

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2013-0001
Schedule Status Approved

Agency or Establishment Defense Logistics Agency
Record Group / Scheduling Group Records of the Defense Logistics Agency
Records Schedule applies to Agency-wide
Schedule Subject 240.31 Enterprise Business System (EBS)
Internal agency concurrences will be provided No

Background Information

EBS is DLA's Enterprise Resource Planning (ERP) system built on SAP software with customer modifications. EBS 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

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	0	9	5

GAO Approval

Outline of Records Schedule Items for DAA-0361-2013-0001

Sequence Number	
1	EBS Inputs/Source Records Disposition Authority Number: DAA-0361-2013-0001-0001
2	EBS Database (Master File) Disposition Authority Number: DAA-0361-2013-0001-0002
3	Reference Data Disposition Authority Number: DAA-0361-2013-0001-0003
4	Contract Related Documents Disposition Authority Number: DAA-0361-2013-0001-0004
5	Real Property Disposition Authority Number: DAA-0361-2013-0001-0005
6	Foreign Military Sales Contracts Disposition Authority Number: DAA-0361-2013-0001-0006
7	Foreign Military Sales Transportation Case Files Disposition Authority Number: DAA-0361-2013-0001-0007
8	Small Arms Disposition Authority Number: DAA-0361-2013-0001-0008
9	National Defense Stockpile Materials Disposition Authority Number: DAA-0361-2013-0001-0009
10	Hazardous Materials Service Contracts Disposition Authority Number: DAA-0361-2013-0001-0010
11	Hazardous Materials Property Sales Disposition Authority Number: DAA-0361-2013-0001-0011
12	Hazardous Materials Monitoring, Elimination, and Accident/Spill Reports Disposition Authority Number: DAA-0361-2013-0001-0012
13	EBS Outputs Disposition Authority Number: DAA-0361-2013-0001-0013
14	EBS System Documentation Disposition Authority Number: DAA-0361-2013-0001-0014

Records Schedule Items

Sequence Number

1

EBS Inputs/Source Records

Disposition Authority Number DAA-0361-2013-0001-0001

Data is input via manual entry through various user interfaces and via many different system-to-system data transactions.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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

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

Manual Citation	Manual Title
GRS 4.3.020	

Withdrawn Status Explanation Item is scheduled under GRS 4.3.020

Disposition Instruction

Retention Period Destroy input/source records when data has been entered into the database (master file or database) and is no longer needed to support reconstruction of, or serve as backup to, the master file or database

Additional Information

GAO Approval Not Required

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EBS Database (Master File)

Disposition Authority Number DAA-0361-2013-0001-0002

EBS contains many data points, transactions, and documents related to Finance, Planning, Procurement, Order Fulfillment, and Technical Quality. Data includes, but is not limited to, sales orders, purchase requisitions, purchase orders, goods receipts, delivery documents, billing documents, contract documents, and other financial and accounting information. EBS is the system of record for DLA financial data.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Retention Period	Destroy when 6 years and 3 months old when document/transaction and all related business processes have concluded and is considered "business complete"
Additional Information	
GAO Approval	Not Required
Reference Data	
Disposition Authority Number	DAA-0361-2013-0001-0003
Customer or vendor contract information or such data that is used for administrative, legal, audit, or other operational purposes	
Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Withdrawn Status Explanation	This item is non-record material used for reference purposes.
Disposition Instruction	
Retention Period	Destroy when no longer needed
Additional Information	
GAO Approval	Not Required

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Contract Related Documents

Disposition Authority Number DAA-0361-2013-0001-0004

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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

Disposition Instruction

Retention Period Destroy data related to contracts 6 years after final payment in accordance with GRS 1.1.010, excluding contracts requiring a longer retention period.

Additional Information

GAO Approval Not Required

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Real Property

Disposition Authority Number DAA-0361-2013-0001-0005

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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

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

Withdrawn Status Explanation Item scheduled under GRS 3 item 1a.

Disposition Instruction

Retention Period Destroy data related to Real Property 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or or other liens in accordance with GRS 3, Item 1a.

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Additional Information

GAO Approval Not Required

Foreign Military Sales Contracts

Disposition Authority Number DAA-0361-2013-0001-0006

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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

Disposition Instruction

Retention Period Destroy data related to Foreign Military Sales (FMS) contracts 10 years after final payment. See DLA records series 811.50E and 831.05E

Additional Information

GAO Approval Not Required

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Foreign Military Sales Transportation Case Files

Disposition Authority Number DAA-0361-2013-0001-0007

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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

Disposition Instruction

Retention Period Destroy data related to Foreign Military Sales (FMS) transportation case files when 30 years old. See DLA records series 940.05.

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Additional Information

GAO Approval Not Required

Small Arms

Disposition Authority Number DAA-0361-2013-0001-0008

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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

Disposition Instruction

Retention Period Destroy 6 year(s) and 3 month(s) after cutoff

Additional Information

GAO Approval Not Required

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National Defense Stockpile Materials

Disposition Authority Number DAA-0361-2013-0001-0009

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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

Disposition Instruction

Retention Period Destroy data related to National Defense Stockpile materials 8 years after removal of the commodity from the stockpile. See DLA records series 972.10

Additional Information

10	<p>GAO Approval</p> <p>Hazardous Materials Service Contracts</p> <p>Disposition Authority Number</p> <p>Final Disposition</p> <p>Item Status</p> <p>Is this item media neutral?</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>Do any of the records covered by this item exist as structured electronic data?</p> <p>Disposition Instruction</p> <p>Retention Period</p> <p>Additional Information</p>	<p>Not Required</p> <p>DAA-0361-2013-0001-0010</p> <p>Temporary</p> <p>Active</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Destroy Hazardous Materials service contracts when 50 years old. See DLA Records series 660.10A</p>
11	<p>GAO Approval</p> <p>Hazardous Materials Property Sales</p> <p>Disposition Authority Number</p> <p>Final Disposition</p> <p>Item Status</p> <p>Is this item media neutral?</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>Do any of the records covered by this item exist as structured electronic data?</p> <p>Disposition Instruction</p> <p>Retention Period</p> <p>Additional Information</p>	<p>Not Required</p> <p>DAA-0361-2013-0001-0011</p> <p>Temporary</p> <p>Active</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Destroy when 50 years old. See DLA records series 650.54A</p> <p>Not Required</p>

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Hazardous Materials Monitoring, Elimination, and Accident/Spill Reports

Disposition Authority Number DAA-0361-2013-0001-0012

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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

Disposition Instruction

Retention Period Destroy when 75 years old. See DLA Records Series 547.58 and 720.70.

Additional Information

GAO Approval Not Required

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~~EBS Outputs~~

~~Disposition Authority Number DAA-0361-2013-0001-0013~~

~~Includes standard and ad hoc reports that are needed for administrative, legal, audit or other operational purposes.~~

~~Final Disposition Temporary~~

~~Item Status Withdrawn~~

~~Is this item media neutral? Yes~~

~~Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes~~

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

~~Withdrawn Status Explanation Item scheduled under GRS 4.3.040.~~

~~Disposition Instruction~~

~~Retention Period Destroy when no longer needed~~

~~Additional Information~~

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GAO Approval Not Required

EBS System Documentation

Disposition Authority Number DAA-0361-2013-0001-0014

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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

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

Withdrawn Status Explanation Item is scheduled under GRS 3.1.051.

Disposition Instruction

Retention Period Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. GRS 3.1 item 051.

Additional Information

GAO Approval Not Required

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Agency Certification

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

Signatory Information

Date	Action	By	Title	Organization
12/19/2012	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
01/22/2015	Submit for Concurrency	David Weber	for	National Archives and Records Administration - Records Management Services
02/03/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist