Request for Records Disposition Authority

Records Schedule Number

DAA-0330-2013-0011

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

Agency-wide

Schedule Subject

Guest Books

Internal agency concurrences will

be provided

No.

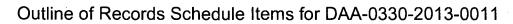
Background Information

These books are maintained by the Special Assistant to the Secretary of Defense for Protocol. Guest books are made available to official visitors to sign. Books are replaced when the last page is signed.

Item Count

Number of Total Disposition Items	i : : : : : : : : : : : : : : : : : : :	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval



Sequence Number	
1	SecDef and DepSecDef Guest Books
•	Disposition Authority Number: DAA-0330-2013-0011-0001

Records Schedule Items

Sequence Number

1

SecDef and DepSecDef Guest Books

Disposition Authority Number

DAA-0330-2013-0011-0001

Guest books maintained to capture the signature and/or personal comments of visiting distinguished guests and senior officials. Comments in books may be in the native language of the visitor. Signature of the guest is optional.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

No

Explanation of limitation

This is a a bound hard copy note book full of blank

pages for signatures and comments.

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? No

Disposition Instruction

Retention Period

Destroy when no longer needed

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	Ву	Title _F	Organization
04/19/2013	Certify	Luz Ortiz	OSD Records Mana ger	Department of Defense - Office of the Secretary of Defense
03/21/2014	Submit for Concur rence	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
03/21/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
03/24/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
03/25/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist