

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2012-0006

Schedule Status Approved

Agency or Establishment Office of the Secretary of Defense

Record Group / Scheduling Group Records of the Office of the Secretary of Defense

Records Schedule applies to Major Subdivision

Major Subdivision Department of Defense

Minor Subdivision Washington Headquarters Services

Schedule Subject Historical Artifacts Collection Agreement Files

Internal agency concurrences will be provided No

Background Information WHS is a Department of Defense (DoD) Field Activity, which provides various support and services to the Office of the Secretary of Defense as well as the DoD components or military departments. The OSD Graphics and Presentations Division provides the following services for Office of the Secretary of Defense (OSD): Consultation, design, and production services for the GPD, visual aids for presentations, computer graphics and web page design, electronic prepress and camera ready art for printing, indoor and outdoor signage, and exhibit design, production and maintenance under the OSD Exhibits Program for the Pentagon. As part of the exhibit functions GPD receives donations and contributions of for the DoD/OSD/Historical Artifacts Collection. This schedule identifies the files created under the Historical Artifacts Collection.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2012-0006

Sequence Number	
1	Historical Artifacts Gift Agreement Files Disposition Authority Number DAA-0330-2012-0006-0001
2	Historical Artifacts Rejected Gift Files Disposition Authority Number DAA-0330-2012-0006-0002

Records Schedule Items

Sequence Number	
1	<p>Historical Artifacts Gift Agreement Files</p> <p>Disposition Authority Number DAA-0330-2012-0006-0001</p> <p>Information relating to the offer of gifts and donation by private citizens and organizations to the DoD/OSD/Historical Artifacts Collection. Files provide a record of donations and contributions of historical properties to the Department of Defense (DoD). Documentation regarding these collections identifies the donor or donor heir's information, the status/location of the donation, and enables the DoD to establish title to the property. Records include forms, pictures, correspondence regarding offers, acceptance of offers, and related information regarding the status of the artifacts/donations.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off when all actions regarding the acceptance and location of the artifact are complete</p> <p>Retention Period Destroy/Delete 10 years after artifact is removed from OSD custody by donation, exchange, or return to donor. Transfer documentation which establishes title to the recipient of the artifact</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Historical Artifacts Rejected Gift Files</p> <p>Disposition Authority Number DAA-0330-2012-0006-0002</p> <p>Information relating to the offer of gifts and donation by private citizens and organizations to the DoD/OSD/Historical Artifacts Collection. Files provide a record of refused offers concerning donations and contributions of historical properties to the Department of Defense (DoD). Documentation identifies the donor or donor's</p>

heirs information Records include forms, pictures, correspondence regarding offers and refusal of offers, and related information

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction COFF annually

Retention Period Destroy 3 year(s) after COFF

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
04/25/2012	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
03/08/2013	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
06/05/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/06/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/07/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist