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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |  | LEAVE BLANK (NARA use only)  |   |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001   |  | JOB NUMBER <i>NI-330-10-4</i>  |   |
| 1 FROM (Agency or establishment)<br>DEPARTMENT OF DEFENSE   |  | Date Received<br><i>2/25/2010</i>  |   |
| 2 MAJOR SUB DIVISION<br>OFFICE OF THE SECRETARY OF DEFENSE  |  | NOTIFICATION TO AGENCY<br><br>In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |
| 3 MINOR SUBDIVISION<br>WASHINGTON HEADQUARTERS STAFF, RECORDS AND DECLASS DIV   |  |  |   |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br>RONALD MCCULLY  | 5 TELEPHONE<br>703-588-6835  | DATE<br><i>19 Apr 11</i>   | ARCHIVIST OF THE UNITED STATES<br><i>[Signature]</i>  |
| <b>6 AGENCY CERTIFICATION</b><br>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 on the attached _____ page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,<br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested |  |  |   |
| DATE<br><i>18 Feb 2010</i>  | SIGNATURE OF AGENCY REPRESENTATIVE<br>ROBERT STORER <i>[Signature]</i>   |  | TITLE<br>CHIEF, RECORDS AND DECLASSIFICATION DIVISION |
| 7 ITEM NO   | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9 GRS OR SUPERSEDED JOB CITATION   | 10 ACTION TAKEN (NARA USE ONLY)                       |
|   | See attached sheets  |  |   |
|   | THE PFFPA 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 CAPITOL REGION (NCR) |  |   |
| ITEM 1  | PENTAGON AND PENTAGON RESERVATION PROJECT FILES<br>SEE ATTACHMENT  | N/A  |   |
| ITEM 2  | OTHER DOD BUILDINGS AND FACILITIES PROJECT FILES<br>SEE ATTACHMENT   | N/A  |   |
| ITEM 3  | OPERATION AND MAINTENANCE RECORDS<br>SEE ATTACHMENT  | N/A  |   |

SF-115 Submission for scheduling with the National Archives and Records Administration (NARA)

WASHINGTON HEADQUARTERS SERVICES, PENTAGON FORCE PROTECTION AGENCY (WHS/PFPA)

**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 CAPITOL REGION (NCR) Files are currently maintained in paper and electronic format ~~Electronic records will be pre-accessioned to NARA in a format acceptable to NARA at the time of transfer~~

**FILE NUMBER:** 217-37

**FILE TITLE:** PENTAGON AND PENTAGON RESERVATION PROJECT FILES

**FILE DESCRIPTION:** PFPA files relating to the Pentagon and Pentagon Reservation Records include but are not limited to force protection projects dealing with:

- Access control
- Intrusion detection,
- Passive/active barriers,
- Surveillance systems,
- Including chemical, biological, radiological, and explosive protection systems
- Contracts, cost estimates, budget requests, budget estimates and Program Objective Memoranda (POM)

**DISPOSITION** ~~PERMANENT~~ <sup>Temporary</sup> Close files upon completion of project, retire paper copies 2 years after cut off to the WNRC ~~Electronic records will be pre-accessioned to NARA in a format acceptable to NARA at the time of transfer~~ ~~Transfer to the National Archives when 25 years old~~ *Destroy/delete paper and electronic copy when 25 years old.*

**PRIVACY ACT:** Not applicable

*3/2/11 Changed per Records Officer. please See email dated 3/1/11 E*

**FILE NUMBER:** 217-38

**FILE TITLE:** PENTAGON FORCE PROTECTION AGENCY, OTHER DOD BUILDINGS AND FACILITIES PROJECT FILES

**FILE DESCRIPTION:** PFPA files relating to DOD buildings and facilities within the NCR Records include but are not limited to force protection projects dealing with

- Access control
- Intrusion detection,
- Passive/active barriers,
- Surveillance systems,
- Including chemical, biological, radiological, and explosive protection systems
- Contracts, cost estimates, budget requests, budget estimates and Program Objective Memoranda (POM)

**DISPOSITION** Temporary, close files upon completion of project destroy when 15 years old

**PRIVACY ACT:** Not applicable

**FILE NUMBER:** 217-39

**FILE TITLE:** OPERATION AND MAINTENANCE RECORDS

**FILE DESCRIPTION:** PFPA operation and maintenance records for the Pentagon, Pentagon Reservation and other DoD buildings and facilities within the NCR. Files relate to the operation and maintenance of Force Protection measures for buildings leased or own by DOD within the National Capital Region including the Pentagon and Pentagon Reservation include but not limited to:

- Maintenance contracts
- Equipment Reports
- Preventive/corrective maintenance programs,
- Authorized construction
- Alterations
- Repair records

**DISPOSITION:** Destroy in the CFA when 6 years and 3 months old

**Privacy Act:** N/A