

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2014-0020

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 OFFICE OF THE SECRETARY OF DEFENSE FOR POLICY

Minor Subdivision DEFENSE POW/MIA ACCOUNTING AGENCY (DPAA)

Schedule Subject Defense Prisoner of War/Missing In Action Accounting Agency
Program Records

Internal agency concurrences will
be provided No

Background Information The Defense POW/MIA Accounting Agency (DPAA) was formed on January 30, 2015 by a merger of the Defense POW/Missing Personnel Office (DPMO) and the Joint POW/MIA Accounting Command (JPAC).
On behalf of the Secretary of Defense, the DPAA searches for missing personnel from World War II (WWII), the Korean War, the Vietnam War, the Cold War, the Gulf Wars, and other recent conflicts. The Defense POW/MIA Accounting Agency's mission is to provide the fullest possible accounting for missing personnel to their families and the nation.
DPMO's mission relies on teams of civilian and military personnel with expertise in the following areas: (1) Plans, policy, control and oversight; (2) Gathering and analyzing case-related information; and (3) informative and timely outreach to families and the public. The Defense POW/Missing Personnel Office (DPMO) was established in 1993, after the U.S. Senate called for the Department of Defense to form a single office to oversee and manage POW/MIA issues.
The Joint POW/MIA Accounting command was established under the Commander, Pacific Command (CDRUSPACOM) on 1 October 2003.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	5	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2014-0020

Sequence Number	
1	POW/MIA Casualty Files Disposition Authority Number: DAA-0330-2014-0020-0001
2	POW/MIA Source/Witness Files Disposition Authority Number: DAA-0330-2014-0020-0002
3	Prisoner of War Camp Files Disposition Authority Number: DAA-0330-2014-0020-0003
4	POW/MIA Thematic Files Disposition Authority Number: DAA-0330-2014-0020-0004
5	POW/MIA Audiovisual Files Disposition Authority Number: DAA-0330-2014-0020-0005
6	POW/MIA Data Files Disposition Authority Number: DAA-0330-2014-0020-0006

Records Schedule Items

Sequence Number	
1	<p data-bbox="370 417 708 449">POW/MIA Casualty Files</p> <p data-bbox="370 470 1143 497">Disposition Authority Number DAA-0330-2014-0020-0001</p> <p data-bbox="370 523 1498 1038"> POW/MIA Casualty Files are case files of unaccounted-for and missing service members and select civilians throughout the conflicts involving the United States government maintained by the Defense POW/MIA Accounting Agency (DPAA). Casualty Files include, but are not limited to the following types of material: Intelligence collection requirements/requests for information (RFIs), source/witness reporting related to the loss incident and associated analyses, further pursuit options, hand-written analyst notes, circle searches, sketches, maps, charts, aerial/satellite imagery and related analyses, newspaper clippings, reports of investigation/survey/excavation/ recovery, analyses of wreckage, and if available, a report of remains identification, photo-static/scanned copies, analog/digital recordings, and sometimes actual case-related artifacts, correspondence between the Defense POW/MIA Accounting Agency (DPAA) and external organizations such as Service Casualty Offices, Life Sciences Equipment Laboratory (LSEL), families, elected officials, and interested parties. </p> <p data-bbox="370 1059 927 1087">Final Disposition Permanent</p> <p data-bbox="370 1112 857 1140">Item Status Active</p> <p data-bbox="370 1166 826 1193">Is this item media neutral? Yes</p> <p data-bbox="370 1219 826 1336">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 data-bbox="370 1361 813 1442">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="370 1485 672 1517">Disposition Instruction</p> <p data-bbox="370 1542 1451 1644">Cutoff Instruction Once missing service members are accounted for closed case files annually, convert case files to electronic media.</p> <p data-bbox="370 1670 1474 1740">Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after closure</p> <p data-bbox="370 1776 1442 1847">Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after closure</p> <p data-bbox="370 1883 672 1915">Additional Information</p>

What will be the date span of the initial transfer of records to the National Archives? **From 1940 To 1995**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4345 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

POW/MIA Source/Witness Files

Disposition Authority Number **DAA-0330-2014-0020-0002**

Source/Witness Files are case files on all individuals claiming or suspected to have information on American POWs/MIAs. These files are usually broken out by conflict and include but are not limited to information containing one or more source data sheets, a log sheet that serves as an index and basic biographic data and contact information on the source/witness. Files also may contain, the following types of material: Intelligence collection requirements/requests for information (RFIs), source/witness reporting and associated analyses, further pursuit options, hand-written analyst notes, circle searches, sketches, maps, charts, aerial/satellite imagery and related analyses, newspaper clippings, and if available, a report of remains identification. Material consists of original documents, photo-static/scanned copies, and analog/digital recordings, books/manuscripts.

Final Disposition **Permanent**

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

Once missing service members are accounted for, convert to electronic media and incorporate into associated case files.

Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cutoff

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after pre-accessioning

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1945 To 1995

How frequently will your agency transfer these records to the National Archives?

Every 25 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1300 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

3

Prisoner of War Camp Files

Disposition Authority Number

DAA-0330-2014-0020-0003

Prisoner of War Camp Files are case files on all suspect or confirmed detention facilities/camps where American POWs/MIAs are known/suspected to be or could possibly be held prior to repatriation. Files, most of which contain classified information, serve as a repository for all material associated with known or suspected POW camps/detention facilities/processing facilities. Individual files contain information associated with a specific POW-related facility. General files contain material associated with a particular subset that either could not be correlated to a specific facility or contains information associated with more than one facility. Files contain, but are not limited to the following types of material: Intelligence collection requirements/requests for information (RFIs), source/witness reporting and associated analyses, hand-written analyst notes, sketches, maps,

charts, overlays, aerial/satellite imagery and related analyses, and on occasion, names of U.S. personnel believed to have been held/processed through the camp/facility. Material consists of both original documents and photo-static/scanned copies.

Final Disposition Permanent

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 Once missing service members are accounted for, convert to electronic media and incorporate into associated case files.

Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cut off

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after pre-accessioning

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1940 To 1995

How frequently will your agency transfer these records to the National Archives? Every 25 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	65 Cubic feet	
Microform		

Hardcopy or Analog Special
Media

4

POW/MIA Thematic Files

Disposition Authority Number **DAA-0330-2014-0020-0004**

Thematic files are ad hoc files based on a single POW/MIA-related theme or focus that are established to consolidate related material in an organized manner. Individual files, which are based on themes, i.e. Cuban program, Smith & McIntire lawsuit, Glomar Java Sea, Bobby Garwood, and Five Alive, serve as a repository for all material associated with the specified theme. The files contain both DPMO/DIA-originated documents/analyses and information crafted/published by other organizations. Files contain, but are not limited to the following types of material: Intelligence collection requirements/requests for information (RFIs), source/witness reporting and associated analyses, hand-written analyst notes, newspaper clippings, legal proceedings, sketches, maps, charts, overlays, aerial/satellite imagery and related analyses. Material consists of both original documents and photo-static/scanned copies.

Final Disposition **Permanent**

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 **Cut off once properly organized and converted to
electronic media.**

Transfer Electronic Records to
the National Archives for Pre-
Accessioning **Transfer electronic records to the National Archives
for pre-accessioning 5 year(s) after converted to
digital image**

Transfer to the National Archives
for Accessioning **Transfer to the National Archives 25 year(s) after pre-
accessioning**

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives? **From 1940 To 1995**

5

How frequently will your agency transfer these records to the National Archives? **Every 25 Years**

POW/MIA Audiovisual Files

Disposition Authority Number **DAA-0330-2014-0020-0005**

POW/MIA Audiovisual Files are collections of hardcopy and electronic material capturing the images or voices of American POWs/MIAs. They are usually arranged by conflict and include, but are not limited to, hardcopy photographs/negatives, both aerial and satellite imagery, motion picture film, videotapes, compact discs, digital video discs, and audio recordings. Subject matter in files depicts/covers both live and deceased POW/MIA personnel, their equipment/ aircraft/ vehicle, personal effects/rings/letters, actual or staged capture location and associated enemy personnel, detention sites and associated enemy personnel, propaganda opportunities/news conferences, negotiation/release photos, post-release debriefings, POW/MIA-related news stories, and Congressional hearings.

Final Disposition **Permanent**

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 **Cut off present holdings, for organizing and digital copying, upon approval of this schedule. Cut off future holdings in 10-year blocks.**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after digitally copied.**

Transfer to the National Archives for Accessioning **Transfer present analog and digital holdings to NARA, along with digital copies of analog materials and any related databases, by the end of 2021. Transfer future analog and born-digital holdings to NARA, along with digital copies of analog materials and any related databases, five years after the end of the respective 10-year block.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1940 To 1995**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

POW/MIA Data Files

Disposition Authority Number **DAA-0330-2014-0020-0006**

Data files are DPAA-generated reference files that are/were developed to assist analysts/historians develop leads for further pursuit by POW/MIA investigators in the field. Files consist of unclassified databases in various formats, i.e. Excel, Access, and ARCG is, on DPAA servers. These databases capture historical data elements collected during and after World War II associated with loss incidents (including both accounted-for and unaccounted-for individuals), Search and Recovery (SAR) efforts, identification, and interment of remains/memorialization of those not yet recovered. Files include, but are not limited to copies of the following types of material: Intelligence collection requirements/requests for information (RFIs), all source/witness reporting and associated analyses, further pursuit options, hand-written analyst notes, circle searches, sketches, maps, charts, aerial/satellite imagery and related analyses, newspaper clippings, reports of investigation/survey/excavation/ recovery, analyses of wreckage, and if available, a report of remains identification.

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

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

6

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
09/15/2014	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
12/15/2015	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/15/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/17/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist