

## Request for Records Disposition Authority

Records Schedule Number      DAA-0361-2014-0001  
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                831.25 Contracting Officer File  
Internal agency concurrences will be provided      No

Background Information        Combining record series SCO appointments (650.78 - N1-361-92-02) and 831.25 Administrative Contracting Officer Appointment Files (N1-361-91-13) to meet requirements issued in the Defense Logistics Acquisition Directive dated 17 Sept 2013

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1                                 | 0                                     | 1                                     | 0                                     |

GAO Approval

## Outline of Records Schedule Items for DAA-0361-2014-0001

| Sequence Number |
|-----------------|
|-----------------|

|   |
|---|
| 1 |
|---|

Contracting Officer File.

Disposition Authority Number: DAA-0361-2014-0001-0001

## Records Schedule Items

Sequence Number

1

### Contracting Officer File.

Disposition Authority Number      DAA-0361-2014-0001-0001

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.

Final Disposition                      Temporary

Item Status                              Pending

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                     |
|-----------------|----------------------------------|
| 831.25          | DLA Records Disposition Schedule |

GRS or Superseded Authority  
Citation                                  N1-361-92-02 item 650.78  
n1-361-91-13 item 831.25

### Disposition Instruction

Cutoff Instruction                      Cutoff at Termination of Appointment

Retention Period                        Retain in the respective files for 6 years after  
termination of appointment to facilitate warrant  
modifications, eligibility transfers and reinstatments.

Additional Information

## 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  |
|------------|------------------------|-----------------|---|---|
| 11/26/2013 | Certify                | Cecilia Wiker   | Records Manager                               | Information Operations<br>- Document Services   |
| 01/09/2014 | Submit for Concurrency | David Weber     | for   | National Archives and<br>Records Administration<br>- Records Management<br>Services         |
| 01/23/2014 | Concur                 | Laurence Brewer | Director, National Records Management Program | National Archives and<br>Records Administration<br>- National Records<br>Management Program |
| 01/23/2014 | Concur                 | Laurence Brewer | Director, National Records Management Program | National Archives and<br>Records Administration<br>- National Records<br>Management Program |
| 01/23/2014 | Approve                | David Ferriero  | Archivist of the United States                | Office of the Archivist -<br>Office of the Archivist  |