

Records Destruction Report

Reference Guide

EDA Homepage

Analytics

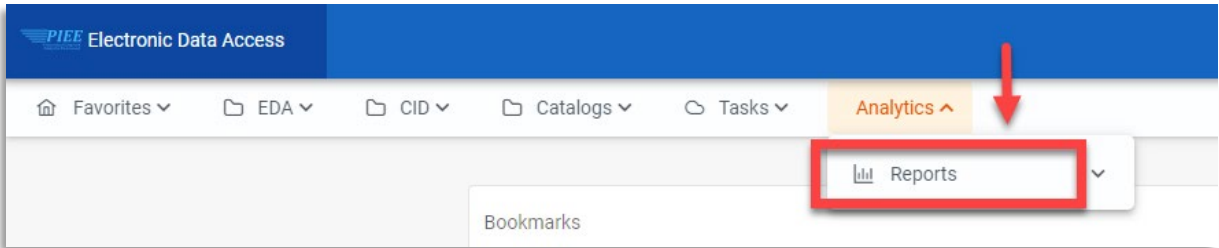
Reports

Destruction Reports

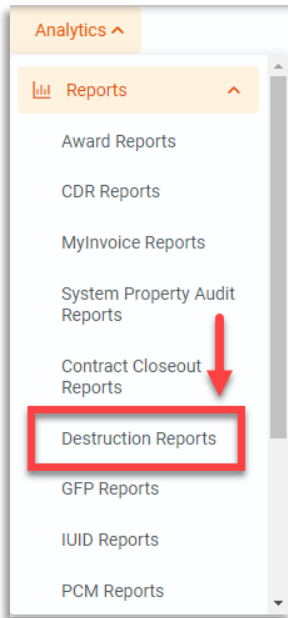
Record Destruction Report

Table of Contents

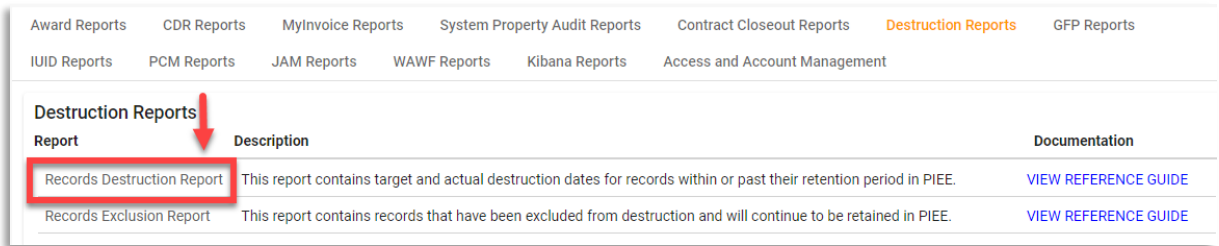
EDA Roles	1
Records Destruction Report	1
Search Criteria	2
<i>Award Search Criteria:</i>	3
<i>Micro-Purchase Card Receiving Report Search Criteria:</i>	3
<i>Miscellaneous Payments Search Criteria:</i>	3
<i>Purchase Request Search Criteria:</i>	3
<i>Government-to-Government Property Transfer Search Criteria:</i>	4
<i>Transportation Search Criteria:</i>	4
<i>Issue DoDAAC</i>	4
<i>Admin DoDAAC</i>	5
<i>Payment DoDAAC</i>	6
Search Results	7
Export Search Results	7

EDA Roles	<p>EDA Roles that may access Records Destruction Reports in EDA:</p> <ul style="list-style-type: none">• Advanced Reporting• EDA Executive Reporting User
Records Destruction Report	<p>The Records Destruction Report displays target and actual destruction and retention dates for records within or past their retention period within PIEE.</p> <p>To access the report, navigate to the Analytics section on the EDA Dashboard and select Reports.</p> 

Then select **Destruction Reports** from the Reports dropdown.



On the Destruction Reports page, select the **Records Destruction Report**.



On the Records Destruction Report page, enter the necessary Search Criteria in order to populate the desired results.

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

Retention Start Date Range

to

Destruction Date Range

to

Award Search Criteria:

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

Records Destruction Report Search Criteria

Business Process **Record Type**

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

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

Miscellaneous Payments Search Criteria:

- Misc. Pay/Telecom Control Number
- CAGE Code

Records Destruction Report Search Criteria

Business Process **Record Type**

Misc. Pay/Telecom Control Number **CAGE Code**

Purchase Request Search Criteria:

- MIPR/eMIPR Number

Records Destruction Report Search Criteria

Business Process **Record Type**

MIPR/eMIPR Number

Government-to-Government Property Transfer Search Criteria:

- GFP Shipment Number
- GFP Transfer From
- GFP Transfer To
- GFP Shipment Date Range *(with 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

Transportation Search Criteria:

- GBL/GTR Number
- GBL Mod Number

Records Destruction Report Search Criteria

Business Process **Record Type**

GBL/GTR Number **GBL Mod Number**

Issue DoDAAC

(Section displays when the following is selected for the Business Process: Award or Miscellaneous Payments)

Search by:

- Organization Code
 - Issue DoDAAC
- Organization Group
 - Find Group *(Selecting this button populates an Organization Group Select for Issue Organization pop-up)*
 - Include Sub-Groups?

Issue DoDAAC

Search by

- Organization Code
- Organizational Group

Issue DoDAAC

Organization Group Select for Issue Organization

- Admin Organization Find Organizational Group by Group Name
- Admin Organization PIEE Level 2
- Buttons
 - Save
 - Cancel

Organizational Group Selection for Pay Organization ×

ⓘ Find Pay Organization by the organizational group name, or select your specific group that you would like to use

Pay Organization Find Organizational Group by Group Name

OR

Pay Organization PIEE Level 2

Admin DoDAAC

(Section displays when the following is selected for the Business Process: Award or Miscellaneous Payments)

Search by:

- Organization Code
 - Admin DoDAAC
- Organization Group
 - Find Group *(Selecting this button populates an Organization Group Select for Issue Organization pop-up)*
 - Include Sub-Groups?

Admin DoDAAC —

Search by

- Organization Code
- Organizational Group

Organizational Group ⓘ Include Sub-Groups?

Organization Group Select for Issue Organization

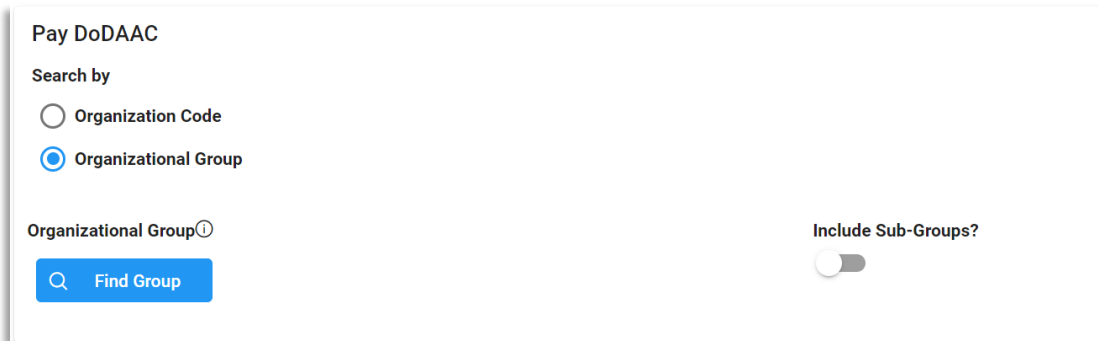
- Admin Organization Find Organizational Group by Group Name
- Admin Organization PIEE Level 2
- Buttons
 - Save
 - Cancel

Pay DoDAAC

(Section displays when the following is selected for the Business Process: Award or Miscellaneous Payments)

Search by:

- Organization Code
 - Payment DoDAAC/DSSN
- Organization Group
 - Find Group *(Selecting this button populates an Organization Group Select for Issue Organization pop-up)*
 - Include Sub-Groups?



Organization Group Select for Issue Organization

- Admin Organization Find Organizational Group by Group Name
- Admin Organization PIEE Level 2
- Buttons
 - Save
 - Cancel

- Retention Start Date Range *(with parameters: empty, >, >=, =, <, <=)*

(Field displays when the following is selected in the Record Type field: Destroyed Records)

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

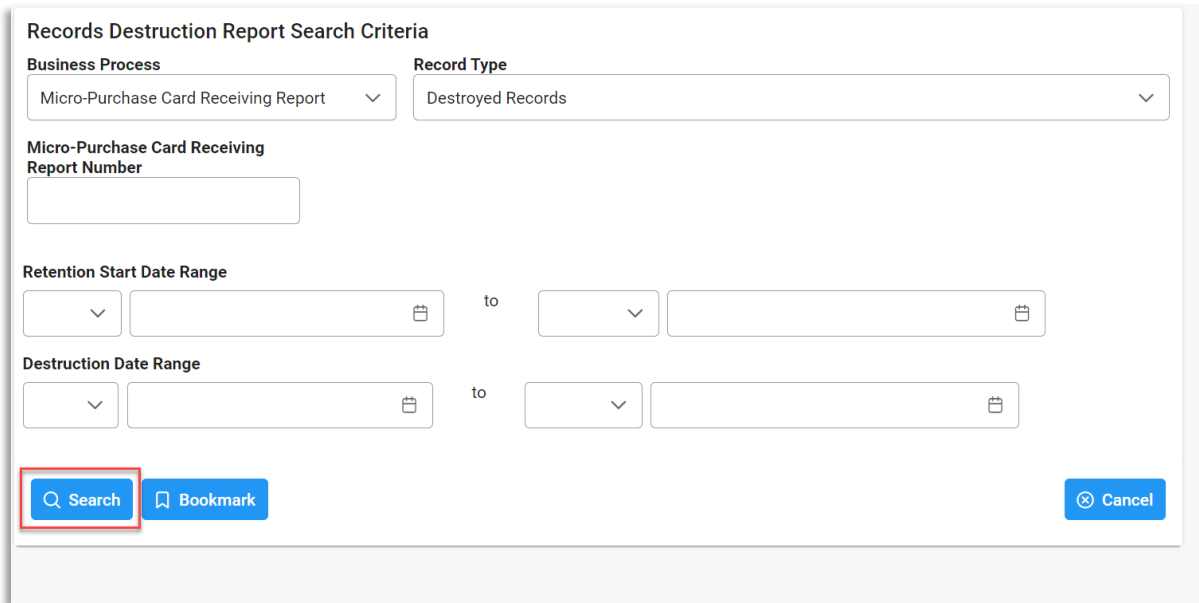
(Field displays when the following is selected in the Record Type field: Retained Records)

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

Buttons:

- Search
- Bookmark
- Cancel

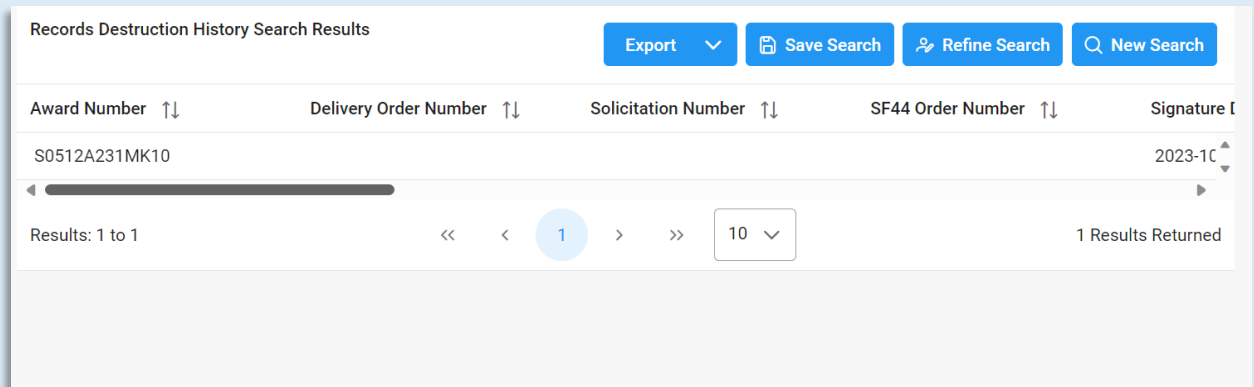
After entering the remaining Search Criteria, select the **Search** button to populate the search results or select Cancel.



The image shows a search criteria form titled "Records Destruction Report Search Criteria". It includes two dropdown menus: "Business Process" set to "Micro-Purchase Card Receiving Report" and "Record Type" set to "Destroyed Records". Below these is a text input field for "Micro-Purchase Card Receiving Report Number". There are two date range sections: "Retention Start Date Range" and "Destruction Date Range", each with a dropdown menu and a date picker. At the bottom, there are three buttons: "Search" (highlighted with a red box), "Bookmark", and "Cancel".

Selecting the **Search** button returns a list of Contracts with the requested criteria. If there are no contracts found via the entered search criteria, a "No Records Found" message appears.

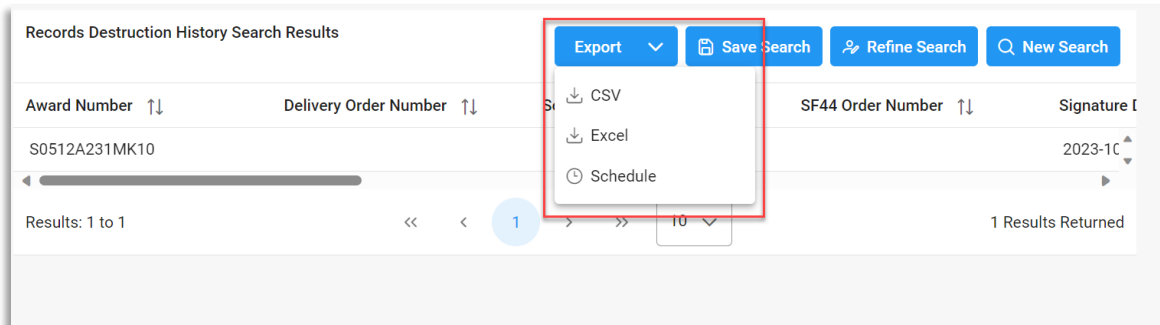
Search Results



The image shows the search results page titled "Records Destruction History Search Results". It features a table with columns: "Award Number", "Delivery Order Number", "Solicitation Number", "SF44 Order Number", and "Signature". The first row contains the values "S0512A231MK10" and "2023-1C". Above the table are buttons for "Export", "Save Search", "Refine Search", and "New Search". Below the table is a pagination bar showing "Results: 1 to 1", a page number "1" in a blue circle, and a dropdown menu set to "10". The text "1 Results Returned" is also visible.

Export Search Results

When the search results are returned, the **Export** button allows users to export search results in CSV or Excel format. It also allows the user to set up a scheduled download. Selecting the **Schedule** option takes users to the Task Schedule section of their EDA dashboard to set up the download process.

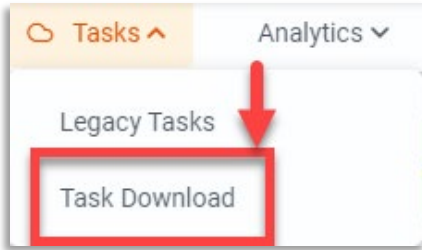


The image shows the same search results page as above, but with the "Export" button dropdown menu open. The dropdown menu is highlighted with a red box and contains three options: "CSV", "Excel", and "Schedule".

Select the Excel or CSV format and a download request success message appears.

✓ Your requested download has begun. Please check the Task Download section of the application to see the status of your download request. ✕

Access the **Task Download** section via the Task Download link within the Tasks dropdown in the EDA dashboard.



Find the requested job from the Job List and select the **Jobs** button.

A screenshot of the 'Job List' table. The table has columns for Job ID, Report Type, Start Date (UTC), Finish Date (UTC), Format, Status, Total Records, and Actions. A red box highlights the row for Job ID 37301, and a red arrow points to the 'Jobs' button in the Actions column for that row.

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	[Refresh] [Jobs]
> 37121	Bulk_Download	5/11/22, 5:49 PM	5/11/22, 5:49 PM		FINISHED	5	[Refresh] [Jobs]
> 36642	Contract_Closeout_Review_Report	5/4/22, 7:44 PM	5/4/22, 7:45 PM	EXCEL	FINISHED	958	[Refresh] [Jobs]

Select the **Direct Download** link from the Download Files modal window.

A screenshot of the 'Download Files' modal window. It displays a table with columns for Job ID, Create Date (UTC), Package Name, Size, and Part. A red box highlights the 'Direct Download' button in the Actions column for Job ID 37301. A red arrow points to this button. Below the table, there is a note about parts and download options, and a 'Close' button.

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_21454_5_1e1bb162-273e-4547-8051-1af7be3fbb27.zip	0.395136 MB	1 / 1	[Direct Download]	[Download via EDA App]

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 search results are then locally downloaded and available in their CSV or Excel format.

Record_Destruction_Report_37801_1_20220512_214545_43783178579419.xlsx - Protected View

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
			W12XYZ-11-W-AA03		W12XYZ						2019-11-19	2025-11-17
			W12XYZ-11-W-AA02		W12XYZ						2019-11-19	2025-11-17
			W12XYZ-11-W-AA04		W12XYZ						2019-11-19	2025-11-17
			W91GDW-11-M-AG01		W91GDW						2019-11-19	2025-11-17
			W12XYZ-11-W-AA05		W12XYZ						2019-11-19	2025-11-17
			W91GDW-11-M-AK02		W91GDW						2019-11-19	2025-11-17
			W91GDW-11-M-AC02		W91GDW						2019-11-19	2025-11-17
			W91GDW-11-M-AC01		W91GDW						2019-11-19	2025-11-17
			W91GDW-11-M-AH01		W91GDW						2019-11-19	2025-11-17
			W91GDW-11-M-AJ01		W91GDW						2019-11-19	2025-11-17
			W91GDW-11-W-AJ04		W91GDW						2019-11-19	2025-11-17
			W91GDW-11-M-AM05		W91GDW						2019-11-19	2025-11-17
			N3654A-12-M-A726		N3654A						2013-06-26	2023-06-24
			N3654A-12-M-BL22		N3654A						2013-06-26	2023-06-24
			W91GDW-11-V-AC89		W91GDW						2020-01-03	2026-01-01
			W91GDW-11-M-AJ02		W91GDW						2020-04-21	2026-05-01
			W91GDW-11-M-AJ03		W91GDW						2020-04-21	2026-05-01
			W91GDW-11-M-AJ01		W91GDW						2020-04-21	2026-05-01
			W91GDW-11-M-AC20		W91GDW						2020-01-28	2026-05-10
			W91GDW-11-V-AC13		W91GDW						2020-02-03	2026-05-10
			N62786-17-P-DM02	2018-06-26	N62786	N62786		2010			2018-06-26	2026-05-10
			M27100-17-P-DM01	2017-06-26	M27100	M27100		2500			2017-06-26	2026-05-10
			W91GDW-11-W-AJ08		W91GDW			1111			2011-02-25	2026-05-10

PIEReport