

Request for Records Disposition Authority

Records Schedule Number DAA-0509-2014-0003
Schedule Status Approved

Agency or Establishment Department of Defense Inspector General
Record Group / Scheduling Group Records of the Department of Defense Inspector General
Records Schedule applies to Major Subdivision
Major Subdivision Assistant Inspector General for Administration and Management
Minor Subdivision Information Systems Directorate, Network Security – Information Assurance Branch
Schedule Subject Monthly SIPRNet Media Log
Internal agency concurrences will be provided Yes

Background Information The U.S. Department of Defense, Office of the Inspector General (DoD OIG), Administration and Management, Information Systems Directorate (ISD), ISD – Network Security, Information Assurance Branch and OSEC utilizes the Monthly SIPRNet Media Log to keep track of Secret Internet Protocol Router Network (SIPRNet) data, that is copied to recordable media, and if shipped to another component such as Defense Criminal Investigative Service (DCIS) or Audit. The files are created in support of ongoing investigation of military cyberspace operations.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0509-2014-0003

Sequence Number	
1	Monthly SIPRNet Media Log Disposition Authority Number: DAA-0509-2014-0003-0001

Records Schedule Items

Sequence Number															
1	<p>Monthly SIPRNet Media Log</p> <p>Disposition Authority Number DAA-0509-2014-0003-0001</p> <p>Log used to keep track of Secret Internet Protocol Router Network (SIPRNet) data, that is copied to recordable media, and if shipped to another component such as Defense Criminal Investigative Service (DCIS) or Audit. The recordable media contains classified information necessary to complete their mission. The log does not contain any personally identifiable information.</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> <tr><th>Manual Citation</th><th>Manual Title</th></tr> <tr><td>131-05</td><td>DoDIG Instruction 5015.2, OIG Records Management Program</td></tr> <tr><td colspan="2">Disposition Instruction</td></tr> <tr><td>Cutoff Instruction</td><td>Cutoff monthly.</td></tr> <tr><td>Retention Period</td><td>Destroy immediately after 12 months</td></tr> <tr><td colspan="2">Additional Information</td></tr> <tr><td>GAO Approval</td><td>Not Required</td></tr>	Manual Citation	Manual Title	131-05	DoDIG Instruction 5015.2, OIG Records Management Program	Disposition Instruction		Cutoff Instruction	Cutoff monthly.	Retention Period	Destroy immediately after 12 months	Additional Information		GAO Approval	Not Required
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131-05	DoDIG Instruction 5015.2, OIG Records Management Program														
Disposition Instruction															
Cutoff Instruction	Cutoff monthly.														
Retention Period	Destroy immediately after 12 months														
Additional Information															
GAO Approval	Not Required														

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
01/06/2014	Certify	Bruce Womack	Management Analyst	DOD - Inspector General
11/06/2014	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
11/18/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/20/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist