

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO

N1-361-87-1

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

10/24/86; Revised SF115 on 3/16/87

1 FROM (Agency or establishment)

Defense Logistics Agency

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Staff Director, Administration

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION

Resources Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Mervyn Jones

5 TELEPHONE EXT.

274-6234

DATE

10-2-87

ARCHIVIST OF THE UNITED STATES

[Signature]

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE

10/24/86

C SIGNATURE OF AGENCY REPRESENTATIVE

PRESTON B. SPEED

[Signature]

D TITLE

Chief, Administrative Mgmt Branch

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	150.40 PLFA Security Profiles Documents reflecting status of security of PLFA 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. (Destroy when superseded, obsolete, or no longer needed for reference).	NEW	
2.	151.10 Information Security Program. Documents pertaining to DLA policy, standards and criteria for Information Security Program, including the Annual Report to DoD. (a) (HQ DLA, Office of Command Security - Destroy after 5 years or when no longer needed for current business, whichever is earlier.) (b) Other offices - Destroy when superseded, obsolete, or no longer needed for reference purposes.)	DLAM 5015.1, Ch 1, Cat. 151.10(change)	
3.	151.11 Information Security Program Report Data - Documents relating to the compilation of the DOD annual reporting requirements. (Destroy in 3 years.)	NEW	
	154 ADP Security - Relates to the implementation of the DLA ADP Security Program including general policies and correspondence on policy matters		52 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 2 OF 8
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
4.	154.10 Risk Analysis Files - Documents pertaining to Risk Analysis including Risk Analysis Questionnaires, Risk Analysis Reports and related correspondence. (Destroy after 3 years or when PLFA's issue new Risk Analysis Reports.)	NEW	
5.	154.20 Certification Files - Documents summarizing Data processing Installations (DPI) or Automated Information Systems (AIS) goals and objectives, detailed descriptions of proposed operations, plans for acquisition and implementation of additional security test and evaluation, statements of continuing problem areas, resource requirements and impacts, and milestone schedules, resource requirements and impacts, and milestone schedules, correspondence relating to certification requests and certifications (Destroy 2 years after supersession)	NEW	
6.	154.30 ADP Facility Security - Documents dealing with physical security measures applied to centralized computer facilities, remote facilities, remote terminals and media libraries. (Destroy after 3 years)	NEW	
7.	154.40 Procedural Security. Documents reflecting actions taken by PLFA's implementing ADP security procedural requirements, including copies of plans, reports, requests for assistance, and related materials on the subject of improving controls to counter ADP vulnerabilities. (Destroy after 3 years)	NEW	
8.	154.50 Hardware Security. Documents dealing with security measures applied to computer equipments, and/or software normally resident in computer hardware (i.e., operating systems). (Destroy after 3 years).	NEW	
9.	158.10 Counterintelligence Plans, Procedures and Administration. Documents concerning formulation and promulgation of plans and policy as well as operational and administrative procedures necessary for implementation of the DoD Counterintelligence Program within DLA. (HQ DLA Office of Command Security - Destroy upon obsolescence or supersession. Other offices - Destroy upon obsolescence or supersession.)	NEW	
10.	158.20 Counterintelligence Investigative Files - Documents reflecting results of counterintelligence complaint or incident investigations involving DLA personnel or facilities, including reports of investigations from DoD and U.S. Government Agencies. (Destroy 5 years after date of last action).	NEW	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO

PAGE

3 OF 8

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11.	158.30 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 (Destroy upon supersession or obsolescence).	NEW	
12.	158.40 Port Security Surveys - Documents relating to DLA participation in port security operations conducted by the U.S. Navy or other Government organizations. (Destroy when superseded, obsolete, or no longer needed for reference).	NEW	
13.	158.50 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. (Destroy 2 years after next comparable survey or inspection).	NEW	
14.	158.60 Antiterrorism Reports - Documents concerning reports on terrorism, counterterrorism, and antiterrorism originated by DoD and other Government agencies and by private sector organizations, including hard copy and electrical messages. (Destroy when superseded, obsolete or no longer needed for reference purposes).	NEW	
15.	158.62 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 particular area. (HQs, Office of Command Security - Destroy after 2 years).	NEW	
16.	158.63 Terrorist Threat Assessment Information Files - Terrorist threat assessments originated outside DLA and transmitted to DLA for information. (Destroy when superseded, obsolete or no longer needed for reference purposes).	NEW	
17.	158.64 Antiterrorism Actions - Documents reflecting actions in implementation of DoD and DLA antiterrorism programs and related materials. a. Documents reflecting DLA involvement in actual terrorist incidents - Destroy after 7 years after incident is closed. Retain in CFA 5 years then retire to FRC.	NEW	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 4 OF 8
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	b. Other documents - Destroy when superseded, obsolete or no longer needed for reference purposes.		
	159 Operations Security (OPSEC). Relates to DLA actions to implement the Joint Chiefs of Staff (OPSEC) Program.		
18.	159.10 Operations Security (OPSEC) Plans, Policy, Procedures and Administration. Documents relating to planning and implementation of the OPSEC Program within DLA Headquarters and Primary Level Field Activities, including OPSEC policy guidance, procedures for program compliance, planning and administrative documents. (Destroy upon obsolescence or supersession.)	NEW	
19.	159.20 OPSEC Survey Files - Documents relating to preparation for and preparation in OPSEC surveys within DLA Headquarters and Primary Level Field Activities. (Destroy upon obsolescence or supersession.)	NEW	
20.	159.30 OPSEC Training Files - Documents relating to the preparation, conduct and follow-up analysis of formal and informal training and awareness instruction designed to acquaint individuals with the objectives, principles and methods of OPSEC programs and to maintain a sense of OPSEC awareness among military and civilian personnel assigned to DLA and PLFAs. (Destroy after 5 years or upon obselecense or super-session.)	NEW	
21.	205.01 Strategic Planning. Relates to long-range planning information which is intended to provide the direction for taking the Agency through the next 25 years in providing logistics and other support and services to the Military Departments, Government Agencies and allied nations. a. HQ DLA Strategic Integrated Logistics Plan. Office of Policy and Plans, (1) HQ DLA - Permanent. Offer to NARA in 5 year blocks when 20 years old. (2) Other offices - Destroy when superseded or when no longer needed for reference. b. PLFA Strategic Integrated Logistics Plan. (1) Commanders of PLFAs - Permanent. Offer to NARA in 5 year blocks when 20 years old. (2) Other offices - Destroy when superseded or when no longer needed for reference.	NEW	
22.	205.02 Planning Document. Relates to management planning information which presents the near-term to long-term operational planning provided by the Management By	NEW	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 5 OF 8
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	Objectives (MBO) Program. The Planning Document incorporates the Strategic Integrated Logistics Plan and the MBO Program. a. HQ DLA Planning Document. ⁽¹⁾ Office of Policy and Plans, HQ DLA - Permanent. Offer to NARA in 5 year blocks when 20 years old. ⁽²⁾ Other offices - Destroy after 3 years or when no longer needed for reference. b. PLFA Planning Document. ⁽¹⁾ Commanders of PLFAs - Permanent. Offer to NARA in 5 year blocks when 20 years old. ⁽²⁾ Other offices - Destroy after 3 years or when no longer needed for reference.		
23.	205.10 Management By Objectives (MBO) Program. Documents accumulated in developing the planning document, including quarterly briefing materials, narratives, analysis, and similar documents. a. HQ DLA MBO Program. ⁽¹⁾ Office of Policy and Plans, HQ DLA - Destroy after 2 years or when no longer needed for reference. ⁽²⁾ Other HQ DLA offices - Destroy after 1 year or when no longer needed for reference. b. PLFA MBO Program. ⁽¹⁾ Commanders of PLFAs - Destroy after 2 years of when no longer needed for reference. ⁽²⁾ Office of Policy and Plans, HQ DLA - Destroy after 2 years or when no longer needed for reference. ⁽³⁾ Other DLA and PLFA offices - Destroy when superseded, obsolete, or no longer needed for reference.	NEW	
24.	205.15 MBO Général File. Correspondence relating to strategic planning and quarterly MBO briefings, such as, briefing schedules, attendee rosters, and similar documents. (Heads of HQ DLA PSEs and Commanders of PLFAs - Destroy after 1 year, or when no longer needed for reference, whichever is later.)	NEW	
25.	235.30 DELETE		
26.	240.10 Inspections Policies and Procedures - Documents relating to major policies and procedures applicable to the operation of the DoD Inspector General Program within DLA. (Destroy when superseded, obsolete, or no longer needed for reference purposes.)	GRS/27 DLAM 5015.1, Ch 1, Cat 240.10(change)	
27.	240.20 Inspection Planning - Documents accumulated in reviewing, controlling, and coordinating planned DoD IG inspections, surveys and visits, including schedules of proposed visits, itineraries, approvals, requests for changes, mandatory items for inspection, inspection planning guides. (Destroy after 3 years)	DLAM 5015.1, Ch 1, Cat 240.20(change)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 6 OF 8
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
28.	240.30 Inspection Reports - Documents accumulated from inspections conducted by the DoD IG, including documents concerning special and general inspections and reports. ^a (Office of the Comptroller, Internal Review Division, (DLA-CI) - DESTROY WHEN SUPERSEDED, OBSOLETE OR NO LONGER NEEDED FOR REFERENCE. ^b Cutoff after approval of report. Hold 5 years in CFA. Transfer to FRC. Destroy 10 years after approval of report. ^c Other offices - Destroy after next comparable inspection.)	DLAM 50 Cat 240.30	15.1, Ch 1, 30(change)
29.	241.10 Investigation Policies and Procedures - Documents relating to policies and procedures for conducting inquiries including DoD Hotline referrals. (Destroy when superseded, obsolete, or no longer needed for reference.)	NEW	
30.	241.20 Complaint Case Logs - Manual case logs and cross-reference indices used for controlling the processing of DoD Hotline referrals and other complaints. (Destroy 5 years after completion of last entry.)	NEW	
31.	241.30 Investigative Case Files - Reports of inquiries, investigations, and/or reviews conducted by HQ DLA or received from subordinate elements including supporting/substantiating documents relating thereto. ^a (Office of the Comptroller, Internal Review Division (DLA-CI) - Outoff after completion of case. Hold 3 years in CFA. Transfer to FRC. Destroy 5 years after completion of case file. ^b Other offices - Destroy 3 years after completion of inquiry/investigation/review.)	NEW	
32.	820.13 Contracting Officer Representative (COR) /Contracting Officer's Technical Representatives (COTR) Contract Files - Documents relating to COR/COTR contract files including designation letters, modifications, correspondence, inspections and receiving/acceptance documents and monthly performance reports. 1) Transactions of more than \$25,000 - Destroy 6 years and 3 months after final payment. 2) Transactions of \$25,000 or less - Destroy 3 years after final payment.	NEW GRS 3 ITEM 4A	
33.	830.80 Competition and Pricing Files - National Stock Number item case files including supply studies, procurement histories, reprocurement data packages and market research reports. (Destroy when superseded or when National Stock Number becomes obsolete or transferred.)	NEW	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 7 OF 8
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34.	850.35 Quality Assurance Technical Development/Certification Program - Documents pertaining to the Quality Assurance Technical Development/Certification Program including training requirements, allocations, re-reporting instructions and requests for course equivalencies and commodity/system skills certification. (Destroy after 1 year or when no longer needed for reference purposes)	NEW	
35.	913.52 Diminishing Manufacturing Sources and Material Shortages (DMSMS)-Diminishing Manufacturing and Material Shortages case documentation including source and technical data, procurement information, requirements forecasts (computations/data), correspondence from military services, other users and manufacturers, and case synopsis sheets. (Destroy when superseded, obsolete or no longer needed for reference).	NEW	
36.	980.65 Recyclable Materials Program - Documents concerning the DoD Recyclable Materials Program including the Scrap Recycling Program and Resource Recovery. a. (Defense Reutilization and Marketing Regions - Destroy after 3 years. b. Defense Reutilization and Marketing Offices - Destroy when superseded, obsolete or no longer needed for reference purposes.)	NEW	
37.	980.86 Abandoned/Destructed Property - Documents pertaining abandoned/destroyed property including DPDS Form 240, Economy Formula Worksheet and DoD 4160.21-M information. (Defense Reutilization and Marketing Offices - Destroy when superseded, obsolete or no longer needed for reference purposes.)	NEW	
38.	985.40 Foreign Military Sales Case Files - Case files relating to the authorized sale of excess property to Foreign governments through the Foreign Military Sales Program. (Destroy 6 ^{13 MONTHS} years after all aspects of the sale are complete).	NEW	
39.	988.16 Environmental Operating Records - Documents pertaining to environmental operating records (HWLOG), as mandated in Resource Conservation and Recovery Act (RCRA), and specific notices to generators, spill incident reports, and reports of analyses. (Transfer to parent activity upon closure of the hazardous waste storage facility and parent activity shall destroy after 3 years.)	NEW	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 8 OF 8
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
40.	<p>988.17 Environmental Disposition Documents:</p> <p>a. Manifests - Documents showing the description of waste received and/or shipped from DRMO Hazardous Waste Storage Facility, Hazard class of the property, transportation certifications.⁽¹⁾ (Defense Reutilization and Marketing Regions - Destroy after 3 years.⁽²⁾ Defense Reutilization and Marketing Offices - Destroy when no longer needed for reference purposes.)</p> <p>b. Environmental Reports - Documents pertaining to environmental reports to include but not limited to Resource Conservation and Recovery Act Biennial Reports and reports relating to unmanifested waste and manifest discrepancies.⁽¹⁾ (Defense Reutilization and Marketing Reutilization and Marketing Offices - Destroy when obsolete or no longer needed for reference purposes. 75 YEARS OLD.)</p>	NEW	