Request for Records Disposition Authority

Records Schedule Number	DAA-0330-2015-0002
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	DEPARTMENT OF DEFENSE, OFFICES OF THE SECRETARY OF DEFENSE
Internal agency concurrences will be provided	No

Background Information

BACKGROUND:
The Office of the Secretary of Defense (OSD) is a headquarters-level staff of the Department of Defense of the United States of America. It is the principal civilian staff element of the Secretary of Defense, and it assists the Secretary in carrying out authority, direction and control of the Department of Defense in the exercise of policy development, planning, resource management, fiscal, and program evaluation responsibilities.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2015-0002

Sequence Number	
1	Event Planning and Management Files
1.1	OSD Components Hosting DoD Wide and/or International Events Disposition Authority Number: DAA-0330-2015-0002-0001
1.2	OSD Components Hosting OSD Wide, Local and/or Internal Component Events Disposition Authority Number: DAA-0330-2015-0002-0002

Records Schedule Items

Sequence Number	
1	**Event Planning and Management Files** Event Planning and Management is the process of planning a festival, ceremony, competition, party, concert, or convention. Event planning can include budgeting, establishing dates and alternate dates, selecting and reserving the event site, acquiring permits (insurance, licenses and etc.), coordinating transportation and parking, developing a theme or motif for the event, arranging for speakers and alternate speakers, coordinating location support (such as electricity and other utilities), and arranging decor, event support and security, catering, emergency plans, aid stations, and cleanup. Event planning and management records are developed for DoD wide events such as training (ex. DoD FOIA Training Conference, DoD Career Fairs or DoD World-wide security conference), OSD wide training, education and events or for training, education and event held internally by OSD components.
1.1	**OSD Components Hosting DoD Wide and/or International Events**

1.1 OSD Components Hosting DoD Wide and/or International Events

Disposition Authority Number	DAA-0330-2015-0002-0001

Records and information documenting the planning and management of DoD Wide and/or International events hosted by OSD components. Records include but are not limited to information on Venue, Request for Funding, Military Interdepartmental Purchase Requests (MIPRs), contracts for services, security and security clearances, development of brochures, pamphlets, placards, seating charts and other related materials and email coordination.

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

Disposition Instruction

Cutoff Instruction	Close Event/ Project files annually upon completion of the event,
Retention Period	Destroy 10 year(s) after cut off

Additional Information

GAO Approval	Not Required

1.2	**OSD Components Hosting OSD Wide, Local and/or Internal Component Events**

Disposition Authority Number   DAA-0330-2015-0002-0002

Records and information documenting the planning and management of OSD Wide or Local/Internal events. Records include but are not limited to information on venue, Request for Funding, Military Interdepartmental Purchase Requests (MIPRs), contracts for services, security and security clearances, development of brochures, pamphlets, placards, seating charts and other related materials and email coordination.

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

Disposition Instruction

Cutoff Instruction	Close Event/ Project files annually upon completion of the event,
Retention Period	Destroy 5 year(s) after cut off

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
12/02/2014	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
05/06/2015	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
05/07/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
05/07/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
05/13/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist