

Request for Records Disposition Authority

Records Schedule Number **DAA-0374-2017-0017**

Schedule Status **Approved**

Agency or Establishment **Defense Threat Reduction Agency**

Record Group / Scheduling Group **Records of the Defense Threat Reduction Agency**

Records Schedule applies to **Agency-wide**

Schedule Subject **Cooperative Threat Reduction Reporting System (CTRRS)**

Internal agency concurrences will be provided **No**

Background Information **Active records related to internal program projects, references, and travel, maintained for purposes of tracking current program activities and TDY conducted for mission fulfillment and training incoming program/project leads. This action is required for SORN submission and compliance. Volume - Records pertaining to approximately 410 CTR trips conducted annually**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0374-2017-0017

Sequence Number	
1	Cooperative Threat Reduction Reporting System (CTRRS) Disposition Authority Number: DAA-0374-2017-0017-0001

Records Schedule Items

Sequence Number	
1	<p>Cooperative Threat Reduction Reporting System (CTRRS)</p> <p>Disposition Authority Number DAA-0374-2017-0017-0001</p> <p>Active records related to internal program projects, references, and travel, maintained for purposes of tracking current program activities and TDY conducted for mission fulfillment and training incoming program/project leads. This action is required for SORN submission and compliance. Volume - Records pertaining to approximately 410 CTR trips conducted annually.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at close of calendar year</p> <p>Retention Period Destroy immediately after 2 years old.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
02/06/2018	Certify	Sosena Feyissa	Management Analyst	J65 Knowledge Management Plans and Solutions Department - Knowledge Management
06/05/2018	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/14/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/14/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/15/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist