

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

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	Property Management
Additional Schedule Information	This Schedule relates to management of personal property, disposal operations, including re-utilization of serviceable assets in support of the military services and other authorized customers. DAA-0361-2013-0008-0004 Small Arms inventory Listing Other offices maintained records solely for convenience of reference have been removed.
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

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Item Count

Total number of disposition items: 36

Number of Temporary disposition items: 36

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Outline of Records Schedule Items for DAA-0361-2021-0013

Item #	Title	Disposition
0001	Item Case Files.	Temporary
0002	Property Accountability.	Temporary
0003	Property Turn-In Schedules.	Temporary
0004	Demilitarization Requirements.	Temporary
0005	Critical and Strategic Materials Reclamation.	Temporary
0006	Precious Metal Reclamation.	Temporary
0007	Inspections.	Temporary
0008	Warehousing.	Temporary
0010	Want Lists.	Temporary
0011	Redistribution Efforts.	Temporary
0012	Material Utilization and Disposal Progress Reports.	Temporary
0013	Freeze Actions.	Temporary
0014	Transfer Authority.	Temporary
0015	Accounts Maintenance.	Temporary
0016	Monthly Scrap Listing.	Temporary
0017	Demilitarization and Mutilation Case Files.	Temporary
0018	Demilitarization Code Challenges.	Temporary
0019	Security Trade Control Violations.	Temporary
0020	Warehouse Modernization /Mechanization Program Files.	Temporary
0021	Surplus Property Transportation.	Temporary
0022	Retrograde Transportation Files.	Temporary
0023	Reutilization Monthly Expenditures.	Temporary
0025	Market Analyses.	Temporary
0027	Annual Bid Deposit Bonds.	Temporary
0028	Strategic/Munitions List Items Control: Foreign Excess Personal Property (FEPP).	Temporary
0029	Strategic/Munitions List Items Control: Surplus.	Temporary
0030	Personal Property Sales Unsuccessful Bids: Sensitive (includes all unsuccessful bids in instances when any award is made to other than the high bidder).	Temporary
0031	Personal Property Sales Unsuccessful Bids: Non-Sensitive.	Temporary
0032	Bidders Master File: Disposition Services Office of Record.	Temporary
0034	Engineering Services.	Temporary
0035	Inspection and Execution.	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

0037	Pollution Studies: DLA Office of Environment and Safety Policy.	Temporary
0038	Fiscal Year Program Analysis.	Temporary
0039	Real Property Control.	Temporary
0040	Buildings and Grounds Inventories.	Temporary
0041	Alternative Fuel Studies.	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Records Schedule Items

DAA-0361-2021-0013-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Item Case Files.	
Item Description	Item release/receipt documents, and other documents related to property requisition and receipt, adjustment records, reversals and property downgrade (scrap) cards used to account for property items until reutilization or disposal.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4160.03	
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
N1-361-92-002 / 610.10	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of FY.	
Retention Period	Destroy immediately after 2 years.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0013-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Property Accountability.	
Item Description	Inventories of property on-hand, disposal transaction registers, resolution listings and similar materials used to research and provide overall accountability status of property.	
Is this item media neutral?	Yes	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4160.04
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
N1-361-92-002 / 610.15	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of CY.
Retention Period	Destroy immediately after 3 years.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

DAA-0361-2021-0013-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Property Turn-In Schedules.
Item Description	Scheduling books and similar materials used to establish schedules with generating activities for the turn-in of property.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4160.05
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
N1-361-92-002 / 610.20	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of FY.
Retention Period	Destroy immediately after 2 years.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0013-0004		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Demilitarization Requirements.		
Item Description	Microfiche and/or other media, containing information on items requiring demilitarization.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	4160.07		
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	
N1-361-92-002 / 610.30	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff at end of CY.		
Retention Period	Other: Destroy when superseded or obsolete.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	No		
GAO Approval Required	No		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

DAA-0361-2021-0013-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Critical and Strategic Materials Reclamation.	
Item Description	Papers used to record the conservation of critical and strategic materials.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4160.09	
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
N1-361-92-002 / 610.40	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of CY.	
Retention Period	Destroy immediately after 5 years.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0013-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Precious Metal Reclamation.	
Item Description	Monthly and quarterly reports of precious metal reclamation, issues, and related papers used to record the conservation of precious metals.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	4160.10	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

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
N1-361-92-002 / 610.45	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of CY.	
Retention Period	Destroy immediately after 5 years.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0361-2021-0013-0007	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Inspections.	
Item Description	Inspection sheets and related backup materials and correspondence used to conduct and report inspections of sanitary fills.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4160.11	
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
N1-361-92-002 / 610.50	No	
Is this item a deviation from the GRS?	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of CY.
Retention Period	Destroy immediately after 2 years.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0013-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Warehousing.	
Item Description	Copies of item release/receipt documents, screener forms, issue forms, location change forms, tally sheets, and similar materials used to locate, warehouse, safeguard, and issue property other than operating supplies and equipment.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4160.12	
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
N1-361-92-002 / 610.55	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of CY.	
Retention Period	Destroy immediately after 1 year.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

DAA-0361-2021-0013-0010		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Want Lists.	
Item Description	Customer want lists, multipurpose requisition/issue forms and similar materials used to provide maximum reutilization of excess property.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4160.20	
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
N1-361-92-002 / 630.10	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of Event.	
Retention Period	Other: Destroy 1 year after request is filled or action completed.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0013-0011		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Redistribution Efforts.	
Item Description	Documentation on efforts to dispose of property by reutilization, transfer, and donation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4160.22	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

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
N1-361-92-002 / 630.20	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of CY.	
Retention Period	Other: Destroy after 3 years.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0013-0012	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Material Utilization and Disposal Progress Reports.	
Item Description	Reports initiated or received showing progress on property utilization and disposal programs.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4160.23	
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
NC1-361-76-010 / 15	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of CY.
Retention Period	Other: Destroy after 10 years.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0013-0013		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Freeze Actions.		
Item Description	Messages and supporting records freezing property for designated programs pending receipt of requisitions.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	4160.24		
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	
N1-361-92-002 / 630.30	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff at end of CY.		
Retention Period	Other: Destroy after 1 year.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	No		
GAO Approval Required	No		

DAA-0361-2021-0013-0014		STATUS: Active	
ITEM GENERAL INFORMATION			

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Item Title	Transfer Authority.	
Item Description	Signature cards and letters of designation identifying personnel authorized to transfer property.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4160.27	
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
N1-361-92-002 / 630.45	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of Event.	
Retention Period	Other: Destroy 2 years after authority expires.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0013-0015		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Accounts Maintenance.	
Item Description	Turn-in documents, records of adjustments for other than Reports of Survey or GPLDs, issues of excess, surplus, and foreign excess personal property, downgrade to scrap, and similar documentation used to research, maintain and correct accounts.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4160.29	
Manual Title	DLA Records Retention Schedule	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-361-92-002 / 630.55	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of CY.
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-0361-2021-0013-0016	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Monthly Scrap Listing.
Item Description	Inventory on-hand listings containing locations and weights of precious metals on-hand.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4160.34
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
N1-361-92-002 / 640.20	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Cutoff Instructions	Other: Cutoff at end of CY.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0361-2021-0013-0017	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Demilitarization and Mutilation Case Files.
Item Description	Correspondence, conversation records, cataloging information, treaty information, and related documents pertaining to demilitarization or mutilation requirements and actions performed on military-type materiel prior to disposal.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	4160.37
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?
N1-361-92-002 / 640.35	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of CY.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0361-2021-0013-0018	STATUS: Active
--------------------------------	-----------------------

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

ITEM GENERAL INFORMATION	
Item Title	Demilitarization Code Challenges.
Item Description	Correspondence, messages, code change recommendations, and similar records pertaining to demilitarization code changes of surplus property.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4160.38
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?
N1-361-92-002 / 640.40	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of CY.
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-0361-2021-0013-0019	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Security Trade Control Violations.
Item Description	Documents and correspondence relating to reports and investigations of diversions of FEPP, including technical violations of DoD Security Trade Control Regulations.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4160.40
Manual Title	DLA Records Retention Schedule

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-361-92-002 / 640.50	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of Event.
Retention Period	Other: Destroy 15 years after adjudication is completed.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0013-0020	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Warehouse Modernization /Mechanization Program Files.
Item Description	Copies of site visit results, correspondence, specifications and drawings, project status reports, 5-year plans, and similar documentation related to modernization of storage facilities.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4160.41
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
N1-361-92-002 / 640.60	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of Event.
Retention Period	Other: Closeout when project completed and accepted. Retain for life of equipment installed.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0013-0021		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Surplus Property Transportation.		
Item Description	Reutilization transportation approval /disapproval requests, data sheets, correspondence, messages, approvals in lieu of ultimate disposal, and similar records related to the approval/disapproval of costs for transportation of surplus items exceeding 10,000 pounds.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	4160.43		
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	
N1-361-92-002 / 640.70	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff at end of CY.		
Retention Period	Destroy 3 year(s) after cutoff		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	No		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

GAO Approval Required	No
-----------------------	----

DAA-0361-2021-0013-0022		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Retrograde Transportation Files.	
Item Description	Operation plans, Department of Transportation (DOT) exemptions, messages, ports of entry/debarkation schedules, conversation records, planning documents, procedural documents, and similar records related to return of surplus property from foreign countries.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4160.44	
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
N1-361-92-002 / 640.75	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of CY.	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0013-0023		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Reutilization Monthly Expenditures.	
Item Description	Data pertaining to reutilization transportation costs used to track and program funds.	
Is this item media neutral?	Yes	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4160.45
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
N1-361-92-002 / 640.80	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of CY.
Retention Period	Destroy 2 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0013-0025	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Market Analyses.
Item Description	Periodic analyses of inventories of recyclable materials, directed criteria, and related documents.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4160.47
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
N1-361-92-002 / 650.14	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of CY.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0013-0027		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Annual Bid Deposit Bonds.		
Item Description	Applications for annual bid deposit bonds, and related documents.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	4160.56		
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	
N1-361-92-002 / 650.50	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff at end of CY.		
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		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

DAA-0361-2021-0013-0028		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Strategic/Munitions List Items Control: Foreign Excess Personal Property (FEPP).	
Item Description	Documents which pertain in general to specific contracts subject to strategic/munitions list items controls, such as the evaluation of bidder's eligibility, approval and disapproval of bidder's end-use and destination of property, and import certificate/delivery verification requirements.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	4160.66	
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
N1-361-92-002 / 640.45A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of Event.	
Retention Period	Other: Destroy 6 years after completion of security trade controls on individual transactions.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0361-2021-0013-0029		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Strategic/Munitions List Items Control: Surplus.	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Item Description	Documents which pertain in general to specific contracts subject to strategic/munitions list items controls, such as the evaluation of bidder's eligibility, approval and disapproval of bidder's end-use and destination of property, and import certificate/delivery verification requirements.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4160.67	
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
N1-361-92-002 / 640.45B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of Event.	
Retention Period	Other: Destroy 7 years after bid award date.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0013-0030		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Personal Property Sales Unsuccessful Bids: Sensitive (includes all unsuccessful bids in instances when any award is made to other than the high bidder).	
Item Description	Unsuccessful and canceled bids resulting from personal property sales transactions accomplished under sealed bid and spot bid procedures; bidder's registration cards of unsuccessful bidders resulting from such sales transactions accomplished by spot bid and auction procedures.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

MANUAL CITATION		
Agency Code	4160.70	
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
N1-361-92-002 / 650.66A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of Event.	
Retention Period	Other: Destroy 6 years after sale date.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0013-0031	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Personal Property Sales Unsuccessful Bids: Non-Sensitive.
Item Description	Unsuccessful and canceled bids resulting from personal property sales transactions accomplished under sealed bid and spot bid procedures; bidder's registration cards of unsuccessful bidders resulting from such sales transactions accomplished by spot bid and auction procedures.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	4160.71
Manual Title	DLA Records Retention Schedule
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Superseded Item	Item Superseded in Part?	Explanation
N1-361-92-002 / 650.66B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of Event.	
Retention Period	Other: Destroy 1 year after removal of all property sold under the related invitation for bids.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0013-0032		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Bidders Master File: Disposition Services Office of Record.	
Item Description	Information, including digital and physical format, pertaining to buyers or potential buyers of Government surplus property. Includes information such as bidder identification numbers, debarred/indebted/bad check lists, cleared bidders list, and bidder experience list.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4160.74	
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
N1-361-92-002 / 650.38A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Cutoff Instructions	Other: Cutoff at end of CY.
Retention Period	Destroy 50 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0361-2021-0013-0034		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Engineering Services.		
Item Description	Documents, correspondence and related materials depicting progress made for each active construction or real property project.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	4165.03		
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	
N1-361-90-001 / 541.10	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff at end of Event.		
Retention Period	Other: Destroy 3 years after completion of project or when no longer needed for reference.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	No		
GAO Approval Required	No		

DAA-0361-2021-0013-0035	STATUS: Active
--------------------------------	-----------------------

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

ITEM GENERAL INFORMATION		
Item Title	Inspection and Execution.	
Item Description	Copies of architect and engineer contracts, related correspondence and reference papers, documentation relating to re-work. Includes documentation on water systems, replacement windows, and painting.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4165.06	
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
N1-361-90-001 / 541.19	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of Event.	
Retention Period	Other: Destroy 7 years after close of contract.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0361-2021-0013-0037		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Pollution Studies: DLA Office of Environment and Safety Policy.	
Item Description	Test reports, studies, memorandums, regulatory agency documents relating to the abatement of air, water, land, and other pollution.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4165.15	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

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
(541.46B)	No	
N1-361-90-001 / 541.46A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of CY.	
Retention Period	Other: Retain in current files area. Destroy after 5 years.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0361-2021-0013-0038	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Fiscal Year Program Analysis.	
Item Description	Historical report with backup material and related documentation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	4165.24	
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
N1-361-90-001 / 541.73	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

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

DAA-0361-2021-0013-0039		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Real Property Control.		
Item Description	Real property utilization studies and reports, documents related to real property availability, preliminary Corps of Engineer reports.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	4165.27		
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	
N1-361-90-001 / 541.82	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff at end of Event.		
Retention Period	Other: Destroy when lease is no longer valid.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?		Yes	
GAO Approval Required	No		

DAA-0361-2021-0013-0040	STATUS: Active
--------------------------------	-----------------------

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

ITEM GENERAL INFORMATION							
Item Title	Buildings and Grounds Inventories.						
Item Description	Documents pertaining to roads and grounds or buildings maintenance that consists of an inventory of accountable Government property.						
Is this item media neutral?	Yes						
Is this item a Big Bucket?	No						
MANUAL CITATION							
Agency Code	4165.35						
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	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; border-bottom: 1px solid black;">Item Superseded</th> <th style="border-bottom: 1px solid black;">Explanation</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">N1-361-90-001 / 543.70</td> <td style="padding: 5px;">No</td> </tr> <tr> <td style="padding: 5px;">Is this item a deviation from the GRS?</td> <td style="padding: 5px;">No</td> </tr> </tbody> </table>	Item Superseded	Explanation	N1-361-90-001 / 543.70	No	Is this item a deviation from the GRS?	No
Item Superseded	Explanation						
N1-361-90-001 / 543.70	No						
Is this item a deviation from the GRS?	No						
DISPOSITION INSTRUCTION							
Final Disposition	Temporary						
Cutoff Instructions	Other: Review annually.						
Retention Period	Other: Destroy when obsolete or no longer needed.						
ADDITIONAL INFORMATION							
Are any of the records covered by this item national security classified?	No						
GAO Approval Required	No						

DAA-0361-2021-0013-0041	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Alternative Fuel Studies.
Item Description	Consultant studies, internal studies, installation information on operating characteristics, information on local fuel companies, related correspondence and backup materials used to select sources, determine availability of spot market fuels and analyze support capabilities.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Agency Code	4180.04	
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
N1-361-92-004 / 995.80	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of CY.	
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	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0361-2021-0013

Status: APPROVED
Date Approved: 01/17/2024

Signatory Information

Action	User	Date
Accept	Data Migration	02/07/2022
Approve	Colleen Shogan	01/17/2024