



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO DRMS

MAR 13 2008

MEMORANDUM FOR THE 1033 PROGRAM STATE COORDINATOR

SUBJECT: 2006 Vehicle Archival

As a result of 2006 Archive, a number of High Mobility Multipurpose Wheeled Vehicles (HMMWVs) and armored vehicles (i.e. armored personnel carriers, peacekeepers) were discovered to be incorrectly DEMIL coded. HMMWVs and armored vehicles are trade controlled equipment that can not become the property of any state or Law Enforcement Agency (LEA). Vehicles that were discovered to be incorrectly DEMIL coded will be placed back into the state's and LEA's inventories. HMMWVs and armored vehicles will not be traded, sold, bartered or used to supplement a state's or LEA's budget. All requests for transfers will be reviewed and approved by the Law Enforcement Support Office (LESO).

If vehicles are no longer needed or an LEA determines that it is no longer cost effective to maintain the vehicle, the State Coordinator must contact LESO for disposition instructions. In accordance with the LESO Files Retention Policy Memorandum, dated August 20, 2003 (Enclosure 1), and instructions previously provided to State Coordinators for the 2006 Archival, equipment listed will be removed from the State Coordinators inventory list, as well as the LEAs active inventory. Immediately notify LESO, if any vehicles listed on your inventory has been previously sold or sold due to being incorrectly archived.

LESO requests that State Coordinators disseminate the information in this memorandum to all LEAs immediately.

The points of contact for this action are the LESO Regional Team Chiefs, Mr. Thomas Presley (East) and Ms. Marion Harris (West). They can be reached at 1-800-532-9946.

WENDI O. BROWN
Acting Director
Law Enforcement Support Office



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO J-372

AUG 20 2003

MEMORANDUM FOR THE 1033 PROGRAM STATE COORDINATOR

SUBJECT: Law Enforcement Support Office (LESO) Files Retention Policy

This memorandum is intended to outline policies and procedures to manage LESO personnel property records. These policies and procedures will help make concise, accurate, timely and relevant information available to decision makers in support of our mission and that of our customers, the Law Enforcement Activities (LEAs).

On October 1, 2003 (FY 04), the LESO will implement its files retention policy. The LESO currently has paper records and electronic records dating back to 1995. Per the Defense Logistics Agency (DLA) One Book Chapter, "Records Management", and in accordance with (IAW) DLA Records Management Procedures and Records Schedule (DLAI 5015.1), section 600, Defense Reutilization and Marketing, dated March 1, 2000, the LESO will maintain files for a period of five years, using the following procedures:

1. All records prior to 1999 will be purged and destroyed with the exception of Demil Code "B" through "Q" items, sensitive items and \$20,000 or more high dollar items.
2. All Demil Code "A" files will be maintained in an active status for two years. After two years, the files will be placed in an inactive status for three years and then destroyed after five years. For example:
 - a. Files established in FY 99 (up to September 30, 1999) will be maintained in active status until the end of FY 01 (September 30, 2001).
 - b. Files placed in inactive status during FY 01 (up to September 30, 2001) will remain inactive until the end of FY 04 (September 30, 2004). Note: After September 30, 2004, all files dated in FY 99 will be destroyed IAW the DLA One Book Chapter, "Records Management".
3. All Demil Code "B" through "Q" files will be maintained in an active status throughout the life cycle of the item. After the item is turned-in, demilitarized and/or destroyed, the file will be placed in the inactive file. The three year inactive status cycle will start with the FY in which the item was turned in and then destroyed at the end of the fiscal year three years after that date.



I am providing this memorandum to all State Coordinators to inform them of the new LESO policy and as informal guidance for the type of records we will be looking for when visiting their offices and those of selected LEAs. This policy will standardize record retention and record maintenance on property received from the Defense Reutilization and Marketing Offices.

We will continue to provide regular updates regarding the 1033 Program as conditions ~~warrant~~. If you have additional questions, please contact the Director, LESO at (800) 532-9946.

A handwritten signature in black ink, appearing to read "Dwayne L. Thomas", with a large, stylized flourish extending from the end of the name.

DWAYNE L. THOMAS

Colonel, USA

Chief, Disposition and Regulated
Programs Management