

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0002

Status: APPROVED
Date Approved: 03/05/2024

General Information

Agency or Establishment	Defense Logistics Agency
Record/Scheduling Group	0361 - Records of the Defense Logistics Agency
Records Schedule Applies To	Agency-wide
Schedule Subject	Transportation and DLA Energy Research and development records for Alternative Fuels Records
Additional Schedule Information	This Schedule relates to implementation of transportation, traffic management, packaging, materials handling, and travel contract management functions and DLA Energy Alternative Fuels records
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 11

Number of Temporary disposition items: 11

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0361-2021-0002

Item #	Title	Disposition
0001	Customs or Port of Entry Files.	Temporary
0004	Carrier Release Files.	Temporary
0005	Materiel Receipt Verification.	Temporary
0007	Materiel Release Control.	Temporary
0008	Warehouse Denials.	Temporary
0009	Inspection, Testing, Results and Disposition.	Temporary
0010	Bin Replenishment.	Temporary
0012	Hazardous Material Stock Location.	Temporary
0013	Radioactive Material Disposal.	Temporary
0014	Radiation Monitoring and Exposure.	Temporary
0015	Radioactive Material Incident Reporting.	Temporary

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Records Schedule Items

DAA-0361-2021-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Customs or Port of Entry Files.	
Item Description	Documents relating to entry and admission, free of duty charges, materiel procured abroad or returned from abroad, including Consumption Entry Permit, Summary of Entered Value, Custom Entry, or similar custom forms, related correspondence, and other documents pertaining to the entry of materiel through customs.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4500.02	
Manual Title	DLA Records Retention Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NN-168-94 / 835.15	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 4 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0002-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Carrier Release Files.	
Item Description	Documents used to order, release, and dispatch carrier's equipment.	

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4500.20
Manual Title	DLA Records Retention Schedule
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-361-91-010 / 39	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0002-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Matériel Receipt Verification.
Item Description	Copies of material inspection and receiving reports used to verify material received on direct unloads of trucks and railcars.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4500.25
Manual Title	DLA Records Retention Schedule
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation

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N1-361-91-010 / 43	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of event. Event is after final shipment.
Retention Period	Other: Destroy 3 months after final shipment
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0002-0007		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Materiel Release Control.		
Item Description	Control registers, recap sheets, release workload, offered late sheets, backlogs, and similar listings used to monitor issue processing.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	4500.29		
Manual Title	DLA Records Retention Schedule		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-361-91-010 / 47	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Cut off at end of Fiscal year.		
Retention Period	Destroy 1 year(s) after cutoff		
ADDITIONAL INFORMATION			

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0002-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Warehouse Denials.
Item Description	Material movement documents, denial/shortage investigation checklists, adjustment /document control registers and related documentation used to monitor and track warehouse denials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4500.30
Manual Title	DLA Records Retention Schedule
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-361-91-010 / 48	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 1 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0002-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Inspection, Testing, Results and Disposition.

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Item Description	Request for and results of tests, reclassification (downgrading/upgrading) records such as DAC transactions, related storage quality control reports, records documenting materiel condition code changes, and similar documents (or automated equivalents) relating to inspection and testing of Type II extendible shelf life items.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4500.44	
Manual Title	DLA Records Retention Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-361-91-010 / 62	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of Event or Fiscal Year.	
Retention Period	Other: Destroy after next inspection, or 2 years, whichever is sooner.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0002-0010	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Bin Replenishment.
Item Description	Listings and reports pertaining to replenishment of materiel in bin locations.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4500.46

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Manual Title	DLA Records Retention Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-361-91-010 / 64	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Destroy 1 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0002-0012	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Hazardous Material Stock Location.	
Item Description	Listings, forms, and similar records used to identify current location of hazardous material stock items.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4500.52	
Manual Title	DLA Records Retention Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-361-91-010 / 65	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

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Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0002-0013		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Radioactive Material Disposal.		
Item Description	Documents maintained by radiation protection officers on the disposal of radioactive items stored within Defense depots.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	4500.53		
Manual Title	DLA Records Retention Schedule		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-361-91-010 / 66	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Cut off at end of Calendar year.		
Retention Period	Other: Destroy after 75 years, or after Nuclear Regulatory Commission (NRC) clearance, whichever is later.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	No		
GAO Approval Required	No		

DAA-0361-2021-0002-0014	STATUS: Active
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ITEM GENERAL INFORMATION		
Item Title	Radiation Monitoring and Exposure.	
Item Description	Used to determine compliance with NRC regulations on restricted areas, to measure external radiation when personnel monitoring is not performed, and to evaluate the release of radioactive effluents to the environment. Surveys, reports, and related documents used to detect, monitor, and record radiation levels and individual exposure.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4500.54	
Manual Title	DLA Records Retention Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-361-91-010 / 67A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Other: Destroy after 75 years, or after NRC clearance, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0002-0015	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Radioactive Material Incident Reporting.
Item Description	Retained copies of required reports to NRC on losses or thefts of licensed material and individual exposures, radiation releases, property damage, and comparable incidents.
Is this item media neutral?	Yes

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Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4500.56
Manual Title	DLA Records Retention Schedule
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-361-91-010 / 68	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Other: Destroy after 75 years, or after NRC clearance, whichever is later.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	02/09/2022
Approve	Colleen Shogan	03/05/2024