case files. - Informal Process	GRS 2.3, Item 011 (DAA-GRS-2015-0007-0002)			
					5307.37	ADR Program Files	GRS 2.3, Item 010 (DAA-GRS-2015-0007-0001)			
5307.38	GRS 2.3, Item 071 (DAA-GRS-2018-0002-0008)	Alternative Dispute Resolution (ADR) case files. - Formal Process	Temporary. Cutoff at end of CY.	Destroy 7 years after case is closed.	5307.37.02	Alternative Dispute Resolution (ADR) case files. - Formal Process	GRS 2.3, Item 012 (DAA-GRS-2015-0007-0003)			
5307.41	GRS 2.8, Item 010 (DAA-GRS-2016-0006-0001)	General Ethics Program Records	Temporary. Cutoff at end of CY.	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 an active investigation; whichever is later.	5307.24					
5307.43	GRS 2.8, Item 020 (DAA-GRS-2014-0005-0002)	Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files	Temporary. Cutoff at end of Event.	Destroy 6 years after final disposition of the referral to either the IG or DOJ.	5307.29					
5307.45	GRS 2.8, Item 030 (DAA-GRS-2014-0005-0003)	Reports of Payments Accepted from Non-Federal Sources.	Temporary. Cutoff at end of Event.	Destroy 3 years following submission of the report to OGE.	5307.30					
5307.46	GRS 2.8, Item 031 (DAA-GRS-2014-0005-0004)	Reports of payments accepted from non-Federal sources. Supporting documentation	Temporary. Cutoff at end of Event.	Destroy 1 year following submission of the report to OGE.	5307.30.01					
5307.49	GRS 2.8, Item 040 (DAA-GRS-2014-0005-0005)	Office of Government Ethics Program Questionnaire Records.	Temporary. Cutoff at end of Event.	Destroy 3 years after submission.	5307.32					
5307.50	GRS 2.8, Item 050 (DAA-GRS-2014-0005-0006)	Ethics Program Review Records	Temporary. Cutoff at end of Event.	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.	5307.31					
5307.51	GRS 2.8, Item 060 (DAA-GRS-2014-0005-0007)	Public Financial Disclosure Reports: Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records	Temporary. Cutoff at end of Event.	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.	5307.25					
5307.52	GRS 2.8, Item 061 (DAA-GRS-2014-0005-0008)	Public Financial Disclosure Reports: All Other Reports.	Temporary. Cutoff at end of Event.	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 are not allowed.	5307.25.01					

5307.53	GRS 2.8, Item 070 (DAA-GRS-2014-0005-0011)	Confidential Financial Disclosure Reports: Reports for individuals not subsequently confirmed by the U.S. Senate.	Temporary. Cutoff at end of Event.	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.	5307.26					
5307.54	GRS 2.8, Item 071 (DAA-GRS-2014-0005-0012)	Confidential Financial Disclosure Reports: All Other Reports.	Temporary. Cutoff at end of Event.	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-A; then destroy 6 years after receipt.	5307.26.01					
5307.55	GRS 2.8, Item 072 (DAA-GRS-2014-0005-0013)	Confidential Financial Disclosure Reports: OGE Optional Form 450-A reports.	Temporary. Cutoff at end of Event.	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.	5307.26.02					
5307.56	GRS 2.8, Item 080 (DAA-GRS-2014-0005-0014)	Alternative or Additional Financial Disclosure Reports and Related Records	Temporary. Cutoff at end of Event.	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.	5307.27					
5307.57	GRS 2.8, Item 081 (DAA-GRS-2014-0005-0015)	Alternative or Additional Financial Disclosure Reports: All Other Reports	Temporary. Cutoff at end of Event.	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.	5307.27.01					
5307.58	GRS 2.8, Item 100 (DAA-GRS-2014-0005-0017)	Ethics Agreement Records: Agreements for Employees Who Do Not File Financial Disclosure Reports	Temporary. Cutoff at end of Event.	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.	5307.28					
5307.59	GRS 2.8, Item 101 (DAA-GRS-2014-0005-0018)	Ethics Agreement Records: Agreements for Employees Who File Financial Disclosure Reports.	Temporary. Cutoff at end of Event.	<i>Destroy at the same time as the employee's last related financial report is destroyed or when no longer needed for active investigation, whichever is later.</i>	5307.28.01					
5307.60	GRS 1.1, Item 080 (DAA-GRS-2017-0005-0001)	Administrative claims by or against the United States	Temporary. Cutoff at end of Event.	Destroy 7 years after final action	New					
5330.01	GRS 5.5, Item 010 (DAA-GRS-2016-0012-0001)	Printing Administrative and Operational Records.	Temporary.	Destroy when 3 years old, or 3 years after applicable agreement expires or is canceled, as appropriate.	5330.2					
5330.03	GRS 5.5, Item 020 (DAA-GRS-2016-0012-0002)	Printing Control Records.	Temporary. Cutoff at end of Event.	Destroy 1 year after completion of job.	5330.2.01	JCP Reports Records -Agency report to Joint Committee	NI-361-98-2 (513.50A)	Destroy when 3 years old		
5335.02	GRS 1.1, Item 010 (DAA-GRS-2016-0013-0001)	Supply/Equipment Order Forms/Listings	Temporary. Cutoff at end of Event.	Destroy 10 years after final payment or cancellation. *Note: Retention extension is aligned with the DoD FMR 7000.14 and is authorized by NARA GRS 1.1, Item 010 Note 3	8500.10 5335.27	Off-line Printing	NI-361-91-1 (284.31)	Destroy after 1 year		
					4165.23	Supply orders	NI-361-90-01 (541.70)	Destroy after 3 years		
					4180.3	Emergency Supplies	NI-361-92-4 (995.55)	Destroy after 1 year		
5335.03	GRS 5.6, Item 040 (DAA-GRS-2017-0006-0005)	Property Pass and Equipment Files	Temporary. Cutoff at end of Event.	Destroy 3 months after expiration or revocation.	5335.46	Property Pass Files				
					5335.43	Equipment Records	NI-361-90-01 (534.66)	Destroy when superseded		
					5335.19	Equipment Utilization	NI-361-90-01 (520.18)	Destroy after 3 months		
					4165.22	Supplies	NI-361-90-01 (541.67)	Destroy after 1 year		
					6055.37	Equipment Control	NI-361-90-01 (547.26)	Destroy when no longer needed		
5335.05	GRS 5.4, Item 030 (DAA-GRS-2016-0011-0003)	Equipment Use and History	Temporary. Cutoff annually the year of the Event. Event is the Disposal or Transfer of equipment	Transfer with the equipment, upon final disposal of the equipment or when no longer needed for reference.	5335.5	Equipment Utilization	NI-361-90-01 (520.18)	Destroy upon final disposition of related equipment.		
					4145.19	Equipment Jacket Files	NI-361-89-2 (960.70)	Transfer with the equipment. Place in inactive file on final disposal of the equipment. Cutoff the inactive file annually, destroy when 2 years old.		
					4145.20	Equipment Maintenance Logs	NI-361-89-2 (960.71)	Transfer with the equipment. Destroy on disposal, cannibalization, or abandonment of the equipment.		
					5335.21	Equipment History	NI-361-90-01 (523.50)	Destroy when equipment item has been disposed		
					4600.4	Teleprocessing Equipment Support	NI-361-91-1 (281.82)	Destroy after equipment is removed or replaced by an updated version.		
5335.07	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Equipment Administrative and Operational Records	Temporary. Cutoff at end of CY.	Destroy when 3 years old or 3 years after superseded, as appropriate	5335.7					
					5335.3	Equipment Management	NI-361-90-01 (520.10)	Destroy after 1 year		
					5335.6	Equipment Performance	NI-361-90-01 (520.22)	Destroy after 1 year		
					5335.10	Equipment Acquisition	NI-361-90-01 (520.38)	Destroy after 2 years		
					5335.11	Equipment Requirements	NI-361-90-01 (520.42)	Destroy after 3 years or when no longer needed for reference		
					5335.12	Supply Requests	NI-361-90-01 (520.46)	Destroy after 1 year		
					5335.13	Tools and Equipment	NI-361-90-01 (520.50)	Destroy after 1 year		
					5335.14	Equipment Pool Management	NI-361-90-01 (523.10)	Destroy after 1 year		
					5335.20	Furnished Services	NI-361-90-01 (523.40)	Destroy after 1 year or when no longer needed for reference		
					5335.23	Warehouse Equipment	NI-361-90-01 (526.30)	Retain on historical record		
					5335.29	Stock Requirements	NI-361-90-01 (534.10)	Destroy when no longer needed for reference		
					5335.30	Balance File	NI-361-90-01 (523.14)	Destroy when superseded		
					5335.31	Supply/Equipment Requisition	NI-361-90-01 (534.18)	Destroy when obsolete		
					5335.42	Supply Loss/Damage	NI-361-90-01 (534.62)	Destroy after 3 years		
					4160.14	Equipment Control	NI-361-92-02 (610.65)	Destroy after 1 year		
					4160.42	Registration Log	NI-361-92-01 (640.65)	Destroy when obsolete or no longer needed for reference		

					4165.38	Log Sheets	N1-361-90-01 (549.16)	Destroy when obsolete or replaced by new sheets.		
					4165.47	Sprinkler Maintenance	N1-361-90-01 (549.43)	Destroy after 2 years.		
					4165.49	Inventories	N1-361-90-01 (549.49)	Destroy when obsolete or no longer in inventory.		
					6055.34	Fire Prevention and Protection Equipment	N1-361-90-01 (547.14)	N1-361-90-01		
					5335.46	Furniture Requirements (534.70)	N1-361-90-01	Destroy 1 year after receipt of item.		
5335.09	Pending NARA approval	Supply Equipment Withdrawals	Temporary. Cutoff at end of Event.	Destroy 1 year after receipt or when no longer needed, whichever comes first	5335.32		N1-361-90-01 (534.22)	Destroy after 60 days		
5335.10	Pending NARA approval	Receiving Documents	Temporary. Review annually	Destroy when superseded	5335.34	Receiving	N1-361-90-01 (534.30)	Destroy when superseded		
5335.13	GRS 5.4, Item 040 (DAA-GRS-2016-0011-0004)	Excess Supplies and Equipment	Temporary. Cutoff at end of CY.	Destroy after 3 years	5335.35					
					5335.36	Supply/Equipment Returns	N1-361-90-01 (534.38)	Destroy when no longer needed		
5335.15	GRS 5.4, Item 070 (DAA-GRS-2016-0011-0008)	Facility Equipment Inspection, Maintenance and Service Records: Long-term Maintenance	Temporary. Cutoff at end of CY.	Destroy when 3 years old.	5335.8					
					4165.25	Material Coordination	N1-361-90-01 (541.76)	Destroy after 3 years		
					4165.29	Service Orders	N1-361-90-01 (543.10)	Destroy after 2 years		
					4165.30	Operating Orders	N1-361-90-01 (543.20)	Destroy after 1 year		
					4165.31	Job Orders and Estimates	N1-361-90-01 (543.30)	Destroy after 3 years		
					4165.34	Preventive Maintenance/Self-Help	N1-361-90-01 (543.60)	Destroy after 1 year		
					4165.44	Service Orders	N1-361-90-01 (543.10)	Destroy after 2 years		
					4165.45	Inspections	N1-361-90-01 (547.46)	Destroy after 2 years		
					4165.46	Boiler Treatment	N1-361-90-01 (549.40)	Destroy after 2 years		
					4165.48	Material Costs	N1-361-90-01 (549.46)	Destroy after 2 years		
5335.16	GRS 5.4, Item 071 (DAA-GRS-2016-0011-0009)	Facility Equipment Inspection, Maintenance and Service Records: Tracking Completion of Minor Repair Work	Temporary. Cutoff at end of CY.	Destroy when 90 days old.	5335.8.01					
					4165.39	Daily Boiler Logs	N1-361-90-01 (549.19)	Destroy after 1 year		
5335.20	GRS 5.4, Item 030 (DAA-GRS-2016-0011-0003)	Vehicle and Equipment Ownership Records, Operation Manuals and Warranties.	Temporary.	Transfer with item to new owner or destroy when item is excessed as appropriate.	5335.9	Vehicle and Equipment Ownership Records, Operation Manuals and Warranties.				
					6055.15	Motor Vehicle Registration	N1-361-91-7 (157.30)	Destroy upon normal expiration or supersession of registration or 3 years after revocation of registration.		
					7305.23	NAF Vehicle Registration	DAA-0361-2015-0002-0013	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.		
					4165.36	Service Manuals	N1-361-90-01 (549.10)	Destroy when obsolete or no longer needed.		
					4600.3	Communications Interface Equipment.	N1-361-91-1 (281.52)	Destroy when item is excessed.		
5335.21	GRS 5.4, Item 110 (DAA-GRS-2016-0011-0014)	Vehicle/Equipment Operator Files	Temporary. Cutoff at end of Event.	Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicles, whichever is sooner.	5335.18					
5335.23	GRS 5.4, item 090 (DAA-GRS-2016-0011-0011)	Vehicle Inspection, Maintenance, and Service Records.	Temporary. Cutoff at end of CY.	Destroy when 3 years old. Transfer of extant records to new owner at sale or donation is authorized.	New					
5335.25	GRS 5.4, Item 140 (DAA-GRS-2016-0011-0017)	Motor Vehicle Accident and Incident Files.	Temporary. Cutoff at end of Event.	Destroy 6 years after case is closed.	5335.16					
5335.27	GRS 5.4, Item 040 (DAA-GRS-2016-0011-0004)	Motor Vehicle Release Files	Temporary. Cutoff at end of Event.	Destroy 4 years after vehicle leaves agency custody.	5335.17					
5335.30	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Fuel Products Inventories	Temporary. Cutoff at end of CY.	Destroy after 10 years	5335.37		N1-361-90-01 (534.42)	Destroy after 3 years		Change made at the request of the OPR DLA Energy in 2023
5335.31	Pending NARA approval	Petroleum Prices	Temporary. Cutoff at end of Event.	Destroy when conditions of contract have been met	5335.39		N1-361-90-01 (534.50)			
5500.01	DAA-0361-2021-0015-0027	Congressional Inquiries	Temporary. Cutoff at end of CY.	Destroy after 8 years.	5401.03		N1-361-91-3 (120.10)			
5500.03	Pending NARA approval	Congressional Hearings and Testimonies	PERMANENT.	Cutoff at close of each Congress, hold for 2 years, and retire to FRC. Transfer to the National Archives when 30 years old.	5401.04		N1-361-91-3 (120.20)	Yes		
5500.05	GRS 6.4, Item 010 (DAA-GRS-2016-0005-0001)	Biography Files	Temporary. Cutoff at end of CY.	Destroy after 3 years or when no longer needed for reference.	5401.05		N1-361-91-3 (120.30)	Destroy after 2 years or when no longer needed for reference.		changed to a GRS item which has a longer retention
6000 Schedule C Transmittal										
6000.02	GRS 2.7, Item 020 (DAA-GRS-2017-0010-0002)	Occupational Injury and Illness Program Records.	Temporary. Cutoff at end of CY.	Destroy when 6 years old	1400.47	Occupational Injury and Illness Program Records.	GRS 1, Item 34			
					6000.5	Hazard Report File	N1-361-91-15 (160.40)	Destroy after 3 years		
6000.03	GRS 5.6, Item 100 (DAA-GRS-2021-0001-0004)	Safety Case Files	Temporary. Cutoff at end of Event.	Destroy 5 years after all aspects of the case are closed.	6000.3	Safety and Health Case Files	N1-361-91-15 (160.20)			
6000.04	GRS 2.7, Item 070 (DAA-GRS-2017-0010-0012)	Non-occupational Individual Medical Case Files.	Temporary. Cutoff at end of Event.	Destroy 10 years after the last visit.	6000.9	Individual Non-Occupational Health Record Files	GRS 1, Item 19	Destroy 6 years after date of last entry.		
6000.06	GRS 2.7, Item 010 (DAA-GRS-2017-0010-0001)	Clinic Scheduling Records: Scheduling records of clinic visits, both occupational and non-occupational.	Temporary. Cutoff at end of year.	Destroy when 3 years old.	6000.10	Health Unit Control Files: Information is Summarized on Statistical Report.	GRS 1, Item 20a	Destroy 3 months after last entry.		
					6000.10.01	Health Unit Control Files: Information is Not Summarized.	GRS 1, Item 20b	Destroy 2 years after last entry.		
6025.01	GRS 2.6, Item 080 (DAA-GRS-2017-0010-0013)	Lactation Coordinator Records	Temporary. Cutoff at end of Event.	Event is when participant ceases program. Destroy 3 years after the activity or transaction is completed or superseded.	6000.4	Lactation Coordinator Records	N1-361-05-1 (160.35A)	Destroy 6 months after participant ceases program participation.		
						Electronic Copies created on e-mail and/or word processing	N1-361-05-1 (160.35B)			
6025.05	GRS 2.7, Item 060 (DAA-GRS-2017-0010-0009)	Occupational Individual Medical Case Files. -Long-term medical records.	Temporary.	Destroy 30 years after employee separation or when the Official Personnel Folder (OPF) is destroyed, whichever is longer	6000.11.02	Long-term medical records as defined in 5 CFR Part 293, Subpart E -- Separated Employees.	GRS 1, Item 21a2	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.		
6025.06	GRS 2.7, Item 061 (DAA-GRS-2017-0010-0010)	Occupational Individual Medical Case Files. -Short-term medical records.	Temporary. Cutoff at end of Event.	Destroy 1 year after separation or transfer of employee.	6000.11.03	Temporary or short-term records as defined in the Federal Personnel Manual (FPM).	GRS 1, Item 21b	Destroy 1 year after separation or transfer of employee.		
6025.10	Pending NARA approval	All Food and Drug Activity (ALFOODACT) Messages	Temporary. Cutoff at end of CY.	Destroy 5 years after cutoff	NEW					
6050.01	GRS 2.7, Item 050 (DAA-GRS-2017-0010-0008)	Safety Data Sheet-Hazardous	Temporary. Cutoff at end of Event.	Destroy 50 years after discontinuance of the program.	NEW					
6050.03	Pending NARA approval	Hazardous Materials	Temporary. Cutoff at end of CY.	Destroy after 75 years.	6055.45	Hazardous Materials	N1-361-90-01 (547.58)			
6050.07	GRS 2.7, Item 040 (DAA-GRS-2017-0010-0004)	Workplace Environmental Monitoring and Exposure Records.	Temporary. Cutoff at end of event	Destroy 3 years after supersession.	6000.6	Industrial Hygiene Survey Reports.	NC1-361-80-1 (160.45)			

6055.01	GRS 5.6, Item 010 (DAA-GRS-2017-0006-0001)	Security Administrative Records	Temporary. Cutoff at end of Event.	Destroy when superseded or obsolete.	6055.32	Security and Protective Services Administrative Records.	GRS 5.6, Item 010 (DAA-GRS-2017-0006-0001)			
6055.15	DAA-0361-2014-0007-0001	Confined Space Entry Permit.	Temporary. Cutoff after permit expires/cancels	DESTROY after completion of the annual review of the permit space program. The DLA component Office of Primary Responsibility (OPR) will retain the official record copy of the Confined Space Entry Permit.	6000.8					
6055.20	N1-361-08-03	Inspector General Investigations File.	Temporary. Cutoff at end of Event.	Destroy/erase 25 years after completion of investigation.	6055.5	Criminal Incident/Investigations File.	N1-361-91-7 (157.50c1)			
6055.24	N1-361-08-03	Crime Vulnerability Assessments, Reports of Post Sale Investigation, and Criminal Information Reports.	Temporary. Cutoff at end of Event.	Destroy/erase 10 years after completion.	6055.5.01	Criminal Incident/Investigations File: When NOT Entered into DCIRS.	N1-361-91-7 (153.50A(2))	Destroy/erase 10 years after completion.		
6055.25	N1-361-08-03	Trade Security Controls Assessment Records.	Temporary. Cutoff at end of Event.	Destroy/erase 6 years after last transaction or completion.	6055.6		N1-361-08-3 (153.50B)			
					6055.7	Trade Security Controls Assessment Records. Not related to a specific transaction	N1-361-08-3 (153.50C & 153.50C1)	Destroy/erase 6 years after last transaction.		
					6055.7.01	Trade Security Controls Assessment Records. Related to a specific transaction	N1-361-08-3 153.50c2	Destroy/erase 6 years after last transaction.		
					6055.7.02	Trade Security Controls Assessment Records. Reports of Outreach	N1-361-08-3 153.50c3	Destroy/erase 5 years after completion.		
6055.26	Pending NARA approval	Analysis of Criminal Offenses and Trends.	Temporary. Cutoff at end of CY.	Destroy immediately after 3 years.	6055.9		N1-361-91-7 (157.60)	Destroy after 3 years.		
6055.30	GRS 5.4, Item 010, (DAA-GRS-2016-0011-0001)	Protective Services Special Equipment.	Temporary. Cutoff at end of Event.	Destroy when 3 years old or 3 years after acquisition of the equipment, whichever is applicable.	6055.11		N1-361-91-7 (157.40)			
6055.31	GRS 5.6, Item 030 (DAA-2021-0001-0002)	Security Uniform and Equipment Tracking Records	Temporary.	Destroy 3 months after return of equipment.	NEW					
6055.35	GRS 5.6, Item 110 (DAA-GRS-2017-0006-0014)	Visitor Processing Records: Areas Requiring Highest Level Security Awareness.	Temporary. Cutoff at end of Event.	Destroy when 5 years old.	6055.12					
6055.36	GRS 5.6, Item 111 (DAA-GRS-2017-0006-0015)	Visitor Processing Records: All Other Facility Security Areas.	Temporary. Cutoff at end of Event.	Destroy when 2 years old.	6055.12.01					
					4145.3	Storage Facility Entry Controls: Entry Permits and Control	N1-361-89-2 (960.10A)	Destroy on turn-in or expiration of the decal or permit.		
					4145.3.01	Storage Facility Entry Controls: Visit Logs and Registers	N1-361-89-2 (960.10B)	Destroy 1 year after sheet or book is filled.		
					4145.3.02	Storage Facility Entry Controls: Other Records	N1-361-89-2 (960.10C)	Cutoff annually, destroy when 1 year old.		
6055.37	GRS 5.6, Item 120 (DAA-GRS-2021-0001-0005)	Personal Identification Credentials and Cards: Application and Activation Records.	Temporary. Cutoff at end of Event. Event is after employee or contractor's departure or termination.	Destroy 6 years after terminating an employee or contractor's employment.	6055.14		GRS 5.6, Item 120 (DAA-GRS-2017-0006-0016)	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.		
6055.38	GRS 5.6, Item 121 (DAA-GRS-2017-0006-0017)	Personal Identification Credentials and Cards: Cards.	Temporary	Destroy after expiration, confiscation, or return.	6055.14.01					
6055.39	GRS 5.6, Item 130 (DAA-GRS-2021-0001-0006)	Temporary and Local Facility Identification and Card Access Records.	Temporary	Destroy upon immediate collection once the temporary credential or card is returned due to nearing expiration or not to exceed 6 months from time of issuance or when individual no longer requires access, whichever is sooner.	New	Local Facility Identification and Card Access Records	GRS 5.6, Item 130 (DAA-GRS-2017-0006-0018)			
6055.45	Pending NARA approval	Police Force Records.	Temporary. Cutoff at end of CY.	Destroy after 1 year or when superseded or obsolete, whichever is applicable.	6055.28	Police Force Records.	N1-361-91-7 (159.60)			
6055.46	Pending NARA approval	Police Blotter	Temporary. Cutoff at end of Event.	Destroy 3 years after final entry	6055.29		N1-361-91-7 (157.91)			
6055.47	GRS 5.6, Item 100 (DAA-GRS-2021-0001-0004)	Accident and Incident Records.	Temporary. Cutoff at end of CY.	Destroy 3 years after final investigation or reporting action or when 3 years old, whichever is later.	6055.17	Accident and Incident Records.	N1-361-91-7 (157.40)	Destroy after 2 years		
6055.48	GRS 5.6, Item 100 (DAA-GRS-2021-0001-0004)	Fire Incidents	Temporary. Cutoff at end of CY.	Destroy after 2 years.	6055.48	Fire Incidents	N1-361-90-01 (547.70)			
6055.50	GRS 5.6, Item 060 (DAA-GRS-2017-0006-0007)	Seizure and Disposition of Unclaimed Property.	Temporary. Cutoff at end of Event.	Destroy 3 years after final action, except criminal cases in which retention and disposition will be as in Criminal Incident / Investigations File.	6055.19	Seizure and Disposition of Unclaimed Property.	N1-361-91-7 (158.60)			
6055.52	Pending Approval	Loss and Recovery of Firearms and Ammunition	Temporary. Cutoff at end of CY.	Destroy after 10 years.	6055.21	Loss and Recovery of Firearms and Ammunition: HQ DLA Command Security	N1-361-91-7 (158.75a)	Destroy after 10 years.		
					6055.21.01	Loss and Recovery of Firearms and Ammunition: Other Offices.	N1-361-91-7 (158.75b)	Destroy after 3 years.		
6055.53	GRS 5.6, Item 090 (DAA-GRS-2021-0001-0003)	Facility Security Management Operations Records.	Temporary.	Destroy no sooner than 30 days and no more than 1 year old.	4500.42	Records of Routine Security Operations. ; Building Security Logs	N1-361-91-10 (946.62); GRS 5.6, Item 090 (DAA-GRS-2017-0006-0012)	Destroy after 1 year		
					4500.43	Building Access Lists	N1-361-91-10 (946.65)	Destroy when replaced with updated copy		
6055.54	GRS 5.6, Item 081 (DAA-GRS-2017-0006-0011)	Physical Security Surveys	Temporary. Cutoff at end of CY.	Destroy after 3 years or when obsolete or no longer needed, whichever is later.	6055.31	Physical Security Surveys	N1-361-91-7 (159.80)			
6055.55	GRS 4.2, Item 031 (DAA-GRS-2013-0007-0020)	Physical Security: Access Control.	Temporary. Cutoff at end of CY.	Destroy after 1 year.	6055.49	Physical Security: Access Control.				
6055.56	Pending NARA approval	Physical Security Area and Barriers.	Temporary. Cutoff at end of CY.	Destroy/delete 3 years after area no longer requires special protective measures.	6055.22	Physical Security Area	N1-361-91-7 (159.10)	Retain in CFA. Destroy after 3 years or when the area no longer requires special protective measures, whichever is later.		
					6055.23	Physical Barriers	N1-361-91-7 (159.20)	Retain in CFA. Destroy after 3 years or when the area no longer requires special protective measures, whichever is later.		
6055.57	GRS 5.4, Item 070 (DAA-GRS-2016-0011-0008)	Protective Equipment and Communications Systems.	Temporary. Cutoff at end of CY.	Destroy after 3 years or when the area no longer requires special protective measures, whichever is later.	New					
					6055.24	Protective Lighting	N1-361-91-7 (159.30)	Destroy after 3 years or when the area no longer requires special protective measures, whichever is later.		

					6055.26	Protective Alarm System	N1-361-91-7 (159.40)	Destroy after 3 years or when the area no longer requires special protective measures, whichever is later.		
					6055.27	Protective Communications	N1-361-91-7 (159.50)	Destroy after 3 years or when the area no longer requires special protective measures, whichever is later.		
6055.58	GRS 5.6, Item 090 (DAA-GRS-2017-0006-0012)	Routine Surveillance Recordings.	Temporary.	Destroy or delete after 30 days.	6055.25					
6055.60	GRS 5.6, Item 020 (DAA-GRS-2017-0006-0002)	Key and Card Access Accountability Record: Areas Requiring Highest Level Security.	Temporary. Cutoff at end of Event.	Destroy 3 years after key turn in	6055.30					
6055.61	GRS 5.6, Item 021 (DAA-GRS-2017-0006-0003)	Key and Card Access Accountability Record: All Other Facility Security Areas.	Temporary. Cutoff at end of Event.	Destroy 6 months after turn-in of key.	6055.30.01					
6055.63	Pending Approval	Emergency Calls.	Temporary. Cutoff at end of CY.	Destroy after 2 years.	6055.46	Ambulance Calls	N1-361-90-01 (547.62)	Destroy after 2 years.		
6055.64	Pending NARA approval	Firemen Logs and Inspections.	Temporary. Cutoff at end of CY.	Destroy immediately after 7 years.	6055.47 6055.39	Fire Calls Firemen Logs	N1-361-90-01 (547.66) N1-361-90-01 (547.34)	Destroy after 2 years Destroy after 7 years.		
6055.65	GRS 5.4, Item 090 (DAA-GRS-2017-0006-0012)	Fire Extinguishers	Temporary. Cutoff at end of CY.	Destroy after 2 years	6055.42 6055.43	Inspections	N1-361-90-01 (547.46) N1-361-90-01 (547.50)	Destroy after 5 years		
6055.66	GRS 5.4, Item 070 (DAA-GRS-2016-0011-0008)	Sprinkler Systems.	Temporary. Cutoff at end of CY	Destroy after 3 years.	6055.44		N1-361-90-01 (547.54)			
6055.71	GRS 5.4, Item 071 (DAA-GRS-2016-0011-0009)	Safety Hazards.	Temporary. Cutoff at end of CY.	Destroy after 1 year.	6055.53	Safety Hazards.	N1-361-90-01 (547.10)			
6055.75	GRS 5.3, Item 010 (DAA-GRS-2016-0004-0001)	After Action Reports (AAR).	Temporary. Cutoff at end of CY.	Destroy when 5 years old.	6055.50					
7000 Schedule Crosswalk										
7000.01	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)	Financial Transaction Records- Procurement and Payment Records - Collection Records, Accounting Records office of record	Temporary. Cutoff at end of Event.	Destroy 10 years after final payment or Final invoice/IPAC.	7000.1					
					7000.24	Finance	NN-168-94 (238.26)	Destroy after 10 years		
					7000.27	Inter-service Cross and Common Service Agreements: Offices Executing Agreements	NN-168-94 (400.20)	Permanent		
					7000.27.01	Inter-service Cross and Common Service Agreements: Other offices	NN-168-94 (400.20)	Destroy when superseded, obsolete or no longer needed		
					7000.30	Subsidiary Files.	NN-168-94 (421.30)	Destroy after 3 years		
					4165.43	Utility Bills	N1-361-90-01 (549.31)	Destroy after 3 years		
					7000.36	Other Funds	NN-168-94 (429.01)	Destroy after 10 years		
					7000.37	IMPREST Funds	NN-168-94 (429.05)	Destroy after 2 years		
					7000.38	Monetary Collections and Payments	NN-168-94 (430.01)	Destroy after 10 years		
					7000.39	Disbursing Accounts	NN-168-94 (431.10)	Effect disposition in accordance with the pertinent regulations of the Military Department from which the disbursing station number was obtained		
					7000.45	Reimbursements	NN-168-94 (433.01)	Destroy after 10 years		
					4165.7	Open Purchase Requests	N1-361-90-01 (541.22)	Destroy after 10 years		
7000.02	GRS 1.1 Item 011 (DAA-GRS-2013-0003-0001)	Financial Transaction Records- Related to procuring goods and services, paying bills, collecting debts and accounting. All other Copies that are maintained by offices other than the office of record.	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.	7000.1.01					
					4145.88	Storage Cost Estimates	N1-361-89-2 (974.70)	Destroy when obsolete.		
7000.03	GRS 1.1, Item 030 (DAA-GRS-2013-0003-0004)	Property, Plant and Equipment (PP&E) and Other Asset Accounting	Temporary. Cutoff at end of Event.	Destroy 2 years after asset is disposed of and/or removed from agency's financial statement.	7000.3					
7000.04	GRS 1.1, Item 040 (DAA-GRS-2013-0003-0012)	Cost Accounting for Stores, Inventory, and Materials.	Temporary. Cutoff at end of Event.	Destroy when 10 years old.	7000.4	Cost Accounting for Stores, Inventory, and Materials.	GRS 1.1, Item 040 (DAA-GRS-2013-0003-0012)	Destroy when 3 years old		
					4245.35	Cost Accounting		Destroy when superseded, obsolete, or no longer needed for reference, whichever is sooner		
					7000.40	Shipment Control Records	NN-168-94 (431.12)	Cutoff after completion of related contract or transferred contracts or contract number changes. 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.		
7050.01	Pending NARA approval	Hotline Inquiry Case Files.	Temporary. Cutoff at end of CY.	Destroy/delete 10 years after completion of case.	5108.2	Hotline Inquiry Case Files: DLA Enterprise Hotline Program Office.	N1-361-08-3 (159.50A)	Destroy 10 years after completion of case.		
					5108.2.01	Hotline Inquiry Case Files - Other Offices	N1-361-08-3 (159.50B)	Destroy 3 years after completion of case.		
7050.03	Pending NARA approval	Hotline Data Base/Case Log Records.	Temporary. Cutoff at end of CY.	Destroy/delete 10 years after completion of case.	5108.3	Hotline Data Base/Case Log Records- DLA Enterprise Hotline Program Office	N1-361-87-1 (159.75A)	Destroy 10 years after completion of case.		
					5108.3.01	Hotline Data Base/Case Log Records - Other Offices	N1-361-87-1 (159.75B)	Destroy 3 years after completion of case.		
7050.08	GRS 5.4, Item 010 (DAA-GRS-2016-0011-0001)	Report of Survey.	Temporary. Cutoff at end of FY.	Destroy after 10 years.	7000.67	Reports of Survey.	NN-168-94 (436.10)	Destroy after 10 years, except that Report of Survey Files not involving pecuniary liability will be destroyed 3 years after completion of final action.		
					4160.32	Reports of Survey	N1-361-92-02 (640.10)	Destroy after 5 years		
					4161.13	Report of Survey - Property Adjustments.		Destroy after 4 years or no longer needed, whichever comes first.		
7050.12	GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002)	Charges Collection Records.	Temporary. Cutoff after final action.	Destroy 2 years after final action.	7000.68		NN-168-94 (436.20)			
7100.01	GRS 1.3, Item 020 (DAA-GRS-2015-0006-0002)	Defense Working Capital Fund (DWCF) Annual Operating Budget and Budget Execution Records.	Temporary. Cutoff at end of FY.	Destroy after 10 years.	7000.7	Defense Business Operations Fund (DBOF) Budget Development.) Annual Operating Budget.	N1-361-92-03 (212.12)	Destroy after 5 years		
					7000.9	DBOF Operational Integrity.	N1-361-92-03 (212.16)	Destroy after 5 years		
					7000.11	DBOF Operating Performance.	N1-361-92-03 (212.20)	Destroy after 5 years		
					7000.28	Budget Apportionment Files	GRS 5, Item 4	Destroy 2 years after the close of the fiscal year.		
7100.03	GRS 1.3, Item 041 (DAA-GRS-2015-0006-0006)	Budget Preparation Background Records.	Temporary. Cutoff at end of FY.	Destroy when 5 years old	7000.33 7000.8	Fund Utilization Reports and Listings Standard Pricing.	NN-168-94 N1-361-92-03 (212.14)	Destroy after 1 year Destroy after 5 years		
					4165.20	Operations and Maintenance Resources	N1-361-90-01 (541.61)	Destroy after 1 year.		
7100.08	GRS 1.3, Item 030, (DAA-GRS-2015-0006-0003)	Budget Reports-Full Fiscal year report	Temporary. Cutoff at end of FY.	Destroy when 5 years old	7000.10	DBOF Inventory Transactions	N1-361-92-03 (212.18)	Destroy after 5 years		
7100.09	GRS 1.3, Item 031, (DAA-GRS-2015-0006-0004)	Budget Reports-All other reports.	Temporary. Cutoff at end of FY.	Destroy when 3 years old	7000.14	Budget Histories	GRS 5, Item 3b	Destroy 3 years after end of fiscal year.		
					7000.22	Monthly Management Reports	N1-361-92-03	Destroy after 1 year		
7100.14	GRS 1.3, Item 050 (DAA-GRS-2015-0006-0007)	Budget Administration Records.	Temporary. Cutoff at end of FY.	Destroy 3 years after end of fiscal year.	7000.12	Activity Budget Administration.	GRS 5, Item 1	Destroy 2 years after end of fiscal year.		

					7000.13	Budget Expenditures	GRS 1.3, Item 050 (DAA-GRS-2015-0006-0007)	Destroy 3 years after end of fiscal year.		
					7000.15	Resource Allocation	N1-361-92-03 (212.38)	Destroy 2 years after end of fiscal year.		
					7000.16	Reimbursement Files	N1-361-92-03 (212.40)	Destroy 2 years after end of fiscal year.		
					7000.17	Master Account Record (MAR); Fiscal Voucher MAR Printout and Backup Materials.	N1-361-92-03 (212.60A)	Destroy after 2 years		
					7000.17.01	Master Account Record (MAR); Monthly MAR Printouts and Backup Materials.	N1-361-92-03 (212.60B)	Destroy when superseded		
					7000.32	Integrated Command Accounting and Reporting (ICAR).	NN-168-94 (427.05)	Destroy after 3 years		
					7000.34	Miscellaneous Central Accounting	NN-168-94 (427.15)	Destroy after 1 year		
7600.01	Pending NARA approval	Inspector General Reviews /Surveys.	Temporary. Cutoff at end of CY.	Destroy after 4 years.	7000.83	Inspector General Reviews /Surveys.	N1-361-87-2 (461.20)	Destroy after 2 years		
7600.02	Pending NARA approval	Audits, Reviews, and Surveys	Temporary. Cutoff at end of CY.	Destroy after 2 years.	7000.81	Audits, Reviews, and Surveys.	N1-361-87-2 (460.01)	Destroy after 2 years		
7600.04	Pending NARA approval	Inspector General External and Internal Audit Management.	Temporary. Cutoff at end of Event.	Destroy 3 years after all necessary actions pertaining to the report are completed	7000.84	Inspector General Reports: HQ DLA Comptroller.	N1-361-87-2 (461.30A)	Destroy 2 years after all necessary actions pertaining to the report are completed		
					7000.84.01	Inspector General Reports: Other Offices.	N1-361-87-2 (461.30B)	Destroy 3 years after all necessary actions pertaining to the report are completed		
7600.08	Pending NARA approval	Internal Review Working Papers.	Temporary. Cutoff at end of Event. Event is after implementation or follow-up review.	Destroy after recommendations have been implemented or follow-up reviews have been completed, whichever is later.	5108.5	Internal Review Working Papers.	N1-361-90-02 (180.20)	Destroy after recommendations have been implemented or follow-up reviews have been completed, whichever is later.		
7600.09	Pending NARA approval	Internal Review Case Files.	Temporary. Cutoff at end of CY.	Destroy after 10 years.	5108.6	Internal Review Case Files.	N1-361-90-02 (180.30)	Destroy after 10 years.		
7600.12	GRS 5.7, Item 020 (DAA-GRS-2017-0008-0002)	Internal Control Review, Response, and Mitigation Management Records.	Temporary. Cutoff at end of Event. Cut off when no further corrective action is necessary.	Destroy 10 years after cutoff.	5010.25	Internal Control Review, Response, and Mitigation Management Records.	GRS 5.7, Item 020 (DAA-GRS-2017-0008-0002)	Destroy 5 years after cutoff.		
					5000.33	Internal Control Processes	N1-361-91-04 (818.90)	Destroy after 10 years or when no longer needed.		
7710.01	GRS 1.1, Item 001 (DAA-GRS-2016-0013-0001)	Financial Management and Reporting Records.	Temporary. Cutoff at end of FY.	Destroy when 10 years old	7000.76	Financial Inventory Accounting (FIA)	NN-168-94 (450.01)	Destroy after 10 years		
					7000.78	Financial Inventory Accounts	NN-168-94 (451.01)	Destroy after 10 years		
					7000.79	FIA Reports	NN-168-94 (452.01)	Destroy after 10 years		
					7000.80	Material Pricing	NN-168-94 (455.01)	Destroy after 10 years		
					7000.42	Reports and Returns	NN-168-94 (431.20)	Destroy after 4 years		
7710.05	GRS 1.1, Item 020 (DAA-GRS-2013-0003-0011)	Records Supporting Compilation of Agency Financial Statements and Related Audit, and All Records of All Other Reports.	Temporary. Cutoff at end of Event.	Destroy 2 years after completion of audit or closure of financial statement/ accounting treatment.	7000.2	Records Supporting Compilation of Agency Financial Statements and Related Audit, and All Records of All Other Reports.	GRS 1.1, Item 020 (DAA-GRS-2013-0003-0011)	Destroy 2 years after completion of audit or closure of financial statement/ accounting treatment.		
					7000.35	Accounting Classification Audit	NN-168-94	Destroy each year after receipt of new fiscal year's listing and cards.		
8000 Schedule										
8000.03	GRS 3.1, Item 001 (DAA-GRS-2016-0013-0002)	Technology Management Administrative Records.	Temporary. Cutoff at end of CY.	Destroy when 5 years old.	8100.10					
8000.05	GRS 4.2, Item 080 (DAA-GRS-2013-0007-0022)	Legal and Regulatory Compliance Reporting Records-Annual Reports.	Temporary. Cutoff at end of Event.	Event is submission of report. Destroy 5 years after submission of report.	8000.4					
8000.06	GRS 4.2, Item 081 (DAA-GRS-2013-0007-0023)	Legal and Regulatory Compliance Reporting Records-All Other Agency Reports.	Temporary. Cutoff at end of Event.	Destroy 2 years after submission of report.	8000.04.01					
8000.09	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Data Quality Reports	Temporary.	Destroy on completion of review, or when no longer required for analysis, whichever is later.	4100.19	Data Preparation Reports	N1-361-91-16 (730.50)			
8100.20	GRS 4.2, Item 020 (DAA-GRS-2016-0002-0001)	Access and Disclosure Request Files.	Temporary. Cutoff at end of Event.	Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later.	5400.1					
8100.22	GRS 4.2, Item 040 (DAA-GRS-2016-0002-0004)	Control Files for FOIA and Privacy Act.	Temporary. Cutoff at end of Event.	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.	5400.2					
8100.24	GRS 4.2, Item 001 (DAA-GRS-2016-0013-0003)	FOIA, Privacy Act, Administrative Records.	Temporary. Cutoff at end of CY.	Destroy when 3 years old.	5400.4					
8100.25	GRS 4.2, Item 010 (DAA-GRS-2013-0007-0001)	General Information Request File.	Temporary. Cutoff when action completed.	Destroy when 90 days old.	5300.1					
8100.26	GRS 4.2, Item 070 (DAA-GRS-2013-0007-0006)	FOIA and Privacy Act Report Files.	Temporary. Cutoff after Event.	Destroy 2 years after date of report.	5400.11					
8100.27	GRS 4.2, Item 180 (DAA-GRS-2016-0008-0001)	FOIA Electronic Reading Room Documents.	Temporary. Review Annually.	Destroy when no longer needed.	NEW					
8100.28	GRS 4.2, Item 050 (NC1-64-77-1 item 27)	Privacy Act Accounting of Disclosure Files.	Temporary. Cutoff at end of Event.	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.	5400.3					
8100.29	GRS 4.2, Item 150 (DAA-GRS-2016-0003-0002)	Privacy Act System of records Notices (SORNS).	Temporary. Cutoff at end of Event.	Destroy 2 years after supersession by a revised SORN or after system ceases operation.	5400.5					
8100.30	GRS 4.2, Item 090 (DAA-GRS-2013-0007-0007)	Privacy Act Amendment Request Files.	Temporary. Cutoff after Event.	Destroy with the records for which amendment was requested.	5400.12					
8100.31	GRS 4.2, Item 160 (DAA-GRS-2016-0003-0003)	Records of Privacy Threshold analyses (PTAs) and Initial Privacy Assessments (IPAs).	Temporary.	Destroy 3 years after associated PIA is published or determination that PIA is unnecessary.	5400.13 overview; 5400.13.01					
8100.32	GRS 4.2, Item 161 (DAA-GRS-2016-0003-0004)	Records Analyzing Personally Identifiable Information (PII) - Records of Privacy Impact Assessment (PIA).	Temporary.	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.	5400.13.02					
8100.35	GRS 4.2, Item 080 (DAA-GRS-2013-0007-0022)	Legal and Regulatory Compliance Reporting Records- Annual Reports by Agency CIO, Inspector General, or Senior Agency Official for Privacy.	Temporary.	Destroy 5 years after submission of report.	5400.14.01					
					5400.6	Privacy Act Report Files.	N1-361-90-01 (510.0A)	Permanent	Yes	GRS now exists for these reports

8100.36	GRS 4.2, Item 081 (DAA-GRS-2013-0007-0023)	All Other Agency Reports and Internal Reports by individual system owners to the Senior Agency Official for Privacy (SAOP).	Temporary.	Destroy 2 years after submission of report.	5400.14.02					
8100.40	GRS 4.2, Item 130 (DAA-GRS-2013-0007-0012)	Personally Identifiable Information Extracts.	Temporary. Review Monthly.	Destroy when 90 days old or no longer needed pursuant to supervisory authorization, whichever is appropriate.	NEW					
8100.42	GRS 4.2, Item 140 (DAA-GRS-2013-0007-0013)	Personally Identifiable Information Extract Logs.	Temporary.	Review Annually. Destroy when no longer needed.	NEW					
8115.01	GRS 6.3, Item 010 (DAA-GRS-2017-0009-0001)	Information Technology Program and Capital Investment Planning Records.	Temporary. Cutoff at end of CY.	Destroy/delete when 7 years old	8000.1	Information Technology (IT) Program Planning Records.	GRS 27, Item 1			
					8000.3	IT Capital Investment Records.	GRS 27, Item 3			
					8000.5	CIO Committee Records	GRS 27, Item 5			
8130.01	GRS 3.1, Item 040 (DAA-GRS-2013-0005-0010)	Information Technology Oversight and Compliance Records	Temporary. Cutoff at end of Event.	Destroy 5 years after the project, activity, transaction is completed or superseded.	8100.6	Information Technology Oversight and Compliance Records				
					4100.49	Descriptive Publication Requirements Guides.	N1-361-91-18 (756.12)	Destroy 1 year after final action		
8140.01	GRS 2.5, Item 030 (DAA-GRS-2014-	Knowledge Based Articles.	Temporary. Review Annually.	Destroy or delete when obsolete or no longer required for business use.	New					
8160.01	GRS 3.1, Item 020 (DAA-GRS-2013-0005-0004)	Information Technology Operations and Maintenance Records - Inventory and Maintenance.	Temporary. Cutoff at end of Event.	Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded.	8100.04.02					
8160.03	DAA-0361-2013-0009	Disposition of Unclassified DoD Computer Hard Drives.	Temporary. Cutoff at end of CY.	Destroy 5 years after cut-off.	4100.39 8100.9	System Problem Reports.	N1-361-91-18 (753.12)	Destroy after 2 years.		
8180.00	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	Agency Master File Plan	Temporary. Cutoff at end of Event. Event is when superseded.	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.	NEW					
8180.01	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	File Plan	Temporary. Cutoff at end of CY	Destroy when superseded by an updated or revaluated file plan. NOTE: There must be an active file plan before a superseded file plan can be destroyed.	5015.1			Destroy when 2 years old.		
8180.02	GRS 4.1, Item 020 (DAA-GRS-2013-0002-0007)	Records Management Program Records.	Temporary. Cutoff at end of CY	Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded.	5015.2					
8180.04	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Records and Information Review and Coordination	Temporary. Cutoff at end of CY.	Delete after 1 year.	NEW					
8180.07	GRS 4.1, Item 030 (DAA-GRS-2013-0002-0008)	Vital or Essential Records Program Records.	Temporary. Cutoff at end of Event.	Destroy 3 years after project, activity, or transaction is completed or superseded.	5015.9					
8180.08	GRS 4.1, Item 031 (DAA-GRS-2013-0002-0015)	Copies of Vital Records	Temporary. Review annually.	Destroy when superseded by the next cycle.	5015.10					
8260.01	GRS 3.1, Item 050 (DAA-GRS-2013-0005-0002)	Data Administration Records- Documentation Necessary for Preservation of Permanent Electronic Records.	PERMANENT.	Transfer to the National Archives with the permanent electronic records to which documentation relates.	8100.701			Yes		
8260.02	GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)	Data Administration Records- All Documentation for Temporary Electronic Records and Documentation NOT Necessary for Preservation of Permanent Records.	Temporary. Cutoff at end of Event.	Destroy 5 years after the project, activity, transaction is completed or superseded.	8100.702					
8260.05	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Input or Source Records for EIS.	Temporary.	Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.	8500.9	Source Documentation	N1-361-91-18	Destroy when superseded or obsolete.		
					4140.33	MRO Reversals.	N1-361-92-1 (930.26)	Destroy after reversal posted in EBS.		
					4140.58	Active Listing Files	N1-361-91-10 (943.20)	Destroy after input actions verified		
					4140.59	Deleted Suspense Record Files	N1-361-91-10 (943.25)	Destroy after 1 year		
					5300.3	Intermediary Records.				
					4140.38	Activity Address Directory Files.	N1-361-92-1 (930.36)	Destroy when no longer needed for reference.		
					4160.6.01	Input Source Records	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)			
					5000.20	ADP Control	N1-361-91-04 (815.40)	Destroy when 2 years old		
					7000.20	Payroll Transaction Register	N1-361-92.03 (216.40)	Destroy after 1 year.		
8300.01	GRS 3.1, Item 010 (DAA-GRS-2013-0005-0006)	Information Technology Development Project Records.	Temporary. Cutoff at end of Event.	Destroy 5 years after project is terminated.	8100.1					
8360.01	GRS 3.1, Item 011 (DAA-GRS-2013-0005-0007)	System Development Records.	Temporary. Cutoff at end of Event.	Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes.	8100.2					
8370.01	GRS 6.3, Item 020 (DAA-GRS-2017-0009-0002)	Enterprise Architecture Records.	Temporary. Cutoff at end of Event.	Destroy / delete when 7 years old after creating a new iteration of the enterprise or information architecture.	8000.2		GRS 27, Item 2			
8400.01	GRS 3.1, Item 020 (DAA-GRS-2013-0005-0004)	Information Technology Operations and Maintenance Records- Files identifying IT facilities and sites.	Temporary. Cutoff at end of Event.	Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded.	8100.4					
8400.02	GRS 3.1, Item 020 (DAA-GRS-2013-0005-0004)	Information Technology Operations and Maintenance Records - Reports on Operations.	Temporary. Cutoff at end of Event.	Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded.	8100.4.03					
8430.01	GRS 3.1, Item 012 (DAA-GRS-2013-0005-0008)	Special Purpose Computer Programs and Applications.	Temporary. Cutoff at end of Event.	Delete when related master file or database has been deleted.	8100.3					
8430.03	GRS 3.1, Item 030 (DAA-GRS-2013-0005-0005)	Configuration and Change Management Records.	Temporary. Cutoff after event.	Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes.	8100.5					

					4100.38	Master System Change Request (SCR) File.	N1-361-91-18 (753.10)	Destroy when no longer needed for reference.		
					4100.35	Mass Change Records	N1-361-91-18 (751.12)	Destroy after 2 years		
8500.12	GRS 3.2, Item 031 (DAA-GRS-2013-0006-0004)	System Access Records- Systems Requiring Special Accountability for Access.	Temporary. Cutoff at end of Event.	Destroy 6 years after password is altered or user account is terminated.	8500.2 overview, 8500.2.01					
8500.13	GRS 3.2, Item 030 (DAA-GRS-2013-0006-0003)	System Access Records- Systems NOT Requiring Special Accountability for Access.	Temporary. Cutoff at end of Event.	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.	8500.2.02					
8500.17	GRS 3.2, Item 035 (DAA-GRS-2022-0005-0001)	Cybersecurity Logging Records-Full Packet Capture Data.	Temporary.	Destroy when 72 hours old.	NEW					
8500.18	GRS 3.2, Item 035 (DAA-GRS-2022-0005-0002)	Cybersecurity Logging Records- Cybersecurity Event Logs	Temporary.	Destroy when 30 months old.	NEW					
8500.20	GRS 3.2, Item 030 (DAA-GRS-2013-0006-0003)	System Backups and Tape Library Records-Incremental Backup Files	Temporary. Cutoff at end of Event.	Destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later.	NEW					
8500.21	GRS 3.2, Item 040 (DAA-GRS-2013-0006-0005)	System Backups and Tape Library Records-Full Backup Files.	Temporary. Cutoff at end of Event.	Destroy when second subsequent backup is verified as successful or when no longer needed for system restoration.	NEW					
8500.22	GRS 3.2, Item 041 (DAA-GRS-2013-0006-0006)	Backups of Master Files and Databases-Permanent Records Scheduled for Transfer to the National Archives	Temporary. Cutoff at end of Event.	Destroy immediately after the identical records have been captured in a subsequent backup file or at any time after the transfer request has been signed by the National Archives.	NEW					
8500.23	GRS 3.2, Item 050 (DAA-GRS-2013-0006-0007)	Backups of Master Files and Databases-Temporary Records Authorized for Destruction by a NARA approved records schedule.	Temporary. Cutoff at end of Event.	Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file.	NEW					
8520.01	GRS 3.2, Item 060 (N1-GRS-07-3, item 13a1)	Public Key Infrastructure (PKI) Administrative Records- Federal Bridge Certification Authority (FBCA) Certification Authority (CA).	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.	8500.6					
8520.02	GRS 3.2, Item 061 (N1-GRS-07-3, item 13a2)	PKI administrative records.- Other - Non-FBCA et. Al.) CAs.	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.	8500.6.01					
8520.03	GRS 3.2, Item 062 (N1-GRS-07-3, item 13b)	PKI transaction-specific records.	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 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.	8500.7					
8530.01	GRS 3.2, Item 010 (DAA-GRS-2013-0006-0001)	Systems and Data Security Records.	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.	8500.4					
					8500.1	ADP Security Arrangements	N1-361-91-7 (154.05)	Destroy when superseded, obsolete or no longer needed for reference.		
					8500.3	ADP Security Risk Analysis Files.	N1-361-91-7 (154.30)	Destroy after 3 years or when MSC (formerly PLFA's) issue new risk analysis reports.		
8530.05	GRS 3.2, Item 020 (DAA-GRS-2013-0006-0002)	Computer security incident handling, reporting and follow-up records	Temporary. Cutoff at end of Event.	Destroy 3 years after all necessary follow-up actions have been completed.	New					
8550.01	GRS 3.1, Item 020 (DAA-GRS-2013-0005-0004)	Information Technology Operations and Maintenance Records - Website administration.	Temporary. Cutoff at end of Event.	Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded.	8100.04.04					
8000 Schedule / 8120 EIS Listing										
8120.01	GRS 3.2, Item 031 (DAA-GRS-2013-0006-0004)	Accounts Management Provisioning System (AMPS)	Temporary. Cutoff at end of Event.	Destroy 6 years after password is altered or user account is terminated. GRS 3.2, Item 031 (DAA-GRS-2013-0006-0004)	8120.1					
8120.01.01	GRS 3.2, Item 030 (DAA-GRS-2013-0006-0003)	AMPS - System Access Records- Systems NOT Requiring Special Accountability for Access. (See Record Series 8500.13)	Temporary.	Delete/Destroy 1 year after user's account is terminated from the system. GRS 3.2, Item 030 (DAA-GRS-2013-0006-0003)						
8120.01.02	GRS 3.2, Item 020 (DAA-GRS-2017-0003-0002)	AMPS - Input or Source Records for EIS (See Record Series 8260.05)	Temporary.	Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.	New					
8120.01.03	GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)	AMP- Data Administration Records	Temporary. Cutoff at end of Event.	Destroy 5 years after the project, activity, transaction is completed or superseded.	New					
8120.02	N1-361-11-001	Acquisition Streamlining and Standardization System (ASSIST).	PERMANENT.	Transfer a copy to the National Archives upon approval of this SF-115. Thereafter, cut off files at end of every fifth calendar year and transfer a copy to the National Archives.	8120.2				Yes	
8120.04	GRS 2.6, Item 010 (DAA-GRS-2016-0014-0001)	Competency Assessment /Workforce Planning (CA/WP).	Temporary. Cutoff at end of CY.	Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate	8120.4					

8120.05	N1-361-10-001	Department of Defense Electronic Mail (DOD EMAIL)	Temporary. Cutoff at end of FY.	Destroy 8 years after record creation. Destruction will occur based on fiscal year.	8120.5.02							
8120.05.01	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	FEDMALL - Input or Source Records for DOD FedMail (see Recent Series S260.05)	Temporary.	Destroy upon verification of successful creation of the final document or file, or								
8120.05.02	GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)	FEDMALL - Data Administration Records DoD FedMail (See S260.02)	Temporary. Cutoff at end of Event.	Destroy 5 years after the project, activity, transaction is completed or superseded.								
8120.06	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0001)	DORRA Integrated Data Base (DIDB).	Temporary. Cutoff at end of Event.	Destroy upon verification of successful creation of the final document or file, or when no longer needed.	8120.6							
8120.07	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	DLA Document Services Online Ordering System.	Temporary. Cutoff at end of FY.	Destroy 10 years after final payment or cancellation.	8120.7							
8120.08	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Defense Travel System (DTS).	Temporary. Cutoff at end of FY.	Destroy 10 years after final payment or cancellation.	8120.8							
8120.09	DAA-0361-2014-0014-0001	Defense Information System for Security (DISS).	Temporary. Cutoff at end of Event. Event is after investigative closing or date of the most recent investigative activity.	Destroy 16 years from the date of closing or the date of the most recent investigative activity, whichever is later.	8120.9.01							
8120.09.01	DAA-0361-2014-0014-0002	Defense Information System for Security (DISS).	Temporary. Cutoff at end of Event. Event is after investigative closing or date of the most recent investigative activity.	Destroy after 23 years from the date of closing or the date of the most recent investigative activity, whichever is later.	8120.9.02							
8120.10	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Enterprise Business System (EBS).	Temporary. Cutoff at end of Event.	Master File: Module 1: Destroy 10 years after final payment or Final Invoice/FPAC.	8120.10.02; 8120.03							
8120.10.01	GRS 5.4, Item 020 (DAA-GRS-2016-0011-0002)	EBS Real Property	Temporary. Cutoff at end of Event.	Real Property. Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other liens.	8120.10.04							
8120.10.02	DAA-0361-2013-0001-0006	EBS Foreign Military Sales	Temporary. Cutoff at end of Event.	Foreign Military Sales Contracts. Destroy data related to Foreign Military Sales (FMS) contracts 10 years after final payment.	8120.10.05							
8120.10.03	DAA-0361-2013-0001-0007	EBS Foreign Military Sales Transportation Case Files	Temporary. Cutoff at end of Event.	Foreign Military Sales Transportation Case Files. Destroy data related to Foreign Military Sales (FMS) transportation case files when 30 years old.	8120.10.06							
8120.10.04	DAA-0361-2013-0001-0008	EBS Small Arms	Temporary. Cutoff at end of FY.	Small Arms. Destroy 6 years and 3 months after cutoff.	8120.10.07							
8120.10.05	DAA-0361-2013-0001-0009	EBS National Defense Stockpile Materials.	Temporary. Cutoff at end of Event. Event is removal of the commodity from the stockpile.	National Defense Stockpile Materials. Destroy 8 years after Event.	8120.10.08							
8120.10.06	DAA-0361-2013-0001-0010	EBS Hazardous Materials Service Contracts.	Temporary. Cutoff at end of Event. Event is contract closeout.	Hazardous Materials Service Contracts. Destroy 50 years after Event.	8120.10.09							
8120.10.07	DAA-0361-2013-0001-0011	EBS Hazardous Materials Property Sales	Temporary. Cutoff at end of Event. Event is contract closeout.	Hazardous Materials Property Sales. Destroy 50 years after Event.	8120.10.10							
8120.10.08	DAA-0361-2013-0001-0012	Enterprise Business System (EBS).	Temporary. Cutoff at end of FY.	Master File: Module 9: Hazardous Materials Monitoring, Elimination, and Accident/Spill Reports. Destroy when 75 years old.	8120.10.11							
8120.11	GRS 2.4, Item 030 (DAA-GRS-2016-0015-0003)	Employee Activity Guide for Labor Entry (EAGLE).	Temporary. Cutoff at end of CV.	Time and attendance records. Destroy after a GAO audit or when 3 years old, whichever is sooner.	8120.11.01							
8120.11.01	GRS 2.3, Item 081 (DAA-GRS-2015-0007-0022)	Employee Activity Guide for Labor Entry (EAGLE)-Telework/Alternate Worksite Program	Temporary.	Telework/Alternate Worksite Program. Delete 1 year after end of employee's participation in the program, or after superseded form becomes obsolete.	8120.11.02							
8120.12	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0001)	Fusion Center (FC) and FC High Side.	Temporary.	Master File: Destroy upon verification of successful creation of the final document or file, or when no longer needed.	8120.12							
8120.13	DAA-0361-2013-0011-0001	Equipment Management and Control System (EMACS)	Temporary. Cutoff at end of Event.	Field Level Disposal Equipment. Destroy 2 years after Equipment Disposal.	8120.13.02							
8120.13.01	DAA-0361-2013-0011-0002	Equipment Management and Control System (EMACS)-Equipment Life Events.	Temporary. Cutoff at end of Event.	Equipment Life Events. Destroy 6 years after related equipment records are destroyed	8120.13.03							
8120.13.02	DAA-0361-2013-0011-0003	Equipment Management and Control System (EMACS)-Rollup Data	Temporary. Cutoff at end of each month.	Rollup Data. Destroy 15 years after the date it was extracted from field-level data	8120.13.04							
8120.13.03	DAA-0361-2013-0011-0004	Equipment Management and Control System (EMACS)-Active Equipment.	Temporary. Cutoff at end of Event.	Active Equipment. Destroy 6 years after creation of history data.	8120.13.05							
8120.13.04	DAA-0361-2013-0011-0005	Equipment Management and Control System (EMACS)- Other History.	Temporary.	Other History. Destroy when no longer needed for administrative, legal, audit, or other operational purposes.	8120.13.06							
8120.14	GRS 4.2, Item 020 (DAA-GRS-2016-0002-0001)	FOIAxpress	Temporary. Cutoff at end of Event.	Master File: Destroy all data related to a FOIA or Privacy request 6 years after the Agency's last reply.	8120.14							
8120.15	GRS 2.8, Item 060 (DAA-GRS-2014-0005-0007)	Financial Disclosure Management (FDM) System. Public financial disclosure reports: Executive Branch Personnel Public Financial Disclosure Reports	Temporary. Cutoff at end of Event.	Public financial disclosure reports: Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278c, and related records. 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.	8120.15.01							
8120.15.01	GRS 2.8, Item 061 (DAA-GRS-2014-0005-0008)	Financial Disclosure Management (FDM) System. Public financial disclosure reports: Executive Branch Personnel Public Financial Disclosure Reports	Temporary. Cutoff at end of Event.	Public financial disclosure reports: Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278c, and related records. Destroy 6 years after receipt of the OGE Form 278 or 278c by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.	8120.15.02							

8120.15.02	GRS 2.8, Item 070 (DAA-GRS-2014-0005-0011)	Financial Disclosure Management (FDM) System. Confidential financial disclosure reports- Reports for individuals not subsequently confirmed by the U.S. Senate. Executive Branch Confidential Financial Disclosure Reports	Temporary.	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. 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.	8120.15.03						
8120.15.03	GRS 2.8, Item 071 (DAA-GRS-2014-0005-0012)	Financial Disclosure Management (FDM) System. Confidential Financial Disclosure Reports-All Other reports	Temporary	Confidential Financial Disclosure Reports-All Other reports 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-A 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	8120.15.04						
8120.15.04	GRS 2.8, Item 080 (DAA-GRS-2014-0005-0014)	Financial Disclosure Management (FDM) System. Alternative or Additional Financial Disclosure Reports and Related- Reports for Individuals not Subsequently Confirmed by the U.S. Senate	Temporary	Alternative or Additional Financial Disclosure Reports and Related- Reports for Individuals not Subsequently Confirmed by the U.S. Senate. 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.	8120.15.05						
8120.15.05	GRS 2.8, Item 081 (DAA-GRS-2014-0005-0015)	Financial Disclosure Management (FDM) System. Alternative or Additional Financial Disclosure Reports and Related- All Other Reports.	Temporary	Alternative or Additional Financial Disclosure Reports and Related- All Other Reports. 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	8120.15.06						
8120.16	N1-361-10-002	Hazardous Material Information Resource System (HMIRS).	Temporary. Cutoff at end of Event (Discontinuance of Program)	Master File: HMIRS Information. Destroy 50 years after discontinuance of the program.	8120.16.02						
8120.17	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Integrated Consumable Item Support (ICIS).	Temporary.	Master File: ICIS compiles data from multiple sources to create analytical information in response to ad hoc user queries. Destroy upon verification of successful creation of the final document or file, or when no longer needed.	8120.17						
8120.18	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Wide Area Work Flow (WAWF).	Temporary. Cutoff at end of Event.	Master File: Provides capability to track and manage compensation payments to members of the general public filing damage claims against DoD and/or military services. Destroy 10 years after final payment or cancellation.	8120.18						
8120.19	N1-361-10-004	Mapping Enterprise Business System (MEBS).	Temporary.	Master File: The data for the MEBS system is categorized either as Product or Customer related. Destroy after 5 years.	8120.19.01; 8120.19.02						
8120.19.01	N1-361-10-004	Mapping Enterprise Business System (MEBS). Output	Temporary.	Output: 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. Destroy output file(s) upon verification of successful completion of output transaction to receiving system	8120.19.03						
8120.20	N1-361-10-004	DLA Distribution Mapping System (DDMS).	Temporary.	Master File: The Oracle database consists of information about mapping products and transactional information. Destroy transactional data, including requisitions filled and inventory actions, when 4 years old. Destroy product data 4 years after product is discontinued.	8120.20.02						
8120.20.02	N1-361-10-004	DLA Distribution Mapping System (DDMS). Outputs	Temporary.	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. 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	8120.20.03						
8120.22	GRS 2.6, Item 010 (DAA-GRS-2016-0014-0001)	Learning Management System (LMS).	Temporary. Cutoff at end of FY or Event.	Master File: Training Records. Destroy when 3 years old, or 3 years after superseded or obsolete.	8120.22						

8120.23	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Medical Electronic Catalog (ECAT).	Temporary. Cutoff at end of FY	Master File: ECAT is a Net-centric ordering system that enhances the ability of the Enterprise Business System (EBS) to complete customer billing and vendor payment.	8120.23						
8120.24	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0001)	Ozone Depleting System (ODS) Reserve Program Data Sets.	Temporary.	Master File: Consists of data copied from other data sources, such as DORRA and DSS. Destroy upon verification of successful creation of the final document or file, or when no longer needed	8120.24						
8120.25	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0001)	FLIS Portfolio Data Warehouse (FPDW).	Temporary.	Master File: represents merged RDE and MDC capabilities. Destroy upon verification of successful creation of the final document or file, or when no longer needed.	8120.25						
8120.26	GRS 5.8, Item 010 (DAA-GRS-2017-0001-0001)	Service Desk Express (SDE).	Temporary. Cutoff at end of CY	Master File: Problem tracking system/ITIL-compatible service manager. Destroy 1 year after resolved, or when no longer needed.	8120.26						
8120.27	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Recreation Tracking System (Rec Trac).	Temporary. Cutoff at end of FY	Master File: The system is also used for merchandise, catering and product purchase. Destroy 10 years after final payment or cancellation	8120.27						
8120.28	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Subsistence Total Order and Receipt Electronic System (STORES).	Temporary. Cutoff at end of FY	Master File: Customer ordering and receipting of subsistence products. Destroy 6 years after final payment or cancellation.	8120.28						
8120.29	GRS 5.2, Item 010 (DAA-GRS-2017-0003-0001)	Task Management Tracker (TMT).	Temporary. Cutoff after suspense is closed.	Master File: Task Management/Suspense. Incorporate records into the official file maintained with the office of record.	8120.29						
8120.30	N1-361-49-5	Automated Payroll, Cost, and Personnel System (APCAPS).	Temporary.	Master File: Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	8120.30						
8120.32	N1-361-49-5	Defense Industrial Plant Equipment Center (DIPEC).	Temporary.	Master File: Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	8120.32						
8120.33	N1-361-49-5	Defense Integrated Subsistence Management System (DISMS).	Temporary.	Master File: Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	8120.33						
8120.34	DAA-0361-2017-0012-0001	Distribution Standard System (DSS).	Temporary. Cutoff at end of Event.	DSS contains many data points, transactions, and documents related to warehouse operations. Destroy when no longer needed after supported processes are complete.	8120.34.02						
8120.34.01	DAA-0361-2017-0012-0002	Distribution Standard System (DSS), Foreign Military Sales Transportation Case Files.	Temporary. Cutoff at end of Event.	Foreign Military Sales Transportation Case Files. Destroy data related to Foreign Military Sales (FMS) Transportation case files when 30 years old.	8120.34.03						
8120.34.02	DAA-0361-2017-0012-0003	Distribution Standard System (DSS), Small Arms-Master File.	Temporary. Cutoff at end of FY	Small Arms-Master File. Destroy 30 years after cutoff.	8120.34.04						
8120.34.03	DAA-0361-2017-0012-0004	Distribution Standard System (DSS), Hazardous Waste Service Contracts-Master File	Temporary. Cutoff at end of Event.	Hazardous Waste Service Contracts-Master File. Hazardous Waste Service Contracts. Destroy 50 years contract closeout.-	8120.34.05						
8120.34.04	DAA-0361-2017-0012-0005	Distribution Standard System (DSS), Hazardous Materials Transportation Records-Master File	Temporary. Cutoff at end of Event.	Hazardous Materials Transportation Records-Master File. Destroy 50 years after program is ended.	8120.34.06						
8120.34.05	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Distribution Standard System (DSS), Data Supporting Financial Statements	Temporary. Cutoff at end of FY	Data Supporting Financial Statements. Destroy after 10 years.	8120.34.07						
8120.34.06	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	Distribution Standard System (DSS), Transportation Records.	Temporary. Cutoff at end of FY	Transportation Records. Destroy after 10 years.	8120.34.08						
8120.35	N1-361-49-5	Mechanization of Contract Administrative Services (MOCAS).	Temporary.	Master File: Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	8120.35						
8120.36	N1-361-49-5	Defense Fuels Automated Management System (DFAMS).	Temporary.	Master File: Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	8120.36						
8120.37	N1-361-49-5	Federal Logistics Information System (FLIS).	Temporary.	Master File: Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	8120.37						
8120.38	Overview	Defense Automatic Addressing System (DAAS)-Overview	Temporary.	No retention - overview only	8120.38	Defense Automatic Addressing System (DAAS).	N1-361-97-3		Master File: Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.		
8120.38.01	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)	DAAS DsDAAD - DsD Activity Address Directory(DsDAAD)	Temporary.	Destroy 10 years after cutoff.	NEW						
8120.38.02	GRS 1.1 Item 011 (DAA-GRS-2013-0003-0002)	DAAS-The Military Assistance Program Address Directory (MAPAD)	Temporary.	Delete after 5 years.	NEW						
8120.38.03	GRS 1.1 Item 011 (DAA-GRS-2013-0003-0002)	DAAS-Fund Code	Temporary.	Delete after 5 years.	NEW						
8120.38.04	GRS 1.1 Item 011 (DAA-GRS-2013-0003-0002)	DAAS-Project Code	Temporary.	Delete after 5 years.	NEW						
8120.38.05	GRS 1.1 Item 011 (DAA-GRS-2013-0003-0002)	DAAS Global Exchange Services (GEX), Non-PII transactional data	Temporary.	Delete after 2 years after receipt.	NEW						
8120.38.06	GRS 5.2, Item 010 (DAA-GRS-2017-0003-0001)	DAAS Global Exchange Services (GEX), PII transactional data	Temporary.	Destroy transaction data, including logs, 30 days after receipt.	NEW						
8120.38.07	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Logistics MILS Transaction data (MILSTRIP, MILSTRAP, MILSBILLS, Etc.)	Temporary.	Destroy transaction data including logs 5 years after receipt.	NEW						
8120.38.08	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	DAAS WEBVLIPS and LOTS.	Temporary.	Destroy when no longer needed in accordance with establish requestion and Exceso purge rules.	NEW						
8120.38.09	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0001)	Logistics Data Gateway (LDG)	Temporary.	Exclude and purge transaction records that are older than 3 years, 3 months old (39 months) from the LDG capability.	NEW						
8120.38.10	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)	DAAS Agreements	Temporary.	Destroy 10 years after supersession or expiration of agreement	NEW						

8120.38.11	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)	DAAS System Access Requests (SAR)	Temporary.	Destroy 1 year after user's account is terminated from the system.	NEW					
8120.39	N1-361-97-3	Joint Engineering Drawing Management Information and Control System (JEDMICS).	Temporary.	Master File: Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	8120.39					
8120.40	N1-361-97-3	Standard Procurement System (SPS).	Temporary.	Master File: Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	8120.40					
8120.41	N1-361-03-1	Headquarters Electronic Request Service (HERS).	Temporary.	Master File: Customer Orders for facility and administrative support products or services. Erase individual request after 18 months.	8120.41					
8120.42	N1-361-06-01	Military Clothing Database.	Temporary.	Master File: Maintain 3 years online, followed by 2 years in archive, and then destroy.	8120.42.01					
8120.42.01	N1-361-06-01	Military Clothing Database.	Temporary. Cutoff at end of CY.	Output: Hard Copies: The files include textual versions of reports, queries data, and transaction records	8120.42.03					
8120.42.02	N1-361-06-01	Military Clothing Database.	Temporary.	System Documentation: Maintain current version and two prior versions for 5 years, and then destroy.	8120.42.04					
8120.43	N1-361-08-3	DLA Hotline Case Record. DLA Enterprise Hotline Program Data Base.	Temporary. Cutoff at end of Event.	Master File: The database contains Law Enforcement Sensitive and Privacy Act Protected information. Destroy/erase 10 years after completion.	8120.43					
8120.44	N1-361-08-3	Activity Management for Investigators and Analyst System (AMIAS)-AMIAS- Reports of Investigation	Temporary. Cutoff at end of Event.	Destroy/erase 25 years after completion.	8120.44.01	DLA Criminal Incident Reporting System (DCIRS).	N1-361-08-3 (284.40U and 284.40U1)			
8120.44.01	N1-361-08-3	AMIAS Reports of Initiative, Crime Vulnerability Assessments, Reports of Post Sale Investigation, and Criminal Information Reports.	Temporary. Cutoff at end of Event.	DCIRS Reports of Initiative, Crime Vulnerability Assessments, Reports of Post Sale Investigation, and Criminal Information Reports. Destroy/erase 10 years after completion.	8120.44.02	DCIRS Reports of Initiative, Crime Vulnerability Assessments, Reports of Post Sale Investigation, and Criminal Information Reports.	N1-361-08-3 (284.40U2)			
8120.44.02	N1-361-08-3	AMIAS Trade Security Controls Assessment Records.	Temporary. Cutoff at end of Event.	Destroy/erase 6 years after last transaction.	8120.44.03	DCIRS Trade Security Controls Assessment Records.	N1-361-08-3 (284.40U3 & 284.40U3(A))			
8120.44.03	N1-361-08-3	AMIAS Trade Security Controls Assessment Records.	Temporary. Cutoff at end of Event.	Destroy/erase 5 years after completion.	8120.44.05	DCIRS Trade Security Controls Assessment Records.	N1-361-08-3 (284.40U3(B))			
8120.44.04	DAA-0361-2021-0021-0001	AMIAS Reports of Polygraph Examination. Attorney's Contract Fraud Files.	Temporary. Cutoff at end of Event.	Destroy/erase 90 days following completion of the investigation.	8120.44.06	DCIRS Reports of Polygraph Examination. Temporary Records (Non-historical, as determined by the Defense Criminal Investigative Service (DCIS)).	N1-361-08-3 (284.40U5 & 284.40U5(a))	Destroy/erase 35 years after receipt from DCIS.		
8120.44.05	N1-361-08-3	AMIAS Reports of Polygraph Examination. Attorney's Contract Fraud Files.	Temporary. Cutoff at end of Event.	Destroy/erase 6 years after completion.	8120.44.08	DCIRS Reports of Polygraph Examination. Attorney's Contract Fraud Files.	N1-361-08-3 (284.40U6)			
8120.44.06	DAA-0361-2021-0021-0002	End Use Certificate records.	Temporary. Cutoff at end of Event.	Destroy/erase 7 years after bid award date. Sales records involving violation of law or regulation are destroyed 15 years after case adjudication is completed.	NEW	End Use Certificate records.				
8120.44.07	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	AMIAS Input source Records.	Temporary.	Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later	NEW					
8120.44.08	GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)	AMIAS System Documentation.	Temporary. Cutoff at end of Event	Destroy 5 years after the project, activity, transaction is completed or superseded.	NEW					
8120.46	DAA-0361-2014-0006-0002 & 0361-2014-0006-0003	Electronic Document Access System (EDA).	Temporary. Cutoff at end of Event.	Contracts & Contract Deficiency Reports	8120.45.02					EDA series numbering was off during schedule updates and inadvertently changed from 8120.45 to 8120.46
8120.46.01	DAA-0361-2014-0006-0004 & DAA-0361-2014-0006-0005		Temporary. Cutoff at end of Event.	Government Bill of Lading. Includes Personal Property and Freight. Destroy 7 years after issue date.	8120.45.03 & 45.04					EDA series numbering was off during schedule updates and inadvertently changed from 8120.45 to 8120.46

8120.46.02	DAA-0361-2014-0006-0006		Temporary. Cutoff at end of Event.	EDA Non-Automated Government Bill of Lading. Destroy 2 years and 6 months after Index date.	8120.45.05				EDA series numbering was off during schedule updates and inadvertently changed from 8120.45 to 8120.46
8120.46.03	DAA-0361-2014-0006-0007		Temporary. Cutoff at end of Event.	EDA Government Transportation Requests. Destroy 2 years and 6 months after Index date.	8120.45.06				EDA series numbering was off during schedule updates and inadvertently changed from 8120.45 to 8120.46
8120.46.04	DAA-0361-2014-0006-0008		Temporary. Cutoff at end of Event.	EDA Electronic 110 Voucher Report. Summary reports of voucher data. Destroy 6 years and 3 months after load date.	8120.45.07				EDA series numbering was off during schedule updates and inadvertently changed from 8120.45 to 8120.46
8120.46.05	DAA-0361-2014-0006-0009		Temporary. Cutoff at end of Event. Event is Trigger "Function" field is "D" which is a Termination of User Account.	EDA DD 577 Signature Card. Delete record when customer sends this record to EDA application.	8120.45.08				EDA series numbering was off during schedule updates and inadvertently changed from 8120.45 to 8120.46
8120.46.06	DAA-0361-2014-0006-0010		Temporary. Cutoff at end of Event. Event is Index date.	EDA Military Interdepartmental Purchase Request (MIPR). Destroy 3 years after cutoff.	8120.45.09				EDA series numbering was off during schedule updates and inadvertently changed from 8120.45 to 8120.46
8120.46.07	DAA-0361-2014-0006-0011		Temporary. Cutoff at end of Event. Event is Termination of Appointment Record.	EDA Contracting Officer Warrants. Destroy 6 years after Termination of Appointment.	8120.45.10				EDA series numbering was off during schedule updates and inadvertently changed from 8120.45 to 8120.46
8120.47	DAA-0361-2014-0013-0001	Police Center (POLC).	Temporary. Cutoff at end of Event. Event is after incident is closed.	Master File: Data gathered from persons involved in any police incident on DLA property. Destroy 25 year(s) after cutoff	8120.46				POLC series numbering was off during schedule updates and inadvertently changed to 8120.47
8120.48	DAA-0361-2017-0006-0001	CPI Administrative Project and Event Repository (CAPER).	Temporary. Cutoff at end of Event. Event is after projects is completed or canceled.	CAPER Database - Completed Projects, Metrics & Benefit Reports, Electronic Graphs. Destroy 10 years after cutoff.	8120.47.01				CAPER series numbering was off during schedule updates and inadvertently changed to 8120.48
8120.48.01	DAA-0361-2017-0006-0002	CPI Administrative Project and Event Repository (CAPER).	Temporary. Cutoff at end of FY	CAPER Active Ideas and Projects, Training and Reference Documents. Destroy 6 years after cutoff. Exception: If user had an explicit role in a completed project maintain profile until project is dispositioned.	8120.47.02				CAPER series numbering was off during schedule updates and inadvertently changed to 8120.48
8120.48.02	DAA-0361-2017-0006-0003	CPI Administrative Project and Event Repository (CAPER).	Temporary. Cutoff after user has left DLA.	CAPER - Civilian User Profiles and Belt Certificates. Destroy 6 years after cutoff.	8120.47.03				CAPER series numbering was off during schedule updates and inadvertently changed to 8120.48
8120.48.03	DAA-0361-2017-0006-0004	CPI Administrative Project and Event Repository (CAPER).	Temporary. Cutoff at end of FY.	CAPER - Active Ideas Proposed or Not Started. Destroy 3 years after cutoff if no status change.	8120.47.04				CAPER series numbering was off during schedule updates and inadvertently changed to 8120.48
8120.48.04	DAA-0361-2017-0006-0005	CPI Administrative Project and Event Repository (CAPER).	Temporary. Cutoff after user has left DLA.	CAPER Contractor User Profile. Destroy 3 years after cutoff. Exception: If user had an explicit role in a completed project maintain profile until project is dispositioned.	8120.47.05				CAPER series numbering was off during schedule updates and inadvertently changed to 8120.48
8120.48.05	DAA-0361-2017-0006-0006	CPI Administrative Project and Event Repository (CAPER).	Temporary. Cutoff when item is canceled.	CAPER Canceled Ideas and Projects. Destroy 1 year after cutoff.	8120.47.06				CAPER series numbering was off during schedule updates and inadvertently changed to 8120.48
8120.49	GRS 2.3, Item 110 (DAA-GRS-2018-0002-0012)	DLA ETK EEO (Previously iComplaints)	Temporary. Cutoff when case is closed.	Master File - Module 1- iComplaints Master File- Informal Process- Destroy 3 years after resolution of case.	8120.49.02	iComplaints			
8120.49.01	GRS 2.3, Item 111 (DAA-GRS-2018-0002-0013)	ETK EEO Master File-Formal Process.	Temporary. Cutoff at end of CY.	Master File - Module 2 - iComplaints Master File-Formal Process- Destroy 7 years after cutoff.	8120.49.03				
8120.49.02	GRS 2.3, Item 020 (DAA-GRS-2018-0002-0002)	ETK Reasonable Accommodation Case Files.	Cutoff at end of Event.	Master File-Module 3 - Individual employee files created, received, and maintained by EEO reasonable accommodation.	NEW				
8120.49.03	DAA-0361-2021-0022-0005	ETK Sexual Assault Prevention and Response (SAPR) Case Files	Cutoff at end of Event	Master File-Module 04-SAPR Case files	NEW				
8120.49.04	GRS 5.7, Item 050 (DAA-GRS-2020-0001-0003)	ETK EEO Output Records	Temporary. Cutoff at end of CY.	Output: 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. Destroy 6 years after cutoff.	8120.49.04		GRS 5.7, Item 050 (DAA-GRS-2017-0008-0005)		
8120.50	GRS 5.3, Item 020 (DAA-GRS-2016-0004-0002)	Mass Notification System (MNS).	Temporary.	Master File: Destroy/ delete when superseded or obsolete, or upon separation or transfer of employee.	8120.50				
8120.51	GRS 2.1, Item 060 (DAA-GRS-2014-0002-0011)	USA Staffing, USAJobs, Onboarding Manager.	Temporary. Cutoff after date of submission	Master File - Module 1- Applications • Resume • Supplemental Forms • Other Attachments. Destroy 1 year after date of submission	8120.51				
8120.51.01	GRS 2.1, Item 142 (DAA-GRS-2014-0002-0009)	USA Staffing, USAJobs, Onboarding Manager.	Temporary. Destroy 1 year after prospective employee is no longer a candidate.	Master File - Module 2 - Pre appointment Files: prospective employees who do NOT enter on duty.	New				
8120.52	Pending NARA approval	Enterprise Mission Assurance Support Service (eMASS)	Cutoff after accreditation records are updated. Destroy 3 years after system is decommissioned.	eMASS holds records pertinent to accrediting IT systems. Includes the following types of records: • Articles • diagrams	New				
8120.53	GRS 2.4, Item 030 (DAA-GRS-2016-0015-0003)	Defense Agencies Initiative (DAI).	Temporary.	Destroy after GAO audit or when 3 years old, whichever is sooner.					
8120.53.01	GRS 2.4, Item 060 (DAA-GRS-2016-0015-0006)	DAI - Payroll Program Administrative Records- Agency Workload or Personnel Management Purposes.	Temporary.	Destroy when 2 years old.					

8120.53.02	GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001)	DAI Accounting Records.	Temporary. Cutoff at end of FY	Destroy 10 years after final payment or cancellation						
8120.53.03	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	DAI Input Source Records	Temporary	Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.						
8120.53.04	GRS 2.4, Item 061 (DAA-GRS-2016-0015-0007)	DAI Output Records: Reports.	Temporary.	Destroy when 3 years old or after GAO audit, whichever comes sooner.						
8120.53.05	GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)	DAI System Documentation	Temporary. Cutoff at end of Event.	Destroy 5 years after the project, activity, transaction is completed or superseded.						
8120.54	GRS 4.2, Item 150 (DAA-GRS-2016-0003-0002)	Electronic Workflow Support Capability (EWSC) - Privacy Event Incident Management (PEIM).	Temporary. Cutoff at end of Event.	Destroy 2 years after supersession by a revised SCORN or after system ceases operation, but longer retention is authorized if required for business use	NEW					
8120.54.01	GRS 4.2, Item 160 (DAA-GRS-2016-0003-0003)	EWSC - Records of Privacy Threshold analyses (PTAs), including PII Confidentiality Impact Level (PCIL) Categorization Worksheets, and Initial Privacy Assessments (IPAs).	Temporary.	Destroy 3 years after associated PIA is published or determination that PIA is unnecessary						
8120.54.02	GRS 4.2, Item 161 (DAA-GRS-2016-0003-0004)	EWSC - Records Analyzing Personally Identifiable Information (PII) - Records of Privacy Impact Assessment (PIA).	Temporary.	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.	NEW					
8120.54.03	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	EWSC Input source Records.	Temporary	Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.	NEW					
8120.54.04	GRS 4.2, Item 081 (DAA-GRS-2013-0007-0023)	EWSC Output Records.	Temporary	Cutoff at end of Event. Event is submission of report.	NEW					
8120.54.05	GRS 3.1, Item 051 (DAA-GRS-2013-0005-0003)	EWSC System Documentation.	Temporary	Destroy 5 years after the project, activity, transaction is completed or superseded.	NEW					
8120.55	GRS 4.2, Item 030 (DAA-GRS-2019-0001-0002)	Electronic Workflow Support Capability (EWSC) - Directorate of Intelligence.	Temporary. Cutoff at end of CY	Destroy/delete 2 years after last form entry, reply or submission; or when associated documents are declassified or destroyed; or when authorization expires, whichever is appropriate	NEW					
8120.55.01	GRS 5.6, Item 181 (DAA-GRS-2017-0006-0025)	EWSC Directorate of Intelligence: Personnel Security Folders.	Temporary. Cutoff at end of CY	Upon separation, place remaining documents in inactive file, cut off at end of calendar year, and Destroy/delete after 5 years.						
8120.55.02	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	EWSC Director of Intelligence: Input Source Records.	Temporary	Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.						

8120.56	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	Electronic Workflow Support Capability (EWSC) - Office of General Counsel (OGC).	Temporary.	Destroy when no longer needed.						
8120.57	DAA-0361-2017-0011-0001	Fuels Manager Defense (FMD)	Temporary. Cutoff at end of FY.	DLA Capitalized Fuel Transaction Data-Destroy 10 years after cutoff.	8120.48.02					FMD series numbering was off during schedule updates and inadvertently changed to 8120.57
8120.57.01	DAA-0361-2017-0011-0002	Fuels Manager Defense (FMD)	Temporary. Cutoff at end of FY.	Output: Destroy 3 years after cutoff.	8120.48.03					FMD series numbering was off during schedule updates and inadvertently changed to 8120.57
8120.58	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Electronically Stored Information Disclosure and Discover (ESIDD) Case Management and Review	Temporary. Cutoff at end of Event.	Event is when case, investigation, inquiry, or request is closed/resolved. Delete from system upon creation of the final document or case file, and moved/saved to official system of record, or when no longer needed, whichever is sooner	NEW					
8120.59	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	Distribution Standard System-Recruit	Temporary. Recruit SSN remains	Delete after 90 days after receipt	NEW					
8120.59.01	GRS 5.2, Item 010 (DAA-GRS-2017-0003-0002)	Recruit Clothing Issuance	Temporary. Cutoff at end of CY	Maintain 3 years on-line	NEW					
8120.59.02	GRS 5.2, Item 010 (DAA-GRS-2017-0003-0002)	Recruit Clothing Receipts	Temporary.	Destroy when 6 months old or	NEW					
8120.59.03	GRS 5.2, Item 010 (DAA-GRS-2017-0003-0002)	GRS-RTIC System Documentation	Temporary.	Destroy when 3 years old	NEW					
8120.61	GRS 1.1, Item 010 (DAA-GRS-2013-0002-0016)	Electronic Point of Sales Systems	Temporary.	Cutoff at end of FY. Destroy 10	NEW					
8120.61.01	GRS 5.2, Item 020 (DAA-GRS-2017-0003-0002)	EPoS Incent Records	Temporary.	Destroy upon verification of	NEW					
8120.62	GRS 5.2, Item 020 (DAA-GRS-2022-0009-0001)	HRM Application	Temporary	Destroy when no longer needed for business use, or according to an agency predetermined time period or business rule.	NEW					
RESCINDED										
					1300.1	Personnel Requisitions	N1-361-91-17 (310.05)	Destroy after 1 year		Rescinded - per OPR service maintains
					1300.11	Military Personnel Data	N1-361-91-17 (310.31)	Destroy upon reassignment of individual or upon supersession, as applicable		Rescinded - per OPR service maintains. Use 5300.21
					1300.12	Personal Affairs	N1-361-91-17 (310.34)	Destroy after 1 year		Rescinded - per OPR service maintains
					1300.13	Promotions	N1-361-91-17 (310.37)	Destroy after 2 years		Rescinded - per OPR service maintains
					1300.14	Retention on Active Duty	N1-361-91-17 (310.40)	Destroy 1 year after separation from DLA assignment, or in accordance with requirements of military service, as applicable.		Rescinded - per OPR service maintains
					1300.15	Retirement, Resignation, Separation	N1-361-91-17 (310.43)	Destroy 1 year after separation from DLA assignment, or in accordance with requirements of military service, as applicable.		Rescinded - per OPR service maintains
					1300.17	Troop Information and Education	NN-168-94 (310.49)	Destroy when superseded or obsolete, or after 3 years, as applicable.		Rescinded - per OPR
					1300.18	Clearance Certificates	N1-361-91-17 (310.52)	Destroy 1 year after reassignment of individual		Rescinded - per OPR
					1300.19	Rosters and Strength Returns	N1-361-91-17 (310.60a)	Transfer to inactive file and destroy after 1 year		Rescinded - per OPR
					1300.2	Assignments and Transfers	N1-361-91-17 (310.07)	Destroy after 1 year		Rescinded - per OPR service maintains
					1300.20	Duty Rosters	N1-361-91-17 (310.62)	Destroy 3 months after last duty assignment is made from the roster		Rescinded - per OPR
					1300.21	Military Personnel Registers	N1-361-91-17 (310.64)	Destroy after 1 year		Rescinded - per OPR
					1300.22	Military Personnel Location Cards	N1-361-91-17 (310.65a)	Destroy after 1 year		Rescinded - per OPR
					1300.23	Leave of Absence	N1-361-91-17 (310.80)	Destroy when all postings to leave records have been completed and verified, except when required as evidence in any proceedings.		Rescinded - per OPR
					1300.24	Enlisted Personnel Pases	N1-361-91-17 (310.85)	Destroy upon reassignment or separation of the individual, except when required as evidence in any proceedings.		Rescinded - per OPR
					1300.3	Individual Personnel Records	N1-361-91-17 (310.10)	Maintenance and disposition will be as prescribed by the Military Service concerned.		Rescinded - per OPR
					1300.4	Informational Personnel Records	N1-361-91-17 (310.13)	Destroy after 1 year		Rescinded - per OPR
					1300.5	Qualification Record Extracts.	N1-361-91-17	Destroy upon transfer or separation of the individual.		Rescinded - per OPR
					1300.8	Evaluation Reports	N1-361-91-17 (310.22)	Destroy 1 year after separation or transfer from DLA		Rescinded - per OPR
					1300.9	Non-judicial Punishment	N1-361-91-17 (310.25)	Destroy 1 year after separation or transfer from DLA		Rescinded - per OPR
					1400.3	Notifications of Personnel Actions.	GRS 2.2, Item 050 (DAA-GRS-2017-0007-0006)	Destroy when 2 years old.		Rescinded by OPR - they file in EOPF
					1402.15	Case files on Lost or Exposed Job Test Materials.	GRS 2.1, Item 70 (DAA-GRS-2014-0002-0012)	Destroy 5 years after date of final report.		Rescinded - No longer used - based on a records usage review of file plans
					1438.01	Workers' Compensation Claimant's Files.	DAA-0361-2017-0009-0001	Destroy 10 years after event. Event is after closed by Dept of Labor.		Rescinded and combined with 1438.03 per the OPR
					3110.14	Reimbursable Labor.	GRS 1.1, Item 050 (DAA-GRS-2013-0003-0003)	Destroy/delete 3 years after contract closure.		Rescinded - No longer used - based on a records usage review of file plans
					3110.17	Contractor Flight Operations	N1-361-91-14 (775.55)	Destroy/delete after 3 years or when no longer needed for current operations, whichever is later. Destroy daily flight authorizations after 1 year.		Rescinded - No longer used - based on a records usage review of file plans
					3110.24	Quality History Files: Contractor File.	N1-361-91-14 (775.15B) (4155.19.01)	Destroy/delete 6 years and 3 months after final payment.		Rescinded - No longer used - based on a records usage review of file plans
					3110.30	Storage Standards	N1-361-91-14 (775.45) (4155.25)	Retain current and previous issue of standards, changes, and backup material in current file area. Destroy when superseded.		Rescinded - No longer used - based on a records usage review of file plans
					3110.31	Cost Management	N1-361-91-14 (775.50) (4155.26)	Destroy/delete after 2 years.		Rescinded - No longer used - based on a records usage review of file plans
					3110.32	Statistical Technique History File	N1-361-91-14 (775.55) (4155.27)	Destroy/delete after 3 years or when litigation has been closed, whichever is later.		Rescinded - No longer used - based on a records usage review of file plans
					3110.34	Substitute/Counterfeit Material Investigations	N1-361-91-14 (775.60) (4155.28)	Destroy/delete 6 years after case is closed.		Rescinded - No longer used - based on a records usage review of file plans
					4100.11	Packaging Plant Visits.	N1-361-91-16 (720.60)	Destroy after 1 year		Rescinded - No longer used - based on a records usage review of file plans
					4100.24	DFAR S6 Full Screen Reviews.	N1-361-91-16 (753.20)	Destroy/delete when obsolete, or 3 years after item breakout, as applicable.		Rescinded - No longer used - based on a records usage review of file plans
					4100.25	DFAR S6 Competition Reporting.	N1-361-91-16 (753.30)	Destroy/delete after 1 year.		Rescinded - No longer used - based on a records usage review of file plans
					4100.28	Index Purge Listings.	N1-361-91-16 (735.60)	Destroy/delete on completion of required actions.		Rescinded - No longer used - based on a records usage review of file plans
					4100.41	Certified Access Files	N1-361-91-18 (753.16)	Destroy/delete upon receipt of updated copy.		Rescinded - No longer used - based on a records usage review of file plans
					4100.43	Supply Code Maintenance Files	N1-361-91-18 (753.20)	Destroy/delete upon receipt of updated copy.		Rescinded - No longer used - based on a records usage review of file plans
					4100.44	Part Number Summaries.	N1-361-91-18 (753.22)	Destroy/delete when obsolete, superseded, or when no longer needed for reference.		Rescinded - No longer used - based on a records usage review of file plans

					4100.8	Engineering Support Estimates.	N1-361-91-16 (720.45)	Destroy/delete after 2 years.		Rescinded - No longer used based on a records usage review of file plans
					4140.10	Precious Metals Price Sheets.	N1-361-92-1 (910.24)	Destroy after 1 year.		Rescinded - No longer used based on a records usage review of file plans
					4140.18	Approved Recommended Buy Files.	N1-361-92-1 (920.10)	Destroy after 3 years or when no longer needed for reference or analysis, whichever is later.		Rescinded - No longer used based on a records usage review of file plans
					4140.25	Telephonic Requisitions.	N1-361-92-1 (930.10)	Destroy after 6 months.		Rescinded - No longer used based on a records usage review of file plans
					4140.34	Reinstatement Requests	N1-361-92-1 (930.28)	Destroy after 1 year.		Use 5300.12
					4140.4	Stratification Summary Files.	N1-361-92-1 (910.12)	Destroy after 3 years.		Rescinded - No longer used based on a records usage review of file plans
					4140.5	Source Preference Tables.	N1-361-92-1 (910.14)	Destroy after 1 year or when superseded, whichever is sooner.		Rescinded - No longer used based on a records usage review of file plans
					4140.52	Workload Planning Files	N1-361-91-10 (941.60)	Destroy after 1 month		Use 5300.12
					4140.53	Workload Statistical Files	N1-361-91-10 (941.65)	Destroy after 2 years		Use 5300.12
					4140.63	Receiving Workload Reports	N1-361-91-10 (943.45)	Destroy after 90 days		Use 5300.12
					4140.64	Material Preparation Records.	N1-361-91-10 (943.50)	Destroy after 1 year.		Rescinded - No longer used based on a records usage review of file plans
					4145.10	GDL Issuing Officer Designations	N1-361-89-2 (960.17)	Destroy when 5 years old.		Rescinded by OPR
					4145.11	Unusual Occurrence Reports.	N1-361-89-2 (960.20)	Destroy when 2 years old.		Rescinded - No longer used based on a records usage review of file plans
					4145.17	Due-in Files	N1-361-89-2 (960.52)	Withdraw individual documents and place them in inactive file on receipt of shipment or when the document has served its intended purpose. Cutoff the inactive file in 3-month blocks, destroy when 6 months old.		Use 5300.05
					4145.18	Man hour Distribution Reports	N1-361-89-2 (960.60)	Temporary-Destroy when 1 year old		Use 5300.12
					4145.29	Stock Location Audits.	N1-361-89-2 (960.92)	Destroy on correction of deficiency in the locator file or after 30 days if no deficiencies are involved.		Rescinded - No longer used based on a records usage review of file plans
					4145.3	Storage Facility Entry Controls: Entry Permits and Control	N1-361-89-2 (960.10A)	Destroy on turn-in or expiration of the decal or permit		Use 6055.36
					4145.30	DNSC Stock Account Records; DNSC Vouchers - Receiving reports and related documentation.	N1-361-89-2 (960.93A(1)	Destroy 3 years after all stored material of like kind and grade have been shipped out.		Rescinded - No longer used based on a records usage review of file plans
					4145.33	Voucher Registers	N1-361-89-2 (960.96)	Destroy when 3 years old.		Rescinded - No longer used based on a records usage review of file plans
					4145.39	DNSC Materials Excess Report Reviews.	N1-361-89-2 (970.20)	Destroy when 3 years old.		Rescinded - No longer used based on a records usage review of file plans
					4145.4	Storage Facility Work Schedules	N1-361-89-2 (960.11)	Temporary-Destroy when 1 year old		Use 5300.12
					4145.43	Barter Assistance Files.	N1-361-89-2 (971.11)	Destroy when 3 years old. Exception: Records relating to assistance in connection with consummated transactions should be incorporated in DNSC Acquisition Contracts files.		Rescinded - No longer used based on a records usage review of file plans
					4145.44	Barter Offer Inquiries.	N1-361-89-2 (971.12)	Destroy when 1 year old.		Rescinded - No longer used based on a records usage review of file plans
					4145.45	DNSC Acquisition Contracts	N1-361-89-2 (971.20)	Place in inactive file on completion of all procurement or contract actions by 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.		Rescinded - No longer used based on a records usage review of file plans
					4145.58	Inspection Indexes: Acquisition Contracts.	N1-361-89-2 (972.22a)	Destroy 6 years after disposal of commodity.		Rescinded - No longer used based on a records usage review of file plans
					4145.59	Inspection Comments	N1-361-89-2 (972.23)	Destroy when 2 years old.		Rescinded - No longer used based on a records usage review of file plans
					4145.60	Inspection Assignment and Coordination Files.	N1-361-89-2 (972.25)	Destroy when 2 years old.		Rescinded - No longer used based on a records usage review of file plans
					4145.64	Storage Agreements	N1-361-89-2 (973.10)	Cutoff annually when expired, canceled, or obsolete; destroy when 3 years old.		Rescinded - No longer used based on a records usage review of file plans
					4145.71	Protection Inspection Files.	N1-361-89-2 (973.50)	Cutoff annually following completion of follow-up action, destroy when the facility is closed.		Rescinded - No longer used based on a records usage review of file plans
					4145.72	Storage Inspections: Central Office.	N1-361-89-2 (973.51A)	Destroy when 2 years old.		Rescinded - No longer used based on a records usage review of file plans
					4145.74	Unusual Occurrence Reports	N1-361-89-2 (973.53)	Destroy when 2 years old.		Rescinded - No longer used based on a records usage review of file plans
					4145.77	Space and Operation Reports: Central Office.	N1-361-89-2 (973.70)	Destroy when 1 year old.		Rescinded - No longer used based on a records usage review of file plans
					4145.80	Car Records	N1-361-89-2 (973.91)	Destroy when 4 years old.		Rescinded - No longer used based on a records usage review of file plans
					4145.82	Strategic Materials Release Controls.	N1-361-91-10 (946.23)	Destroy when obsolete.		Rescinded - No longer used based on a records usage review of file plans
					4145.85	Commodity Inventory Work Papers.	N1-361-89-2 (974.40)	Destroy when no longer needed for reference.		Rescinded - No longer used based on a records usage review of file plans
					4145.87	Sign Requests	N1-361-89-2 (974.60)	Destroy after 1 year.		Use 5300.12
					4155.11	Reimbursable Labor.	N1-361-91-14 (773.35)	Destroy/delete 3 years after contract closure.		Rescinded - No longer used based on a records usage review of file plans
					4155.21	Customer Depot Complaint System (CDCS) File.	GRS 4.1, Item 010 (DAA-GRS-2013-0002-0016)	Destroy when no longer needed		Identified as obsolete by the OPR
					4155.8	Deficiency and Improvement Reporting: Level 1, Nuclear and Subsafe.	N1-361-91-14 (773.20A)	Destroy/delete 3 years after completion of the action or through the warranty period, whichever is later.		Rescinded by OPR - they no longer use this series
					4160.25	Contractor Inventory Redistribution System.	N1-361-92-02 (630.35)	Destroy when obsolete		Rescinded - No longer used based on a records usage review of file plans
					4160.32	Reports of Survey	N1-361-92-02 (640.10)	Destroy after 5 years		Use 7050.08
					4160.33	Commodity Analyses.	N1-361-92-02 (640.15)	Destroy after 3 years.		Rescinded - No longer used based on a records usage review of file plans
					4160.36	Precious Metals Equipment and Supplies.	N1-361-92-02 (640.30)	Destroy after 5 years.		Rescinded - No longer used based on a records usage review of file plans
					4160.49	Quality Assurance Reviews	N1-361-92-02 (650.22)	Destroy after 1 year.		Rescinded - No longer used based on a records usage review of file plans
					4160.55	Market Subsystem History File	N1-361-92-02 (650.46)	Destroy after 50 year.		Rescinded - No longer used based on a records usage review of file plans
					4160.58	Post-award Withdrawal Actions.	N1-361-92-02 (650.70)	Destroy after 3 years, or when no longer required, whichever is later.		Rescinded - No longer used based on a records usage review of file plans
					4160.60	Auctioneers	N1-361-92-02 (650.82)	Destroy when superseded.		Rescinded - No longer used based on a records usage review of file plans
					4160.61	Negotiated Sales Reporting	N1-361-92-02 (650.86)	Destroy after 3 years, or when no longer required, whichever is later.		Rescinded - No longer used based on a records usage review of file plans
					4160.62	Technical Assistance Visits	N1-361-92-02 (650.90)	Destroy after completion of comparable visit, or when no longer needed for reference.		Rescinded - No longer used based on a records usage review of file plans
					4161.13	Report of Survey - Property Adjustments.		Destroy after 4 years or no longer needed, whichever comes first.		Use 7050.08

