

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2013-0011

Sequence Number

1

SecDef and DepSecDef Guest Books

Disposition Authority Number: DAA-0330-2013-0011-0001

Records Schedule Items

Sequence Number	
1	<p>SecDef and DepSecDef Guest Books</p> <p>Disposition Authority Number DAA-0330-2013-0011-0001</p> <p>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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This is a a bound hard copy note book full of blank pages for signatures and comments.</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>Retention Period Destroy when no longer needed</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
04/19/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
03/21/2014	Submit for Concurrence	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
03/21/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/24/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/25/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist