

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2015-0007

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; PERSONNEL AND READINESS (OUSD P&R),

Minor Subdivision DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY COMMUNITY & FAMILY POLICY (ODASD(MC&FP))

Schedule Subject Military Community and Family Policy Records

Internal agency concurrences will be provided No

Background Information

Military Community and Family Policy provide for family support policies and programs in such areas as family center operations, child care, youth programs, family advocacy, relocation, transition support services, and support during mobilization and deployment (including casualty affairs).

Provides policy and management direction for dependents' education programs stateside and overseas to ensure that educational services are of uniformly high quality. Establishes program policy for mission sustaining and basic community programs for Morale, Welfare, and Recreation, Voluntary and Post-Secondary Education and coordinates the services of non-profit agencies such as the Red Cross, Armed Services, YMCA, and the USO.

Provides policy and program oversight to ensure that military community quality of life programs are designed and executed to support the needs of the post-drawdown force and the Defense mission. Coordinates the DoD oversight of the Armed Forces Retirement Home Board.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2015-0007

Sequence Number	
1	Research Data Files in support of Military Community and Family Policy Disposition Authority Number: DAA-0330-2015-0007-0001

Records Schedule Items

Sequence Number	
1	<p>Research Data Files in support of Military Community and Family Policy</p> <p>Disposition Authority Number DAA-0330-2015-0007-0001</p> <p>Research data and all other aspects of mission-related research created in support of Military Community and Family Policy programs such as these files consists of logs, notebooks, cards, forms, electronic files and other media on which observations and data are recorded; records on study participants, interviews, survey questionnaires, images, audios and videos. Records created in processing and analyzing data related to or resulting from the project, including indexes, code cards and sheets, charts, graphs, computer output, tabulations, diagrams or drawing, and intermediate compilations or analyses.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually on completion of research project.</p> <p>Retention Period Destroy 5 year(s) after cut off</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
02/23/2015	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
02/01/2016	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/04/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist