

# Request for Record Disposition Authority

(See Instructions on reverse)

To **National Archives and Records Administration (NIR)**  
**Washington, DC 20408**

1 From (Agency or establishment)  
**Defense Logistics Agency**

2 Major Subdivision  
**Information Operations (J-6)**

3 Minor Subdivision  
**Document Automation & Production Service (DAPS)**

4 Name of Person with whom to confer  
**Kayte Vo**

5 Telephone (include area code)  
**717-605-2499**

## Leave Blank (NARA Use Only)

Job Number  
**NI-361-10-1**

Date Received  
**10/14/09**

### Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date **09/30/09** Archivist of the United States *[Signature]*

### 6 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 on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required       is attached       has been requested

Signature of Agency Representative

*Kayte Vo*

Title

**Records Manager**

Date (mm/dd/yyyy)

**09/30/2009**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	240.20 Department of Defense Electronic Mail (DOD EMALL) - see attached.	NEW	

## 240.20 Department of Defense Electronic Mall (DOD EMALL).

The Department of Defense Electronic Mall (DOD EMALL) is an internet-based Business-to-Consumer (B2C) ordering system that is specifically designed for and used by the DoD and other Federal and State agency customers. DOD EMALL provides its customers with a wide-range of goods and services and is similar to many web-based B2C commercial ordering and shopping sites on the internet.

As of July 31, 2009, DOD EMALL had 31,877 registered DoD and other Federal and State agency users; 2,000 vendors; 55,504,446 listed items; processed 1,279,464 orders; and the associated sales amounted to \$587,643,408 year to date for FY09. All the data collected by DOD EMALL is from the inception of the system in 1998 to present day.

The system's databases store over 100 data elements. Some of those data elements include information on Supplier Contract Information, Item and Cart Information, Shipping, Customer, Defense Logistics Agency (DLA) Orders, and Measures.

### ~~a. Inputs/Source Records.~~

~~DOD EMALL collects registration information from DOD EMALL Users and Suppliers, receives information concerning requisitions processed by DLA Enterprise Business System (EBS), and receives current product catalogs provided by DOD EMALL Suppliers. Catalog Data is pulled via Oracle database connection.~~

~~(Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.) GRS 20, Item 2c~~

### b. Master File.

The following is a list of the main data fields in DOD EMALL. This list is not inclusive of all the data fields:

- 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

(Destroy 8 years after record creation. Destruction will occur based on fiscal year - FY09 records will be destroyed in FY17, FY10 records will be destroyed in FY18, and so on.)

*Justification. Due to the frequency of requests for information on data stored in DOD EMALL, it is requested a longer than normal retention period be maintained. Also, financial records should be kept for at least 7+ years.*

- c. Outputs. DOD EMALL sends requisition information to EBS.

(Destroy 8 years after record creation. Destruction will occur based on fiscal year - FY09 records will be destroyed in FY17, FY10 records will be destroyed in FY18, and so on.)

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

~~(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 20, Item 11a(1)~~

*POC's are Laura Damon, Master Data Management Lead, DLIS-LAE, 269-961-4262, and Sheila Rayburn, Program Manager, DLIS, 269-961-7586.*