

## Request for Records Disposition Authority

Records Schedule Number DAA-0330-2013-0016  
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 Tow Appeal Records  
Internal agency concurrences will be provided No

Background Information **BACKGROUND**  
PFPA is responsible for the development prevention, preparedness, detection, and response measures for the pentagon, pentagon reservation, as well as numerous other Department of Defense activities and facilities within the national capital region (NCR). Files are currently maintained in paper and electronic format. Traffic citation records are maintained under File Number 217-25.3

**Purpose:**

Per 32 CFR part 210 delegates the Department of Defense the enforcement of state vehicular and pedestrian traffic laws that cannot be assimilated under U.S.C., Title 18, section 13 on DoD military installations including the Pentagon and Pentagon Reservation.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2013-0016

Sequence Number

1

Tow Appeal Records

Disposition Authority Number: DAA-0330-2013-0016-0001

## Records Schedule Items

Sequence Number	
1	<b>Tow Appeal Records</b>
	Disposition Authority Number      DAA-0330-2013-0016-0001
	Records of traffic proceedings concerning vehicles ticketed and towed in accordance with DoD Directive 6055.4, Department of Defense Traffic Safety Program. Case files consist of tow appeals, violations, towing companies, immobilization release, warning notice, parking control, authorization search for an existing permit, immobilization notice.
	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?      No
	<b>Disposition Instruction</b>
	Cutoff Instruction      Cut off annually
	Retention Period      Destroy 1 year(s) after cut off
	<b>Additional Information</b>
	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
06/03/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
04/07/2014	Submit for Concurrency	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
04/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/14/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist