

DDC Records Management

Defense Distribution Center (DDC) employees will complete an online DLA Records Management Training course that provides guidance and assistance in improving the management of information as records.

The training, found online at [https://today.dla.mil/J-6/records/rm/Training/1-Managing Information.asp](https://today.dla.mil/J-6/records/rm/Training/1-Managing%20Information.asp) outlines the definition of a “record,” when and if a record can be discarded or destroyed, the purpose of the DLA Records Schedule and where to find more information.

“It’s important to remember that almost every document we generate—even information transmitted via e-mail—may be considered a record and should be managed as such,” said Homer Renner, DDC’s Records Management Administrator.

Preserving these records is necessary in order to protect the legal and financial rights of the Government and of those directly affected by DLA and DDC activities.

DDRT Employees Collect Donations for Toys for Tots Campaign

Each year Defense Distribution Depot Red River, Texas (DDRT), employees join together with employees from the Red River Army Depot (RRAD) to support the Toys for Tots Campaign.



DDRT and RRAD employees collected toys, games and canned goods for the event.



DDRT employees in the Distribution Processing Branch and Technical Support Branch, End Items Division; and the Mechanical Equipment Support Branch, Distribution Support Division; raised enough money to buy 20 bicycles to be donated to Toys for Tots.