						4161.4	STATE FILES. Relates to all correspondence with each State Agency. 105s: Other than Demil B-Q Property.	N1-361-10-3 (615.10D1)	Destroy after 2 years.		Rescinded per GRS
						4165.20	Operations and Maintenance Resources	N1-361-90-01 (541.61)	Destroy after 1 year.		Use 7100.03
						4165.21	Work Status and Backlog	N1-361-90-01 (541.64)	Destroy when superseded		Use 5300.12
						4165.33	Work Schedules	N1-361-90-01 (543.50)	Temporary-Destroy when 1 year old		Use 5300.12
						4165.41	Equipment Pollutants.	N1-361-90-01 (549.25)	Destroy when obsolete or pollutants have been removed.		Rescinded - No longer used based on a records usage review of file plans
						4165.43	Utility Bills	N1-361-90-01 (549.31)	Destroy after 3 years		Use 7000.01
						4165.43	Utility Bills	N1-361-90-01 (549.31)	Destroy after 3 years		Use 7000.01
						4165.51	Water and Chemical Production.	N1-361-90-01 (549.55)	Destroy after water plant use has been replaced by County water system.		Rescinded - No longer used based on a records usage review of file plans
						4165.53	Bacteria Reports	N1-361-90-01 (549.61)	Destroy when obsolete or when no longer needed.		Rescinded - No longer used based on a records usage review of file plans
						4205.14	Subcontract Negotiations	N1-361-91-11 (130.65)	Cutoff at end of the year. Destroy after 3 years.		Rescinded - No longer used based on a records usage review of file plans
						4215.03	Defense General Reserve - School Loan Program.	NC1-361-76-13 (950.10)	PERMANENT. Cutoff at end of CY. Transfer to National Archives in 5-year blocks when 30 years old.	YES	Rescinded - No longer used based on a records usage review of file plans
						4215.04	Loan Agreements	NC1-361-82-5 (950.11)	Destroy 3 years after termination and satisfactory settlement of loan agreement terms.		Rescinded - No longer used based on a records usage review of file plans
						4215.05	Contractor Storage of Industrial Equipment	NN-168-94 (950.15)	Destroy after 10 years.		Rescinded - No longer used based on a records usage review of file plans
						4215.08	IPE Rigging Crew Labor	N1-361-91-19 (950.31)	Destroy after 2 years.		Rescinded - No longer used based on a records usage review of file plans
						4215.10	Aluminum Skid Inventory Files	N1-361-91-19 (950.33)	Destroy after 2 years.		Rescinded - No longer used based on a records usage review of file plans
						4500.16	Military Standard Logistics System Files.	N1-361-91-10 (945.40)	Destroy after 4 months or when quarterly update is completed, whichever is sooner.		Rescinded - No longer used based on a records usage review of file plans
						4500.31	Destination Listings.	N1-361-91-10 (946.29)	Destroy after 6 months.		Rescinded - No longer used based on a records usage review of file plans
						4500.32	Workload Monitoring.	N1-361-91-10 (946.32)	Destroy weekly listings after 3 months, monthly listings after 1 year		Use 5300.12
						4500.40	Subsistence Disposition.	N1-361-91-10 (946.56)	Destroy after 1 year.		Rescinded - No longer used based on a records usage review of file plans
						4500.41	Damaged Stock Files.	N1-361-91-10 (946.59)	Destroy after 3 years.		Rescinded - No longer used based on a records usage review of file plans
						4500.45	Space Utilization	N1-361-91-10 (946.71)	Destroy after 3 years		Use 5300.13
						4500.46	Bin Replenishment.	N1-361-91-10 (946.74)	Destroy after 1 year.		Rescinded - No longer used based on a records usage review of file plans
						4500.6	Contractor Assistance.	N1-361-91-13 (835.50)	Destroy after 3 years.		Rescinded - No longer used based on a records usage review of file plans
						4600.08	Message Records	N1-361-91-1 (284.58)	Destroy after 30 days.		Rescinded - No longer used based on a records usage review of file plans
						5000.22	Manufacturing Engineering Research.	N1-361-91-04 (817.10)	Destroy when superseded, obsolete, or no longer needed.		Rescinded - No longer used based on a records usage review of file plans
						5000.27	Contract Locator	N1-361-91-04 (817.70)	Destroy when related contract file is destroyed		Rescinded - No longer used based on a records usage review of file plans
						5000.34	Energy Market Research Files.	N1-361-93-4 (819.10)	Destroy after 10 years.		Rescinded - No longer used based on a records usage review of file plans
						5000.38	Cost Accounting.	N1-361-91-13 (831.10)	Destroy when superseded, obsolete, or no longer needed for reference, whichever is sooner.		Rescinded - No longer used based on a records usage review of file plans
						5000.39	Contractor Accounting System Review Records.	N1-361-91-13 (831.15)	Destroy after 3 years.		Rescinded - No longer used based on a records usage review of file plans
						5000.42	Contractor Disclosure Statements.	N1-361-91-13 (831.30)	Destroy when superseded or no longer needed.		Rescinded - No longer used based on a records usage review of file plans
						5000.44	Contractor Overhead Rate Files.	N1-361-91-13 (831.40)	Destroy when replaced by current rate file.		Rescinded - No longer used based on a records usage review of file plans
						5000.46	Consent to Subcontract Files.	N1-361-91-13 (831.50)	Transfer contents of file to prime contract when closed.		Rescinded - No longer used based on a records usage review of file plans
						5000.47	Advance Agreement Files.	N1-361-91-13 (831.55)	Destroy 1 year after final overhead rates are settled pertaining to those years covered by the advance agreement.		Rescinded - No longer used based on a records usage review of file plans
						5000.49	Forward Price Rate Agreement (FPRA) Files.	N1-361-91-13 (831.65)	Destroy 6 years and 3 months after final payment.		Rescinded - No longer used based on a records usage review of file plans
						5000.51	Contractor Property Management.	N1-361-91-13 (832.40)	Destroy after 3 years.		Rescinded - No longer used based on a records usage review of file plans
						5000.52	Property Control Systems.	N1-361-91-13 (832.60)	Destroy after 3 years.		Rescinded - No longer used based on a records usage review of file plans
						5000.53	Inventory Disposition Procedures.	N1-361-91-13 (832.80)	Destroy when superseded, obsolete or no longer needed, whichever is sooner.		Rescinded - No longer used based on a records usage review of file plans
						5000.54	Plant Clearance Files.	N1-361-93-5 (832.82)	When closed, transfer contents of file to ACO for inclusion in contract file.		Rescinded - No longer used based on a records usage review of file plans
						5000.55	Plant Clearance Registers.	GRS 23, Item 8 (832.84)	Delete 6 years after close of related contracts.		Rescinded - No longer used based on a records usage review of file plans
						5000.58	Estimating Systems Review File.	N1-361-91-13 (833.30)	Destroy after 9 years.		Rescinded - No longer used based on a records usage review of file plans
						5000.59	Overhead Activity.	N1-361-91-13 (833.40)	Destroy after 4 years.		Rescinded - No longer used based on a records usage review of file plans
						5000.60	Cost Monitoring Activity	N1-361-91-13 (833.50)	Destroy after 3 years		Rescinded - No longer used based on a records usage review of file plans
						5000.63	Non-CPSR Special Studies.	N1-361-91-13 (833.80)	Destroy after 3 years except merge study with CPSR File if CPSR performed later.		Rescinded - No longer used based on a records usage review of file plans
						5000.64	Contractor Insurance/Pension Reviews (CIPR).	N1-361-91-13 (833.90)	Destroy after 3 years.		Rescinded - No longer used based on a records usage review of file plans
						5000.71	Industrial Plant Equipment (IPE)/Other Plant Equipment (OPE) Requests.	N1-361-91-13 (834.60)	Destroy after 5 years.		Rescinded - No longer used based on a records usage review of file plans
						5000.74	Special Tooling Requests.	N1-361-91-13 (834.90)	Destroy after 5 years or when no longer needed whichever is later.		Rescinded - No longer used based on a records usage review of file plans
						5000.75	Termination Docket Files.	N1-361-91-13 (836.30)	Transfer to responsible ACO after case settled.		Rescinded - No longer used based on a records usage review of file plans
						5000.76	Subcontract Settlements.	N1-361-91-13 (836.60)	Transfer to responsible ACO after prime contract settled.		Rescinded - No longer used based on a records usage review of file plans
						5000.8	Information Requests	N1-361-91-04 (812.30)	Destroy 2 years after date of request		Use 5300.12
						5000.82	Industrial Modernization Incentive Program.	N1-361-91-06 (890.25)	Destroy on termination of facility co-signance.		Rescinded - No longer used based on a records usage review of file plans
						5000.86	Contractor System Surveillance-Routine Surveillance.	N1-361-91-06 (890.45A)	Destroy when no longer needed.		Rescinded - No longer used based on a records usage review of file plans
						5000.87	Technical Evaluation of Cost Proposals. Approved Proposals.	N1-361-91-06 (890.55A)	Destroy 5 years after completion of contract.		Rescinded - No longer used based on a records usage review of file plans
						5000.88	Facilities Evaluations and Reviews.	N1-361-91-06 (890.60)	Destroy after 5 years.		Rescinded - No longer used based on a records usage review of file plans
						5040.01	Visual Information Production Files	N1-361-90-01 (515.10)	Dispose of according to the instructions covering the related VI records		
						5100.5	Audits and Fund Review Reports	N1-361-97-2 (125.30)	Destroy after 3 years		Rescinded per OPR
						5100.6	Chaplain Non-appropriated Fund Operating Records.	N1-361-97-2 (125.60)	Destroy after 3 years after last entry.		Rescinded per OPR
						5100.7	Grant Administration Records.	N1-361-97-2 (125.70)	Destroy after 3 years after expiration of grant		Rescinded per OPR
						5100.8	Chaplain Contract Files.	N1-361-97-2 (125.90)	Destroy 2 years after final payment		Rescinded per OPR
						5300.10	Unidentified Files	N1-361-91-18 (110.34)	Do not destroy		
						5330.6	Internal Management Records	N1-361-98-2 (513.60)	Destroy when 2 years old		Rescinded by OPR

					5335.41	Publications and Blank Form Stock Records	N1-361-90-01 (534.58)	Destroy after card is filled, or on supersession, rescission, or obsolescence of items indicated thereon, whichever is sooner.	
					5400.6	Privacy Act Report Files.	N1-361-90-01 (510.40A)	Permanent	Rescinded due to GRS exists
					6000.12	Statistical Summaries	GRS 1, Item 22	Destroy 2 years after date of summary of report.	Rescinded per GRS
					6000.5	Hazard Report File	N1-361-91-15 (160.40)	Destroy after 3 years	Use 6000.02
					6055.16	Motor Vehicle Liability Insurance	N1-361-91-7 (158.35)	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.	Rescinded - Government is self-insured.
					6055.41	Work Schedules	N1-361-90-01 (547.42)	Destroy when superseded	Use 5300.12
					6055.8	Reports of Polygraph Examination-Non-Historical	N1-361-08-3 (284.40U(5)(a))	Temporary. Cutoff at end of Event. Destroy/erase 35 years after receipt	NOTE: Retention updated by OPR. DLA OHG has no active polygraph examiners authorized to conduct polygraph exams and they have no reports on file per the Deputy IG, MR. Uhrub 2/3/2021
					7000.10	DBOF Inventory Transactions	N1-361-92-03 (212.18)	Destroy after 5 years	Use 7000.08
					7000.11	DBOF Operating Performance.	N1-361-92-03 (212.20)	Destroy after 5 years	Use 7000.01
					7000.12	Activity Budget Administration.	GRS 5, Item 1	Destroy 2 years after end of fiscal year.	Use 7000.14
					7000.13	Budget Expenditures	GRS 1.3, Item 050 (DAA-GRS-2015-0006-0007)	Destroy 3 years after end of fiscal year.	Use 7000.14
					7000.14	Budget Histories	GRS 5, Item 3b	Destroy 3 years after end of fiscal year.	Use 7000.09
					7000.15	Resource Allocation	N1-361-92-03 (212.38)	Destroy 2 years after end of fiscal year.	Use 7000.14
					7000.16	Reimbursement Files	N1-361-92-03 (212.40)	Destroy 2 years after end of fiscal year.	Use 7000.14
					7000.17	Master Account Record (MAR): Fiscal Yearend MAR Printout and Backup Materials.	N1-361-92-03 (212.60A)	Destroy after 2 years	Use 7000.14
					7000.24	Finance	NN-168-94 (238.26)	Destroy after 10 years	Use 7000.01
					7000.25	Appropriations-Financial Management	NN-168-94 (400.05)	Destroy after 10 years	Use 7000.01
					7000.26	Industrial Fund - Financial Management	NN-168-94 (400.15)		
					7000.27	Interservice Cross and Common Service Agreements - Offices executing agreements	NN-168-94 (400.20A)	Permanent	Use 5010.75
					7000.28	Budget Apportionment Files	GRS 5, Item 4	Destroy 2 years after the close of the fiscal year.	Use 7000.01
					7000.29	Trial Balances	NN-168-94 (421.25)		
					7000.30	Subsidiary Files	NN-168-94 (421.30)		
					7000.30	Subsidiary Files	NN-168-94 (421.30)	Destroy after 3 years	Use 7000.01
					7000.30	Subsidiary Files.	NN-168-94 (421.30)	Destroy after 3 years	Use 7000.01
					7000.32	Integrated Command Accounting and Reporting (ICAR).	NN-168-94 (427.05)	Destroy after 3 years	Use 7000.14
					7000.38	Monetary Collections and Payments	NN-168-94 (430.01)	Destroy after 10 years	Use 7000.01
					7000.38	Monetary Collections and Payments	NN-168-94 (430.01)	Destroy after 10 years	Use 7000.01
					7000.39	Disbursing Accounts	NN-168-94 (431.10)		
					7000.41	Record of Travel Payments - Civilians	NN-168-94 (431.15A)		
					7000.43	Document Receipts	NN-168-94 (431.90)		Rescinded
					7000.44	Advice of Correction Files	NN-168-94 (431.95)		Rescinded - Use 5300.05
					7000.47	Military Payroll	NN-168-94 (434.10)	Transfer with individual or retire on separation in accordance with regulations of the appropriate Military Department.	Rescinded - NARA no longer schedules filing instructions. These need to be covered by internal business rules.
					7000.49	Individual Retirement Records	NN-168-94 (434.51)		
					7000.52	Authorized Timekeeper Lists	NN-168-94 (434.58)		
					7000.63	Unemployment Compensation Data Requests	NN-168-94 (434.80)		Rescinded - Use 5300.12
					7000.66	Pay Tables	NN-168-94 (434.89)		
					7000.67	Reports of Survey.	NN-168-94 (436.10)	Destroy after 10 years, except that Report of Survey Files not involving pecuniary liability will be destroyed 3 years after completion of final action.	Use 7050.08
					7000.7	Defense Business Operations Fund (DBOF) Budget Development.) Annual Operating Budget.	N1-361-92-03 (212.12)	Destroy after 5 years	Use 7000.01
					7000.74	Labor and Workload	NN-168-94 (441.40)	Destroy after 1 year	Use 5300.12
					7000.8	Standard Pricing.	N1-361-92-03 (212.14)	Destroy after 5 years	Use 7000.03
					7000.88	Terminated Indemnity Bonds	NN-168-94 (470.10)		
					7000.9	DBOF Operational Integrity.	N1-361-92-03 (212.16)	Destroy after 5 years	Use 7000.01
					7120.10	Manufacturing Techniques and Procedures	N1-361-91-16 (715.52)	Destroy/delete when superseded, obsolete, or no longer needed.	Rescinded - No longer used based on a records usage review of file plans
					7120.11	Government-Furnished Baseline (GFB) Listings.	N1-361-91-16 (715.55)	Destroy/delete when superseded or obsolete.	Rescinded - No longer used based on a records usage review of file plans
					7120.12	Nonstandard Parts Evaluations	N1-361-91-16 (715.58)	Destroy/delete 3 years after completion of related contract.	Rescinded - No longer used based on a records usage review of file plans
					7120.13	Cost Avoidance Reports	N1-361-91-16 (715.61)	Destroy/delete after 3 years.	Rescinded - No longer used based on a records usage review of file plans
					7120.15	Item Standardization Studies.	N1-361-91-16 (715.80)	Destroy/delete after study recommendations have been implemented, or when no longer needed for reference.	Rescinded - No longer used based on a records usage review of file plans
					7120.18	Item Reduction File.	N1-361-91-16 (715.86)	Destroy/delete when study results have been implemented.	Rescinded - No longer used based on a records usage review of file plans
					7303.5	Monile, Welfare and Recreation (MWR) Donations.	DAA-0361-2015-0003-0005		
					7305.20	Concessionaire Operations	DAA-0361-2015-0002-0010		
					7305.21	Concessionaire Applications: Not Implemented.	DAA-0361-2015-0002-0011		
					7305.6	NAF Bank Deposit Insurance	DAA-0361-2015-0002-0004		
					8120.21	Labor, Management and Employee Relations System (LMEPL).	GRS 2.3, Item 040 (DAA-GRS-2015-0007-0017)	Destroy 5 years after case is closed.	Rescinded per OPR
					8120.3	Asset Visibility (AV) and AV High Side.	GRS 2.6, Item 010 (DAA-GRS-2016-0014-0001)	Master File: Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate	
					8120.31	Base Operations Support System (BOSS).	N1-361-89-5	Master File: Erase after 3 update cycles, or when no longer required for system operation, whichever is sooner.	Decommissioned in the DITMR database
					1300.19.01	Rosters and Strength Returns-Others	N1-361-91-17 (310.60(b))	Destroy after 1 year	Rescinded - per OPR
					1445.11.01	Anti-harassment Program Files	GRS 2.3, Item 040 (DAA-GRS-2015-0007-0012)	Destroy after 3 years, when superseded or obsolete, whichever is applicable.	NARA rewrite the GRS and re-use the numbers. This GRS was rescinded by NARA.

					1445.11.02	Anti-harassment Complaint Case Files	GRS 2.3, Item 041 (DAA-GRS-2015-0007-0013)	Destroy when 7 years old		NARA rewrote the GRS and re-used the numbers. This GRS was rescinded by NARA.
					4145.3.01	Storage Facility Entry Controls: Visit Logs and Registers	N1-361-89-2 (960.10B)	Destroy 1 year after sheet or book is filled.		Use 6055.36
					4145.3.02	Storage Facility Entry Controls: Other Records	N1-361-89-2 (960.10C)	Cutoff annually, destroy when 1 year old.		Use 6055.36
					4145.30.01	DNISC Stock Account Records; DNISC Vouchers - Other Records	N1-361-89-2 (960.93A(2))			Rescinded - No longer used based on a records usage review of file plans
					4145.30.03	DNISC Voucher Registers	N1-361-89-2 (960.93C)	Destroy 3 years after date of last entry on register		Rescinded - No longer used based on a records usage review of file plans
					4145.58.01	Inspection Indexes: Disposal Contracts.	N1-361-89-2 (972.22b)	Destroy 6 years after completion of contract.		Rescinded - No longer used based on a records usage review of file plans
					4145.72.01	Storage Inspections: Zone Office	N1-361-89-2 (973.51B)	Withdraw and destroy after completion of the next comparable inspection.		Rescinded by OPR
					4145.77.01	Space and Operation Reports: Zone Office	N1-361-89-2 (973.70B)	Destroy when obsolete.		Rescinded by OPR
					4145.81.01	Storage Receipt and Release Files: Zone Office	N1-361-89-2 (974.10)	Destroy when all material is removed from storage.		Rescinded by OPR
					4151.30	Inspection Indexes: Acquisition Contracts.				Rescinded - No longer used based on a records usage review of file plans
					4151.31	Inspection Indexes: Disposal Contracts.				Rescinded - No longer used based on a records usage review of file plans
					4151.36	Voucher Registers				Rescinded - No longer used based on a records usage review of file plans
					4151.40	Voucher Block Number Assignments				Rescinded by OPR, use 5330.01 for similar reports
					4155.8.01	Deficiency and Improvement Reporting: All Others.	N1-361-91-14 (773.20B)	Destroy/delete 2 years after completion of action.		Rescinded by OPR - they no longer use this series
					4160.53.01	Bidders Master File: Subordinate Activities.	N1-361-92-02 (650.38B)	Destroy when superseded or obsolete.		Rescinded - No longer used based on a records usage review of file plans
					4161.4.01	STATE FILES. Relates to all correspondence with each State Agency. 100s; Demil B-Q Property.	N1-361-10-3 (615.10D(2))	Destroy after 5 years or after the life span of the property, whichever is later.		Rescinded per GRS
					4205.07.01	Small Business Labor Surplus Area Preference Activity Files- Administrative Activity.	N1-361-91-11 (130.30B)	Destroy after 3 years.		Rescinded - No longer used based on a records usage review of file plans
					4205.2.01	Small Business Correspondence Files: Other Activities.	N1-361-91-11 (130.02B)	Destroy after 1 year.		Use 5300.12
					4700.20.01	Spill Reports: Cognizant Regions and Other Activities for Information.	N1-361-92-02 (660.30)	Destroy 1 year after corrective action.		Rescinded by OPR
					5000.86.01	Contractor Systems Surveillance-Discrepancy Reports.	N1-361-91-06 (890.45B)	Destroy 10 years after adequate corrective action.		Rescinded - No longer used based on a records usage review of file plans
					5000.87.01	Technical Evaluation of Cost Proposals: Rejected Proposals.	N1-361-91-06 (890.55B)	Destroy 1 year after final action.		Rescinded - No longer used based on a records usage review of file plans
					5330.5.01	JCP Reports Records	N1-361-98-2 (513.50B)	Destroy 1 year after date of report.		Rescinded by OPR, use 5330.01 for similar reports
					6000.11.01	Long-term medical records as defined in 5 CFR Part 293, Subpart E - Transferred Employees.	GRS 1, Item 21a(1)	See 5 CFR Part 293, Subpart E for instructions		Rescinded per GRS
					6055.8.01	Reports of Polygraph Examination-Historical.	N1-361-08-3 (284.40U(5)(b))	Permanent. Transfer 35 years after receipt from DCIS Transfer to NARA for permanent retention		NOTE: Rescind per OPR - At present, we don't have authority to conduct criminal investigations. A polygraph examination would only be requested and conducted by DCIS, another DCIO, or by a Federal, State, or Local LEA. The record copy of any polygraph examination would be retained by the agency to which the examiner was assigned. I do not believe we have any polygraph examination reports in DCIRS (Email from Mr. Ularuk; 2/2/2021).
					7000.17.01	Master Account Record (MAR): Monthly MAR Printouts and Backup Materials.	N1-361-92-03 (212.60B)	Destroy when superseded.		Use 7100.14
					7000.27.01	Interservice Cross and Common Service Agreements - Other Offices	NN-168-94 (400.20B)	Destroy when superseded, obsolete, or no longer needed		Use 5010.76
					7000.41.01	Record of Travel Payments - Military	NN-168-94 (431.15)			
					8120.44.07	DCIRS Reports of Polygraph Examination. Master File - Module 6 -		Permanent Records (Historical, as determined by DCIS). 35 years after receipt from DCIS, transfer to NARA for permanent retention.	Yes	NOTE: Rescind per OPR - At present, we don't have authority to conduct criminal investigations. A polygraph examination would only be requested and conducted by DCIS, another DCIO, or by a Federal, State, or Local LEA. The record copy of any polygraph examination would be retained by the agency to which the examiner was assigned. I do not believe we have any polygraph examination reports in DCIRS (Email from Mr. Ularuk; 2/2/2021).
					4145.83	Storage Claim Files	N1-361-89-2 (974.20)	Cutoff annually following settlement of the claim, destroy 2 years after settlement.		Item not identified on any file plan after a records program review - moved under 4145.01 to ensure any outstanding records are covered by retention.
					4145.86	Report of Survey Recommendations	N1-361-89-2 (974.50)	Cutoff annually following final action by the Board, destroy on removal of stockpile.		Item not identified on any file plan after a records program review - moved under 4145.01 to ensure any outstanding records are covered by retention.
					4145.50	Excess DNISC Acquisition Files: DNISC accepted	N1-361-89-2 (971.50A)	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 Strategic Materials inventory.		Excess Strategic Materials Acquisition Files: Strategic Materials Accepted. Item not identified on any file plan after a records program review - moved under 4145.01 to ensure any outstanding records are covered by retention.
					4145.50.01	Excess DNISC Acquisition Files: DNISC not accepted	N1-361-89-2 (971.50B)	Cutoff annually, destroy when 1 year old.		Excess Strategic Materials Acquisition Files: Strategic Materials Not Accepted. Item not identified on any file plan after a records program review - moved under 4145.01 to ensure any outstanding records are covered by retention.
					4145.52.03	Industrial Hygiene and Safety Management Records: Cases Involving Litigation.	N1-361-89-2 (971.70D)	Destroy when litigations have been resolved.		Reference file for office, use 5300.04. Litigation record is maintained with General Counsel
					4145.69	Qualitative Maintenance Projects.	N1-361-89-2 (973.40)	Cutoff annually following completion of project. Review for disposal after 6 years.		Not used per the record series usage project
					4145.70	Qualitative Maintenance Project Registers.	N1-361-89-2 (973.41)	Destroy when obsolete.		Use 5300.06
					4245.07; 5000.80	Program Managed Contracts Memorandums of Agreement.	N1-361-91-06 (890.15)	Destroy when superseded, obsolete, or no longer needed.		Use 5300.04
					4100.27	Repository Management Reports.	N1-361-91-16 (735.50); 4100.27, 4015.03	Destroy/delete when no longer needed for reference or analysis.		Not used per the record series usage project
					4015.09; 4100.3	Item Technical History Records.	N1-361-91-16 (720.10)	Destroy/delete when obsolete or when item is transferred or removed.		Use 4015.08 - merged based on NARA review and comments
					6055.51; 6055.20	Firearms Registration.	DAA-0361-2014-0003	Temporary. Cutoff after cancellation of registration or departure of registrant from jurisdiction of the registering activity. Destroy 1 year after cancellation of registration or departure of registrant from		SORN being disestablished. DLA no longer manages housing

					5000.25; 4200.18	Industrial Preparedness	NI-361-91-04 (817.40)	Destroy when superseded, obsolete, or no longer needed.		Merged with 4200.19 - Mobilization/Industrial Planning and Preparedness
					4015.01; 4100.12	DoD Hazardous Material Data.	NI-361-91-16 (720.70)	Destroy/delete after 75 years.		Not used per the record series usage project

DoD DTM 22-001 "DoD Standards for Records Management Capabilities in Programs Including Information Technology" establishes policy that:

-IT systems and services will establish a safe harbor period of up to 30 calendar days for recovering data after user deletion. After the safe harbor period, the data will be irrevocably destroyed.

-IT systems and services will support default disposition policies to plan disposal of all data (not categorized as a record) assigned disposition authorities. Identification of records and assignment of disposition authorities override any default policies.

-Default disposition policies allow for the disposal of information that has no business or legal value.

-See below for default disposition policy.

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DDP Number	Retention Type	Default Disposition Policy (DDP) Description	Disposition Instructions
1a	Six-Month Deletion Policy.	Data with no business or legal value and low likelihood of contributing to DoD/DLA records.	Delete no more than 6 months from the date last modified.
1b	Ten-Year Deletion Policy.	Data with no business or legal value but with some likelihood of contributing to DoD/DLA records. Likelihood for emerging records is assessed based on the purpose of the IT system or service, the IT component managing that data, and other context for a particular acquisition, development, or provisioning. -Includes MS Teams File Documents	Delete no more than 10 years from the date last modified.
1c	Position-Based Retention.	IT systems and services will support position-based retention in accordance with National Archives and Records Administration (NARA) General Records Schedule 6.1. This may be extended to other workspaces at the request of the IT customer.	GRS 6.1, Item 010 and 011 align to 5300.45 (Capstone Official) and 5300.46 (Non-Capstone Official)
1d	Planning for Default Disposition Policies.	At a minimum, before granting authority to proceed or new provisioning, IT providers will provide a cohesive plan for assigning default disposition policies to all data when other disposition authorities are not yet known. This plan will be applied consistently to all data in the IT system or service across the DoD enterprise and included in awareness and training materials. Workspaces, business user case analysis, creating applications, defined content types, and user roles or positions are some target content aspects that may be considered to fully realize capabilities of underlying technology	Disposition must be identified before deployment of IT systems.
2a	1 Year - after employee departs	Information maintained on personal OneDrive or "H" drive. Note: Official Records are not to be maintained on personal OneDrive or "H" drives in accordance with DLA Records Management Procedures Manual 5015.01	Delete 1 year after employee departs the agency
3a	7 Year Retention	MS TEAM chats and channel messages that are created in the Microsoft TEAMS environment.	Delete when 7 years old.
4a	3 Year Retention	Non-Record Information that does not meet the criteria of a Federal record and is maintained for reference purposes.	Delete no more than 3 years from the date last modified.

Long Series Descriptions – The below record series descriptions exceed the main schedule format limitations and are provided below in their entirety.
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New Record Series	Series Title and Content Description	Disposition Instructions (Includes Cutoff)	Disposition Authority	Prescribing Authority (Issuance, Manual, SOP, etc.)
5300.03	Suspense Records and Working Documents (Intermediary). Records of an intermediary nature, that are created or used in the process of creating a subsequent record. 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. Records include: <ul style="list-style-type: none">• 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 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.• 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• 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) Exclusion. This item does not include the following data output files (agencies must follow agency-specific schedule for these records, except for the final bullet, which the GRS covers in another schedule): • Files created only for public access purposes • Summarized information from unscheduled electronic records or inaccessible permanent records • Data extracts produced by a process that results in the content of the file being significantly different from the source records. In other words, the process effectively creates a new database file significantly different from the original • Data extracts containing Personally Identifiable Information (PII). Such records require additional tracking and fall under GRS 4.2, item 130 (DAA-GRS-2013-0007-0012)	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)	
5300.45	Capstone Officials are senior officials designated by account or position level. This may be by email addresses, whether the addresses are based on an individual's name, title, a group, or a specific program function, and/or by phone number or other identifier for other types of electronic messages. Capstone officials include all those listed on an approved NARA form 1005 (NA-1005, Verification for Implementing GRS 6.1, and must include, when applicable: <ol style="list-style-type: none">1. The head of the agency, such as Secretary, Commissioner, Administrator, Chairman or equivalent;2. Principal assistants to the head of the agency (second tier of management), such as Under Secretaries, Assistant Secretaries, Assistant Commissioners, and/or their equivalents; this includes officers of the Armed Forces serving in comparable positions);3. Deputies of all positions in categories 1 and 2, and/or their equivalents);4. Staff assistants to those in categories 1 and 2, such as special assistants, confidential assistants, military assistants, and/or aides;5. Principal management positions, such as Chief Operating Officer, Chief Information Officer, Chief Knowledge Officer, Chief Technology Officer, and Chief Financial Officer, and/or their equivalents);6. Directors of significant program offices, and/or their equivalents);7. Principal regional officials, such as Regional Administrators, and/or their equivalents);8. Roles or positions that routinely provide advice and oversight to the agency, including those positions in categories 1 through 3 and 5 through 7, including: General Counsels, Chiefs of Staff, Inspector General, etc;9. Roles and positions not represented above and filled by Presidential Appointment with Senate Confirmation (PAS positions); and10. Additional roles and positions that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This item covers email and/or other types of electronic messages of officials captured during their tenure as a Capstone official only. Therefore, records created prior to their designation as a Capstone official (e.g., prior to their promotion/rotation into a Capstone position) are excluded and should be disposed of with other NARA approved disposition authorities, including – but not limited to – item 011 and 012 of this schedule. This also includes those officials in an acting capacity for any of the above positions longer than 60 days. Agencies may also include individual emails and/or other types of electronic messages from otherwise temporary accounts appropriate for permanent disposition in this category. This item must include all existing legacy email and/or other types of electronic messages that continue to be the roles and positions described above. If a Capstone official has more than one agency-administered account, this item applies to all accounts. If a Capstone official has an email account managed by other staff (such as personal assistants, confidential assistants, military assistants, or administrative assistants), this item applies to those accounts. This item applies to all email and/or other types of messages regardless of the address names and/or phone number(s) used by the Capstone official for agency business, such as nicknames or office title names. Email to or from personal or non-official email and/or other messaging accounts in which official agency business is conducted is also included – a complete copy of those records must be copied or forwarded to an official electronic messaging account of the officer or employee not later than 30 days after the original creation or transmission of the record. Not media neutral; applies to records managed in an electronic format only. NOTE: Agencies are also responsible for defusing (and documenting through policy) the official recordkeeping version of email and/or other types of electronic messages to be managed under a Capstone approach, especially when records are captured or retained in multiple locations (e.g., an email archive vs. the live system). Agencies will need to determine the appropriate disposition for other versions of email and other types of records, whether disposable under GRS 5.1, item 020, or as non-record. Agencies are expected to apply documented selection criteria to all the records of Capstone officials (permanent accounts) to the greatest extent possible before transfer to NARA. Culling refers to the removal – or otherwise excluding from capture – of nonrecord, personal, or transitory messages and attachments. Culling typically includes the removal of spam, message blasts received (such as agency-wide communications), and personal materials (such as emails or messages to family members not related to agency business). Culling may be manual, automated, or a hybrid of both. Agencies may develop their own policies and procedures for the culling of temporary accounts. Exclusions: messages affiliated with social media accounts/social media direct messaging services; messages affiliated with messaging services provided on video conferencing applications and services; voice mail (or similarly recorded) messages; messages affiliated with collaboration platforms; and messages from messaging systems that are ancillary to the purpose of a larger system (for example, a chat function built into a procurement system)	PERMANENT. Cutoff and transfer in accordance with the agency's approved NA-1005, Verification for implementing GRS 6.1. Transfer to NARA 15 years after cutoff.	GRS 6.1, Item 010 (DAA-GRS-2022-0006-0001)	
7000.01	Financial Transaction Records-Procurement and Payment Records-Office of Record. Include those such as: • Requisitions; • Purchase orders; • Interagency agreements; • Military Interdepartmental Purchase Requests (MIPRs); <ul style="list-style-type: none">• Printing requisitions to the Government Printing Office; • Memoranda of agreement specifying a financial obligation; • Solicitations/requests for bids, quotations or proposals for contracts and competitive grants; • Proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants; • Contracting 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	Temporary. Cutoff at end of Event. <i>Destroy 10 years after final payment or final invoice/IPAC.</i> *Note. Retention extension aligns with the DoD FMR 7000.14-R and is authorized by NARA GRS 1.1, item 010.	GRS 1.1 Item 010 (DAA-GRS-2013-0003-0001)	
7000.01	Financial Transaction Records-Collections records maintained by the office of record that document collection of monies from all sources excluding administrative claims, taxation (not covered under the GRS), and Congressional appropriations. Includes records such as: • 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 other collections from the public, including: o Cash register transaction records; o Credit card and charge cards receipts; o Records documenting deposits; o Records documenting allocation of fees to funds/accounts; o Deposit lists and logs; o Customer orders; o Revolving fund records; • Fee and find collection records; • Garnishments; <ul style="list-style-type: none">• 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			
7000.01	Financial Transaction Records-Accounting records maintained by the office of record. Include those such as: • 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: o Statement of transaction; o Statements of accountability; o Collection schedules and vouchers; o Disbursement schedules and vouchers; • 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 NOTE 2: Accounts and supporting documents pertaining to American Indians are not authorized for disposal by this schedule. NOTE 3: The Comptroller General has the right to require an agency to retain any portion of those records for a period of up to 10 years 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. 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.			
7000.01 NOTES				

This list identifies all the permanent records in the DLA Records Retention Schedule.
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Consolidated Permanent Records List

Series Number	Series Title	Office of Primary Responsibility
3020.04	War and Emergency Support Plan(s)-Office of Responsibility	J3 Logistics Operations
3110.01	Quality Assurance Program and Project Files.	
4200.36	Defense Acquisition Regulatory Case Files: HQ DLA Deputy Director (Acquisition).	J7 Acquisition
5010.41	Committee Records –Substantive Committee Records.	
5010.45	Base Realignment and Closure Commission (BRAC) Files: HQ DLA.	
5010.50	General Orders: Master Set.	Transformation
5010.60	Strategic Planning: HQ DLA Director, Vice-Director, Staff Element Directors, & MSC Commanders.	
5010.65	Program Review and Analysis: HQ DLA.	
5010.68	DLA Council Actions: HQ DLA.	
5010.70	Federal Activities Inventory Reform (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.	
5025.03	Publication Master Record Sets and Authentications.	Transformation
5040.01	Mission-related Motion and/or Audio Recording Visual Information Productions.	Public Affairs Office
5040.05	Significant Still, Motion and/or Audio Recording Pertaining to Non-Combat DLA Missions.	Public Affairs Office
5040.08	Graphic Visual Information – Posters – Published to the mission and history of DLA or DoD.	Public Affairs Office
5040.11	Digital Artwork	Public Affairs Office
5040.15	Graphic Visual Information – Military Service & DoD Component Specific Magazines.	Public Affairs Office
5122.01	Internal DLA Public Affairs Publications Master Set.	Public Affairs Office
5122.06	Public Affairs Releases and Correspondence Requiring Formal Action.	Public Affairs Office
5122.13	Speech Files: Speeches delivered by the Directors and Deputy Directors.	Public Affairs Office

5300.01	DLA Executive Office(s), Command Issues, Administrative and Oversight Documentation.	All DLA Executive Command Offices (DLA Director, Vice Director, Staff Element Directors and MSC Commanders or those designated to maintain the official documentation)
5300.11	Schedule of Daily Activities: High Level Management Officials.	All DLA Executive Command Offices (DLA Director, Vice Director, Staff Element Directors and MSC Commanders)
5300.45	Electronic Mail (Email) Capstone Official	Role based as identified on NA-1005 form
5500.03	Congressional Hearings and Testimonies.	Legislative Affairs
6055.28	Reports of Polygraph Examination-Historical.	
8180.09	Histories and Historical Background and References: Historian DLA.	Historian / Public Affairs
8260.01	Data Administration Records- Documentation Necessary for Preservation of Permanent Electronic Records.	J67
8120.02	ASSIST - EIS	J6 Program Manager
8120.44	DCIRS - EIS	J6 Program Manager

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Schedule	Schedule Name	Functions (Types of Records)	Responsible Enterprise Business Cycle Owner(s)
1000	Human Resources Management	General manpower records, Drug testing, Morale, Welfare and Recreation, Training, Reserve Forces, Civilian Personnel and Payroll, and Equal Employment Opportunities records.	Director, J1 Director, J9 Director, EEO Director, Installation Management
2000	International Affairs and Foreign Military Sales	Types of records and information maintained under this schedule includes: General International program records (i.e., NATO and foreign liaison, etc.) and Foreign Military Sales records.	Director, J3 Commander, DLA Distribution Commander, DLA Aviation Commander, DLA Troop Support Commander, DLA Aviation
3000	Plans, Operations and Intelligence	Plans and operations records, Crisis management and emergency preparedness, logistics, Research and development, and Intelligence records.	Director, J3 Director, DLA Intelligence
4000	Supply Chain Management and Environmental Program	Acquisition of goods and services (Contracting), Strategic Materials, Logistics management, Transportation records, Disposition and Reutilization of serviceable assets, Law Enforcement Support, and Environmental records.	Director, J3 Director, J7 Director, Strategic Materials Director, Disposition Services Director, Installation Management
5000	Administrative Management and Support Services	Administrative reporting, Management program records, Forms and publications, Audiovisual, Command chaplain, Public Affairs, Security, Office administration records common to all offices, General Counsel, Supplies and equipment administration, and Legislative affairs.	General Counsel Director, Public Affairs Director, Legislative Affairs Director, J3 Director, J6 Director, DLA Transformation Director, Installation Management
6000	Safety and Health	Occupational injury and illness records, workplace and facility safety, to include emergency services (police and fire)	Chief of Staff Director, J1 Director, Installation Management
7000	Budget, Finance, Audit and Inspector General	Financial records related to procuring goods and services, paying bills, collecting debts, and accounting; Budgeting records used to determine priorities for spending, forecasting future needs and related expenditures, and distributing budget authority to achieve results consistent with the formulated budget; Activities of the DLA Office of Inspector General (Investigations Division and Audit Division)	Director, J8 Inspector General
8000	Information Governance, Management and Technology	General Information and technology records, Privacy Act, Capital Planning and Investment Control, Electronic Information Systems, Governance Processes and Management Control, Asset inventory, Records and Information Management, Data Management, Information Infrastructure Design and Engineering, Software and Application, Information Assurance/Cybersecurity, PKI, System and Data Security, Network and Website records	Director, J6