

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-506-09-5</b>	
1 FROM (Agency or establishment) Defense Commissary Agency		DATE RECEIVED <b>8/24/09</b>	
2 MAJOR SUB DIVISION Directorate of Program Management		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records Management		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss	5 TELEPHONE 804-734-8000/48841	DATE <b>5/17/10</b>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
<b>6 AGENCY CERTIFICATION</b> 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 <u>2</u> page(s) are not needed now 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 08-19-2009	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Officer, DeCA	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<del>The Defense Commissary Agency submits the attached items for your review and approval to schedule records that require scheduling as a result of its Consolidated Warehouse Management (CWM) database</del>		<b>WITHDRAWN</b> <b>5/17/10</b>

Defense Commissary Agency (DeCA)

Consolidated Warehouse Management (CWM) Database

**System Background and Purpose:** The purpose of the Consolidated Warehouse Management database is to provide records management staff a consolidated review of records awaiting disposal. The database provides support in managing temporary transferable records by allowing the records custodian to create and maintain records within the database to track the location and eligible destruction date of records.

**Restrictions:** CWM contains restricted and sensitive information not releasable to the public.

**This schedule is submitted as "Media Neutral."**

**CWM TABLE OF RECORDS**

Item No.	File Name	Description	Disposal Authority
1.	Master data Files	The CWM consists of data elements pertaining to DeCA's transfers of temporary inactive records to the records holding area (RHA). The data element fields consist of similar fields found on the SF-135 to include location number, contents, box numbers, file number, and disposal date—all used to track record transfers and disposals..	<del>Delete/DEST: when record has been disposed.</del> Delete/destroy 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the United States, whichever is applicable. GRS 16, Item 2a(2).
2.	Outputs	Box labels, reports identifying records pass retention dates and reports identifying shelving locations	GRS 20, Item <del>X</del> 16 DEST: when boxes are destroyed under the appropriate NARA schedule or when no longer needed whichever is later.
3.	System Documentation	System administrator documentation, user manuals, system development documents, record layout codes, and all other documentation pertaining to the development, implementation, maintenance, testing of the CWM.	Temporary: GRS 20, Item 11a(1) COFF: when superseded or obsolete DEST: 5 years after COFF

Item No.	File Name	Description	Disposal Authority
4.	System Backups <i>WITHDRAWN</i>	Backup tapes maintained for potential system restoration in the event of system failure or other unintentional loss of data.	GRS 24, Item 4a(2) Delete/destroy: when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.
5.	Finding Aids (or indexes) for CWM	Electronic indexes, lists, register, and other finding aids used to locate/provide access to records authorized for destruction. <i>WITHDRAWN</i>	GRS 20, Item 9 Temporary:  Delete/destroy with related records or when no longer needed for administrative, legal, audit, or other operational purposes, <i>whichever is later.</i>