Request for Records Disposition Authority

Records Schedule Number   DAA-0361-2013-0011

Schedule Status   Approved

Agency or Establishment   Defense Logistics Agency

Record Group / Scheduling Group   Records of the Defense Logistics Agency

Records Schedule applies to   Agency-wide

Schedule Subject   240.35 Equipment Management and Control System (EMACS)

Internal agency concurrences will No
be provided

Background Information   EMACS is DLA's support equipment Management Information
                                   System (MIS). Such a system is mandated by 40 USC 17505, DoD
                                   4500.36-R, and DLA policy DLAI 4214 that designates EMACS as
                                   DLA's MIS for support equipment. EMACS provides comprehensive
                                   equipment management for Field Activities that vary greatly by
                                   size and type. EMACS facilitates "cradle-to-grave" equipment
                                   management.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2013-0011

Sequence Number	
1	240.35 Equipment Management and Control System (EMACS)
1.1	EMACS Database Master File.
1.1.1	240.35b1 Field Level Disposed Equipment Disposition Authority Number: DAA-0361-2013-0011-0001
1.1.2	240.35b2 Equipment Life Events Disposition Authority Number: DAA-0361-2013-0011-0002
1.1.3	240.35b3 Rollup Data Disposition Authority Number: DAA-0361-2013-0011-0003
1.1.4	240.35b4 Active Equipment Disposition Authority Number: DAA-0361-2013-0011-0004
1.1.5	240.35b5 Other History Disposition Authority Number: DAA-0361-2013-0011-0005

Records Schedule Items

Sequence Number	
1	**240.35 Equipment Management and Control System (EMACS)** EMACS is DLA's support equipment Management Information System (MIS). Such a system is mandated by 40 USC 17505, DOD 4500.36-R, and DLA policy DLAI 4214 that designates EMACS as DLA's MIS for support equipment. It is used to manage all support equipment, excluding DLA Automated Data Processing and Telecommunication equipment. Equipment managed includes Material Handling Equipment (e.g., forklifts, stock selectors, etc.), Automotive Equipment (e.g. passenger vehicles, trucks, trailers, etc.), Automated Material Handling Systems (e.g., AMHS components and entire systems), Other Major Equipment [e.g., site support equipment (front-end loaders, tractors, road graders, electronic security systems, etc.), production equipment (scrap shredders, boring machine for metal work, brake power presses, etc.), laboratory and test equipment (e.g. density testers, burst testers, etc.), office equipment (power file retrievers, mail delivery systems, collating machines, etc.)], and Miscellaneous Warehouse Equipment (e.g., sweepers, scrubbers, etc). EMACS provides comprehensive equipment management for Field Activities that vary greatly by size and type. EMACS facilitates "cradle-to-grave" equipment management. It helps equipment managers conduct equipment replacement acquisition planning and asset control. It assists equipment maintenance through work order generation, preventative maintenance scheduling, and warranty tracking. It also assists equipment management by providing capability to track utilization, equipment costs such as acquisition, replacement, accident, and maintenance costs. It assists replacement forecasting by providing replacement candidates based on several factors. Finally, it provides equipment disposal tracking and control. EMACS was originally implemented in 1986. Currently it is hosted by the DLA Ogden Enclave (DOE) located at the Defense Enterprise Computing Center (DECC) at Hill AFB, UT. DLA and the Navy EMACS databases are hosted on the same servers; but, equipment records are kept separate, and the Navy is responsible for its own records retention policy. Monthly, EMACS supplies data to the Distribution Standard System (DSS), and DSS is likewise responsible for its records retention policy. Users access the system via a CAC-enabled web interface. Field-level data is live and highly detailed. HQ-level data is extracted from portions of field-level data and is much less detailed. HQ-level data is called rollup data and is captured at the end of each month.
1.1	**EMACS Database Master File.** EMACS contains data about equipment including maintenance, acquisition costs, utilization levels, work orders, warranties, and other equipment-related information.
1.1.1	**240.35b1 Field Level Disposed Equipment** Disposition Authority Number DAA-0361-2013-0011-0001

Field-level disposed equipment and associated data

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Disposition Instruction

Retention Period	Destroy 2 year(s) after Equipment Disposal

Additional Information

GAO Approval	Not Required

1.1.2

240.35b2 Equipment Life Events

Disposition Authority Number	DAA-0361-2013-0011-0002

Field level history and related tables that memoralize key/epoch events and data about the life of a piece of equipment, preserve maintenance detail, track administrative and user actions, keep data about execution of batch jobs.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Disposition Instruction

Retention Period	Destroy 6 year(s) after related equipment records are destroyed.

Additional Information

GAO Approval	Not Required

1.1.3

240.35b3 Rollup Data

Disposition Authority Number	DAA-0361-2013-0011-0003

HQ level data that is extracted from field level data and is extractedfrom portions of field-level data.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Disposition Instruction

Cutoff Instruction	Capture at the end of each month.
Retention Period	Destroy 15 year(s) after the date it was extracted from field-level data

Additional Information

GAO Approval	Not Required

1.1.4 240.35b4 Active Equipment

Disposition Authority Number	DAA-0361-2013-0011-0004

Maintenance History

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Disposition Instruction

Retention Period	Destroy 6 year(s) after after creation of history data

Additional Information

GAO Approval	Not Required

1.1.5	**240.35b5 Other History**
	Disposition Authority Number — DAA-0361-2013-0011-0005

Other history and related data

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Disposition Instruction

Retention Period	Destroy when no longer needed for administrative, legal, audit, or other operational purposes

Additional Information

GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/09/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/09/2013	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
09/16/2013	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/16/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
06/05/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
06/10/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/11/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/12/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist