

Records Exclusion Report

Training Document

EDA Homepage

Analytics

Reports

Destruction Reports

Records Exclusion Report

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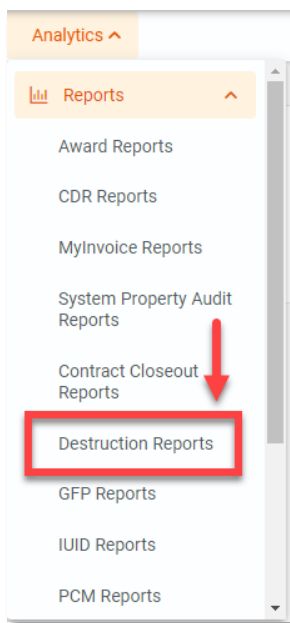
EDA Roles

Roles with access to the Records Exclusion Report:

- EDA Advanced Reporting
- EDA Acquisition Sensitive Reporting
- EDA Executive Reporting

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 Exclusion Report**.

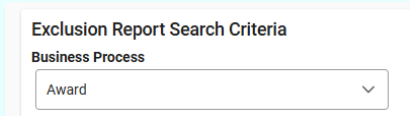
Destruction Reports		
Report	Description	Documentation
Records Destruction Report	This report contains target and actual destruction dates for records within or past their retention period in PIEE.	VIEW REFERENCE GUIDE
Records Exclusion Report	This report contains records that have been excluded from destruction and will continue to be retained in PIEE.	VIEW REFERENCE GUIDE

Search Criteria

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

Records Exclusion Report Search Criteria:

- Business Process (*options: Award / Micro-Purchase Card Receiving Report / Miscellaneous Payments / Purchase Request / Government-to-Government Property Transfer / Transportation*)



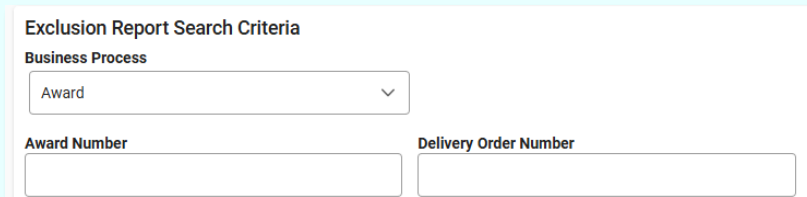
Exclusion Report Search Criteria

Business Process

Award

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

- Award Number
- Delivery Order Number



Exclusion Report Search Criteria

Business Process

Award

Award Number

Delivery Order Number

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

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 PIII 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

Issue DoDAAC

Search by

☐ Organization Code

☒ Organizational Group

Organizational Group ⓘ

Find Group

Include Sub-Groups?

Admin DoDAAC

Search by

☐ Organization Code

☒ Organizational Group

Organizational Group ⓘ

Find Group

Include Sub-Groups?

Pay DoDAAC

Search by

☐ Organization Code

☒ Organizational Group

Organizational Group ⓘ

Find Group

Include Sub-Groups?

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

- Micro-Purchase Card Receiving Report

Exclusion Report Search Criteria

Business Process

Micro-Purchase Card Receiving Report ▼

Micro-Purchase Card Receiving Report Number

(field display if “Miscellaneous Payments” is selected for the ‘Business Process’ field)

- Misc. Pay/Telecom Control Number

Exclusion Report Search Criteria

Business Process

Miscellaneous Payments ▼

Misc. Pay/Telecom Control Number

(field display if “Purchase Request” is selected for the ‘Business Process’ field)

- MIPR/eMIPR Number

Exclusion Report Search Criteria

Business Process

Purchase Request ▼

MIPR/eMIPR Number

(fields display if “Government-to-Government Property Transfer” is selected for the ‘Business Process’ field)

- GFP Shipment Number
- GFP Transfer From
- GFP Transfer To
- GFP Shipment Date Range (parameters: Empty / > / >= / = / < / <= / Is Null / Not Null) to (parameters: Empty / < / <=)

Exclusion Report Search Criteria

Business Process

Government-to-Government Property Transfer ▼

GFP Shipment Number

GFP Transfer From

GFP Transfer To

GFP Shipment Date Range

▼ to ▼

(field display if “Transportation” is selected for the ‘Business Process’ field)

- GBL/GTR Number
- GBL Mod Number

Exclusion Report Search Criteria

Business Process

Transportation

GBL/GTR Number

GBL Mod Number

(fields always display)

- Last Updated Date Range (parameters: Empty / > / >= / = / < / <= / Is Null / Not Null) to (parameters: Empty / < / <=)
- Creation Date Range (parameters: Empty / > / >= / = / < / <= / Is Null / Not Null) to (parameters: Empty / < / <=)
- Comment

Last Updated Date Range

to

Creation Date Range

to

Comment

Buttons:

- Search
- Bookmark
- Cancel

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

Search Results

The Records Exclusion Report Results table displays the search results.

Records Exclusion Report Results Columns:

Award Columns:

- Award Number
- Delivery Order Number
- Create Date
- Last Update Date
- Comment

Micro-Purchase Card Receiving Report Columns:

- Micro-Purchase Card Receiving Report Number
- Create Date
- Last Update Date
- Comment

Miscellaneous Payments Columns:

- Misc. Pay/Telecom Control Number
- Create Date
- Last Update Date
- Comment

Purchase Request Columns:

- MIPR/eMIPR Number
- Create Date
- Last Update Date
- Comment

Government-to-Government Property Transfer Columns:

- GFP Shipment Number
- GFP Transfer From
- GFP Transfer To
- GFP Shipment Date
- Create Date
- Last Update Date
- Comment

Transportation Columns:

- GBL/GTR Number
- GBL Mod Number
- Create Date

- Last Update Date
- Comment

Exclusion Report Search Results

Export Save Search Refine Search New Search

Award Number ↑↓	Delivery Order Number ↑↓	Create Date ↑↓	Last Update Date ↑↓	Comment ↑↓
SPE4A114G0007	04CU	2020-08-27	2020-08-27	Date of Request:8/7/2020 Requester Name:Johnny Rocker Requester Role:DLA Procurement Process Owner Requester Email:johnny.ro
SPE4A114G0007	04CX	2020-08-27	2020-08-27	Date of Request:8/7/2020 Requester Name:Johnny Rocker Requester Role:DLA Procurement Process Owner Requester Email:johnny.ro
SPE4A114G0007	0542	2020-08-27	2020-08-27	Date of Request:8/7/2020 Requester Name:Johnny Rocker Requester Role:DLA Procurement Process Owner Requester Email:johnny.ro
SPM4A109G0004	1454	2020-08-27	2020-08-27	Date of Request:8/7/2020 Requester Name:Johnny Rocker Requester Role:DLA Procurement Process Owner Requester Email:johnny.ro
SPM4A109G0004	4604	2020-08-27	2020-08-27	Date of Request:8/7/2020 Requester Name:Johnny Rocker Requester Role:DLA Procurement Process Owner Requester Email:johnny.ro
SPM4A109G0004	WU49	2020-08-27	2020-08-27	Date of Request:8/7/2020 Requester Name:Johnny Rocker Requester Role:DLA Procurement Process Owner Requester Email:johnny.ro
SPM4A109G0004	1314	2020-08-27	2020-08-27	Date of Request:8/7/2020 Requester Name:Johnny Rocker Requester Role:DLA Procurement Process Owner Requester Email:johnny.ro
SPM4A109G0004	1876	2020-08-27	2020-08-27	Date of Request:8/7/2020 Requester Name:Johnny Rocker Requester Role:DLA Procurement Process Owner Requester Email:johnny.ro
SPM4A109G0004	0829	2020-08-27	2020-08-27	Date of Request:8/7/2020 Requester Name:Johnny Rocker Requester Role:DLA Procurement Process Owner Requester Email:johnny.ro
SPM4A109G0004	0863	2020-08-27	2020-08-27	Date of Request:8/7/2020 Requester Name:Johnny Rocker Requester Role:DLA Procurement Process Owner Requester Email:johnny.ro

Results: 1 to 10 << < 1 2 3 4 5 > >> 10 359 Results Returned

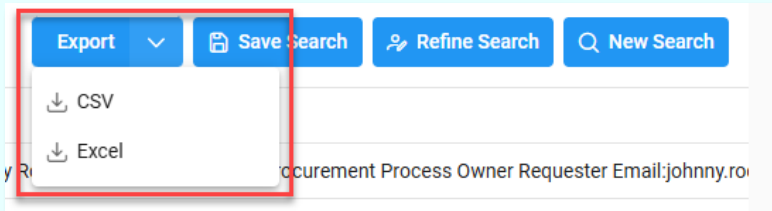
Buttons:

- Export
 - As CSV
 - As Excel
- Save Search
- Refine Search
- New Search

NOTE: The columns are sortable.

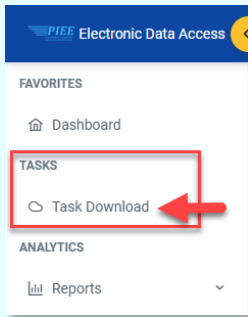
Exporting Search Results

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:

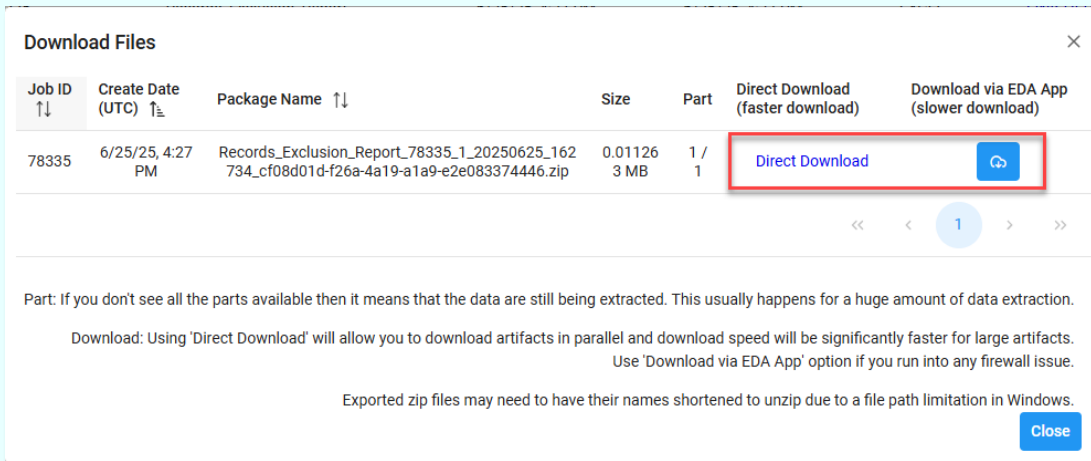
In the Navigation panel, under the Tasks menu, select **Task Download**.



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

								Help	Refresh
Job ID ↑↓	Report Type ↑↓	Start Date (UTC)	Finish Date (UTC) ↑↓	Format ↑↓	Status ↑↓	Total Records ↑↓	Actions		
> 78335	Records_Exclusion_Report	6/25/25, 4:27 PM	6/25/25, 4:27 PM	EXCEL	FINISHED	541	 		

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



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

Exported Report Columns:

Award Columns:

- Award Number
- Delivery Order Number
- Create Date
- Last Update Date
- Comment

Micro-Purchase Card Receiving Report Columns:

- Micro-Purchase Card Receiving Report Number
- Create Date
- Last Update Date
- Comment

Miscellaneous Payments Columns:

- Misc. Pay/Telecom Control Number
- Create Date
- Last Update Date
- Comment

Purchase Request Columns:

- MIPR/eMIPR Number

- Create Date
- Last Update Date
- Comment

Government-to-Government Property Transfer Columns:

- GFP Shipment Number
- GFP Transfer From
- GFP Transfer To
- GFP Shipment Date
- Create Date
- Last Update Date
- Comment

Transportation Columns:

- GBL/GTR Number
- GBL Mod Number
- Create Date
- Last Update Date
- Comment

Sample Export:

	A	B	C	D	E	F	G	H	I
1	Award Number	Delivery Order Number	Create Date	Last Update Date	Comment				
2	HC102814P0132		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
3	HC102114P0002		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
4	HC104714P0173		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
5	HC104714C4020		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
6	HC104714F0100		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
7	HC102814P0306		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
8	HC102814F0219		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
9	HC102814P0199		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
10	HC102814F0267		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
11	HC102814P0195		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
12	HC102814F0328		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
13	HC102814F0324		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
14	HC104714P0113		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
15	HC102814P0273		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
16	HC102812F0200		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
17	HC102814P0186		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
18	HC102814F0480		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
19	HC102814P0183		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
20	HC102814P0201		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
21	HC102814F0203		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
22	HC102814P0283		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
23	HC101313C0006		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				
24	HC102814P0280		9/10/2021	9/10/2021	PMO Request TT4365- Records Retention Phase 4 Data Call				