

Records Destruction Report

Training Document

EDA Homepage

Analytics

Reports

Destruction Reports

Records Destruction Report

Table of Contents

| | |
|--|-----------|
| EDA Roles | 1 |
| Where to Run the Report | 1 |
| Search Criteria | 2 |
| Records Destruction Report Search Criteria: | 2 |
| <i>Award Search Criteria:</i> | 2 |
| <i>Micro-Purchase Card Receiving Report Search Criteria:</i> | 4 |
| <i>Miscellaneous Payments Search Criteria:</i> | 5 |
| <i>Purchase Request Search Criteria:</i> | 7 |
| <i>Government-to-Government Property Transfer Search Criteria:</i> | 8 |
| <i>Transportation Search Criteria:</i> | 8 |
| <i>Date Fields:</i> | 9 |
| Search Results | 10 |
| Records Destruction Report Results Columns: | 10 |
| <i>Award Results Columns:</i> | 10 |
| <i>Micro-Purchase Card Receiving Report Results Columns:</i> | 10 |
| <i>Miscellaneous Payments Results Columns:</i> | 10 |
| <i>Government-to-Government Property Transfer Results Columns:</i> | 10 |
| <i>Transportation Results Columns:</i> | 11 |
| Exporting Search Results | 12 |

Viewing Available Downloads of Reports:..... 12

Exported Report Columns:..... 13

This report contains target and actual destruction dates for records within or past their retention period in PIEE.

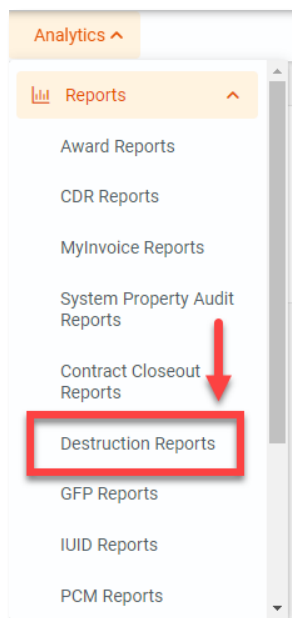
EDA Roles

Roles with access to the Records Destruction Report:

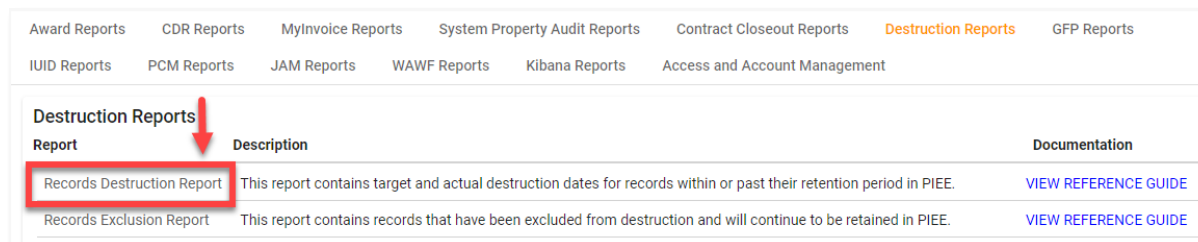
- Advanced Reporting
- EDA Executive Reporting User

Where to Run the Report

Expand the **Reports** menu under Analytics in EDA and select the **Destruction Reports** option.



In the Destruction Reports section select the **Records Destruction Report**.



The Records Destruction Report page displays. Enter search criteria to retrieve desired data.

Records Destruction Report Search Criteria:

- Business Process
 - Award
 - Micro-Purchase Card Receiving Report
 - Miscellaneous Payments
 - Purchase Request
 - Government-to-Government Property Transfer
 - Transportation
- Record Type
 - Destroyed Records
 - Retained Records

Records Destruction Report Search Criteria

Business Process: Award

Record Type: Destroyed Records

Search Criteria

(fields display if "Award" is selected for the 'Business Process' field)

Award Search Criteria:

- Award Number/SF44 Order Number
- Solicitation Number
- Delivery Order Number
- CAGE Code

Contract Issue Office DoDAAC

Contract Issue Office DoDAAC Search By:

- Organization Code
- Organizational Group
 - (field displays if Organizational Group is selected)*
 - Contract Issue Office Organizational Group
 - (pop-up displays when Find Group is clicked)*
 - Issue Organization Find Organization Group by Group Name
 - Issue Organization PIEE Level 2
 - Buttons
 - Save

- Cancel

- Contract Issue Office Include Subgroups? (*field is a toggle*)

Contract Admin Office DoDAAC

Contract Admin Office DoDAAC Search By:

- Organization Code
- Organizational Group
(*field displays if Organizational Group is selected*)
 - Contract Admin Office Organizational Group
(*pop-up displays when Find Group is clicked*)
 - Admin Organization Find Organization Group by Group Name
 - Admin Organization PIII Level 2
 - Buttons
 - Save
 - Cancel
- Contract Admin Office Include Subgroups? (*field is a toggle*)

Pay Office DoDAAC

Pay Office DoDAAC Search By:

- Organization Code
- Organizational Group
(*field displays if Organizational Group is selected*)
 - Pay Office Organizational Group
(*pop-up displays when Find Group is clicked*)
 - Pay Organization Find Organization Group by Group Name
 - Pay Organization PIII Level 2
 - Buttons
 - Save
 - Cancel
- Pay Office Include Subgroups? (*field is a toggle*)

Buttons:

- Find Group
- Clear Group

Records Destruction Report Search Criteria

Business Process Award **Record Type** Retained Records

Award Number/SF44 Order Number **Solicitation Number** **Delivery Order Number** **CAGE Code**

Issue DoDAAC

Search by

Organization Code

Organizational Group

Organizational Group ⓘ Include Sub-Groups?

Admin DoDAAC

Search by

Organization Code

Organizational Group

Organizational Group ⓘ Include Sub-Groups?

Pay DoDAAC

Search by

Organization Code

Organizational Group

Organizational Group ⓘ Include Sub-Groups?

(fields display if "Micro-Purchase Card Receiving Report" is selected for the 'Business Process' field)

Micro-Purchase Card Receiving Report Search Criteria:

- Micro-Purchase Card Receiving Report Number

Records Destruction Report Search Criteria

Business Process

Record Type

Micro-Purchase Card Receiving Report Number

(fields display if "Miscellaneous Payments" is selected for the 'Business Process' field)

Miscellaneous Payments Search Criteria:

- Misc. Pay/Telecom Control Number
- CAGE Code

Contract Issue Office DoDAAC

Contract Issue Office DoDAAC Search By:

- Organization Code
- Organizational Group
 - (field displays if Organizational Group is selected)*
 - Contract Issue Office Organizational Group
 - (pop-up displays when Find Group is clicked)*
 - Issue Organization Find Organization Group by Group Name
 - Issue Organization PIEE Level 2
 - Buttons
 - Save
 - Cancel
- Contract Issue Office Include Subgroups? *(field is a toggle)*

Contract Admin Office DoDAAC

Contract Admin Office DoDAAC Search By:

- Organization Code
- Organizational Group
 - (field displays if Organizational Group is selected)*
 - Contract Admin Office Organizational Group
 - (pop-up displays when Find Group is clicked)*
 - Admin Organization Find Organization Group by Group Name
 - Admin Organization PIEE Level 2
 - Buttons
 - Save
 - Cancel

- Contract Admin Office Include Subgroups? (*field is a toggle*)

Pay Office DoDAAC

Pay Office DoDAAC Search By:

- Organization Code
- Organizational Group
 - (*field displays if Organizational Group is selected*)
 - Pay Office Organizational Group
 - (*pop-up displays when Find Group is clicked*)
 - Pay Organization Find Organization Group by Group Name
 - Pay Organization PIEE Level 2
 - Buttons
 - Save
 - Cancel
- Pay Office Include Subgroups? (*field is a toggle*)

Buttons:

- Find Group
- Clear Group

Records Destruction Report Search Criteria

Business Process
Miscellaneous Payments

Record Type
Retained Records

Misc. Pay/Telecom Control Number

CAGE Code

Issue DoDAAC

Search by

Organization Code

Organizational Group

Organizational Group

Include Sub-Groups?

Admin DoDAAC

Search by

Organization Code

Organizational Group

Organizational Group

Include Sub-Groups?

Pay DoDAAC

Search by

Organization Code

Organizational Group

Organizational Group

Include Sub-Groups?

(fields display if "Purchase Request" is selected for the 'Business Process' field)

Purchase Request Search Criteria:

- MIPR/eMIPR Number

Records Destruction Report Search Criteria

Business Process

Record Type

MIPR/eMIPR Number

(fields display if "Government-to-Government Property Transfer" is selected for the 'Business Process' field)

Government-to-Government Property Transfer Search Criteria:

- GFP Shipment Number
- GFP Transfer From
- GFP Transfer To
- GFP Shipment Date Range (*parameters: empty, >, >=, =, <, <=*)

Records Destruction Report Search Criteria

Business Process

Record Type

GFP Shipment Number

GFP Transfer From

GFP Transfer To

GFP Shipment Date Range
 to

(fields display if "Transportation" is selected for the 'Business Process' field)

Transportation Search Criteria:

- GBL/GTR Number
- GBL Mod Number

Records Destruction Report Search Criteria

Business Process: Record Type:

GBL/GTR Number: GBL Mod Number:

Date Fields:

- Retention Start Date Range (*parameters: empty, >, >=, =, <, <=*)
 NOTE: The 'Retention Start Date' is determined by checking both the Closeout Date and the Cancellation Date fields. The system uses whichever date is more recent to calculate the retention period.

(field displays if "Destroyed Records" is selected for the 'Record Type' field)

- Destruction Date Range (*parameters: empty, >, >=, =, <, <=*)

Retention Start Date Range

to

Destruction Date Range

to

(field displays if "Retained Records" is selected for the 'Record Type' field)

- Projected Destruction Date Range (*parameters: empty, >, >=, =, <, <=*)

Retention Start Date Range

to

Projected Destruction Date Range

to

Buttons:

- Search
- Bookmark
- Cancel

Click the **Search** button after entering the search criteria. The search results display on the following page.

The Records Destruction Report Results table displays the search results.

Records Destruction Report Results Columns:

Award Results Columns:

- Award Number
- Delivery Order Number
- Solicitation Number
- SF44 Order Number
- Signature Date
- Issue DoDAAC
- Admin DoDAAC
- Pay DoDAAC
- DSSN
- CAGE Code
- DUNS
- Retention Start Date
- Projected Destruction Date
- Actual Destruction Date

Search Results

Micro-Purchase Card Receiving Report Results Columns:

- Micro-Purchase Card Receiving Report Number
- Retention Start Date
- Projected Destruction Date
- Actual Destruction Date

Miscellaneous Payments Results Columns:

- Misc. Pay/Telecom Control Number
- Payment Date
- Issue DoDAAC
- Admin DoDAAC
- Pay DoDAAC
- CAGE Code
- DUNS Number
- Retention Start Date
- Projected Destruction Date
- Actual Destruction Date

Government-to-Government Property Transfer Results Columns:

- GFP Shipment Number
- Receipt Date

- GFP Shipment Date
- GFP Transfer From
- GFP Transfer To
- Retention Start Date
- Projected Destruction Date
- Actual Destruction Date

Transportation Results Columns:

- GBL/GTR Number
- GBL Mod Number
- Retention Start Date
- Projected Destruction Date
- Actual Destruction Date

NOTE: The 'Retention Start Date' is determined by checking both the Closeout Date and the Cancellation Date fields. The system uses whichever date is more recent to calculate the retention period.

| Award Number | Delivery Order Number | Solicitation Number | SF44 Order Number | Signature Date | Issue DoDAAC | Admin DoDAAC | Pay DoDAAC | DSSN | CAGE Code | DUN |
|---------------|-----------------------|---------------------|-------------------|----------------|--------------|--------------|------------|------|-----------|-----|
| DUC26A06P4436 | | | | | | | | | | |
| DUC26A06P1498 | | | | | | | | | | |
| DUC26A06P2480 | | | | | | | | | | |
| DUC26A06P6079 | | | | | | | | | | |
| DUC26A06P0929 | | | | | | | | | | |
| DUC26A06P3785 | | | | | | | | | | |
| DUC26A06P3889 | | | | | | | | | | |
| DUC26A06P7868 | | | | | | | | | | |
| DUC26A06P7084 | | | | | | | | | | |
| DUC26A06P4827 | | | | | | | | | | |

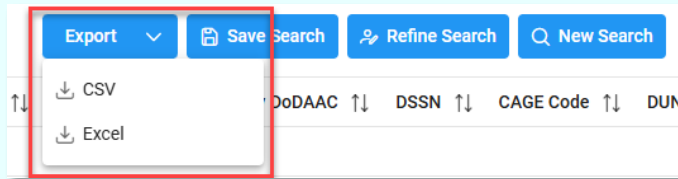
Buttons:

- Export
 - As CSV

- As Excel
- Save Search
- Refine Search
- New Search

NOTE: The columns are sortable.

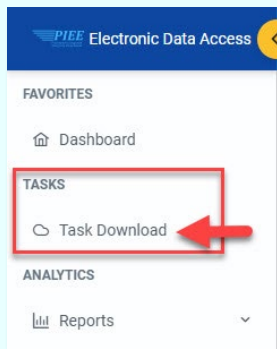
Click the **Export** button on the search results page to export as CSV or Excel. A job runs to download the file.



Viewing Available Downloads of Reports:

In the Navigation panel, under the Tasks menu, select **Task Download**.







Exporting Search Results



The Job List page appears. Click the **Download** button in the Actions column.

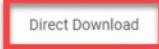

Job List

Help Refresh

| Job ID | Report Type | Start Date (UTC) | Finish Date (UTC) | Format | Status | Total Records | Actions |
|--------|---------------------------------|------------------|-------------------|--------|----------|---------------|---|
| 37301 | Record_Destruction_Report | 5/12/22, 9:45 PM | 5/12/22, 9:45 PM | EXCEL | FINISHED | 9438 |   |
| 37121 | Bulk_Download | 5/11/22, 5:49 PM | 5/11/22, 5:49 PM | EXCEL | FINISHED | 5 |   |
| 36642 | Contract_Closeout_Review_Report | 5/4/22, 7:44 PM | 5/4/22, 7:45 PM | EXCEL | FINISHED | 958 |   |

The Download Files pop-up appears with job details. Select the **Direct Download** link in the Direct Download (faster download) column.

Download Files

| Job ID | Create Date (UTC) | Package Name | Size | Part | Direct Download (faster download) | Download via EDA App (slower download) |
|--------|-------------------|--|-------------|-------|---|---|
| 37301 | 5/12/22, 9:45 PM | Record_Destruction_Report_37301_1_20220512_214545_1e1bb162-273e-4547-8051-1af7be3fbb27.zip | 0.395136 MB | 1 / 1 |  |  |

Part: If you don't see all the parts available then it means that the data are still being extracted. This usually happens for a huge amount of data extraction.

Download: Using 'Direct Download' will allow you to download artifacts in parallel and download speed will be significantly faster for large artifacts. Use 'Download via EDA App' option if you run into any firewall issue.

Close

The system downloads the file to the local machine based on browser settings.

Exported Report Columns:

Award Report Columns:

- Award Number
- Delivery Order Number
- Solicitation Number
- SF44 Order Number
- Signature Date
- Issue DoDAAC
- Admin DoDAAC
- Pay DoDAAC
- DSSN
- CAGE Code

- DUNS
- Retention Start Date
- Projected Destruction Date
- Actual Destruction Date

Micro-Purchase Card Receiving Report Columns:

- Micro-Purchase Card Receiving Report Number
- Retention Start Date
- Projected Destruction Date
- Actual Destruction Date

Miscellaneous Payments Report Columns:

- Misc. Pay/Telecom Control Number
- Payment Date
- Issue DoDAAC
- Admin DoDAAC
- Pay DoDAAC
- CAGE Code
- DUNS Number
- Retention Start Date
- Projected Destruction Date
- Actual Destruction Date

Government-to-Government Property Transfer Report Columns:

- GFP Shipment Number
- Receipt Date
- GFP Shipment Date
- GFP Transfer From
- GFP Transfer To
- Retention Start Date
- Projected Destruction Date
- Actual Destruction Date

Transportation Report Columns:

- GBL/GTR Number
- GBL Mod Number
- Retention Start Date
- Projected Destruction Date
- Actual Destruction Date

NOTE: The 'Retention Start Date' in the exported report reflects the more recent date between the Closeout Date and the Cancellation Date.

Sample Export:

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|--------------|-----------------------|---------------------|-------------------|----------------|--------------|-------------------------|------|-----------|------|----------------------|-----------------------|---|
| | AWARD NUMBER | DELIVERY ORDER NUMBER | SOLICITATION NUMBER | SF44 ORDER NUMBER | SIGNATURE DATE | ISSUE DODAAC | ADMIN DODAAC PAY DODAAC | DSSN | CAGE CODE | DUNS | RETENTION START DATE | PROJECTED DESTRUCTION | |
| 2 | | | | W12XYZ-11-W-AA03 | | W12XYZ | | | | | 2019-11-19 | 2025-11-17 | |
| 3 | | | | W12XYZ-11-W-AA02 | | W12XYZ | | | | | 2019-11-19 | 2025-11-17 | |
| 4 | | | | W12XYZ-11-W-AA04 | | W12XYZ | | | | | 2019-11-19 | 2025-11-17 | |
| 5 | | | | W91GDW-11-M-A001 | | W91GDW | | | | | 2019-11-19 | 2025-11-17 | |
| 6 | | | | W12XYZ-11-W-AA05 | | W12XYZ | | | | | 2019-11-19 | 2025-11-17 | |
| 7 | | | | W91GDW-11-M-A002 | | W91GDW | | | | | 2019-11-19 | 2025-11-17 | |
| 8 | | | | W91GDW-11-M-A002 | | W91GDW | | | | | 2019-11-19 | 2025-11-17 | |
| 9 | | | | W91GDW-11-M-A001 | | W91GDW | | | | | 2019-11-19 | 2025-11-17 | |
| 10 | | | | W91GDW-11-M-AH01 | | W91GDW | | | | | 2019-11-19 | 2025-11-17 | |
| 11 | | | | W91GDW-11-M-A001 | | W91GDW | | | | | 2019-11-19 | 2025-11-17 | |
| 12 | | | | W91GDW-11-W-A004 | | W91GDW | | | | | 2019-11-19 | 2025-11-17 | |
| 13 | | | | W91GDW-11-M-AM05 | | W91GDW | | | | | 2019-11-19 | 2025-11-17 | |
| 14 | | | | N3654A-12-M-A726 | | N3654A | | | | | 2013-06-26 | 2023-06-24 | |
| 15 | | | | N3654A-12-M-B122 | | N3654A | | | | | 2013-06-26 | 2023-06-24 | |
| 16 | | | | W91GDW-11-V-AC09 | | W91GDW | | | | | 2020-01-03 | 2020-05-01 | |
| 17 | | | | W91GDW-11-M-A002 | | W91GDW | | | | | 2020-04-21 | 2020-05-01 | |
| 18 | | | | W91GDW-11-M-A003 | | W91GDW | | | | | 2020-04-21 | 2020-05-01 | |
| 19 | | | | W91GDW-11-M-A001 | | W91GDW | | | | | 2020-04-21 | 2020-05-01 | |
| 20 | | | | W91GDW-11-M-AC20 | | W91GDW | | | | | 2020-01-28 | 2020-05-10 | |
| 21 | | | | W91GDW-11-V-AC13 | | W91GDW | | | | | 2020-02-03 | 2020-05-10 | |
| 22 | | | | N62786-17-P-DM02 | 2018-06-26 | N62786 | N62786 | | 2010 | | 2018-06-26 | 2020-05-10 | |
| 23 | | | | M27100-17-P-DM01 | 2017-06-26 | M27100 | M27100 | | 2500 | | 2017-06-26 | 2020-05-10 | |
| 24 | | | | W91GDW-11-W-A008 | | W91GDW | | | 1111 | | 2011-02-25 | 2020-05-10 | |