



Request for Records Disposition Authority

Records Schedule Number

DAA-0334-2018-0007

Schedule Status

Approved

Agency or Establishment

Army Air Force Exchange Service

Record Group / Scheduling Group

Records of Interservice Agencies

Records Schedule applies to

Agency-wide

Schedule Subject

System Audit Logs - maintains logs about program, alerts, security,

and system events on an information security retention.

Internal agency concurrences will

be provided

No

Background Information

Justification – Maintaining logs for tens of thousands of systems is very costly. The amount of electronic storage required to maintain logs as well as the personnel resources to maintain it contribute to that cost. As a Non-Appropriated Fund retail organization that generates revenue exclusively through retail sales keeping costs low is of utmost importance. Given our retail status, we are required to abide by the Payment Card Industry Data Security Standard (PCI-DSS). The log retention standard required for compliance to the standard (PCI-DSS Requirement 10.7) is 12 months. In order to maintain budget efficiency and compliance to Retail Industry Standards, we are requesting the retention for these information system logs be set to 1 year.

Item Count

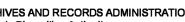
| Number of Total Disposition Items | I | · · · · · · · · · · · · · · · · · · · | Number of Withdrawn Disposition Items |
|-----------------------------------|---|---------------------------------------|------------------------------------------|
| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0334-2018-0007

| Sequence Number | |
|-----------------|-------------------------------------------------------|
| 1 | 903-10 - System Audit Logs |
| | Disposition Authority Number: DAA-0334-2018-0007-0001 |

Records Schedule: DAA-0334-2018-0007



Records Schedule Items

| Sequence | Number |
|----------|--------|
|----------|--------|

1 903-10 - System Audit Logs

> Disposition Authority Number DAA-0334-2018-0007-0001

Maintains logs about program, alerts, security, and system events on an

information security retention.

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 email and word processing?

Do any of the records covered by this item exist as structured

electronic data?

Yes

Yes

| Manual Citation | Manual Title | |
|-----------------|-------------------------------|--|
| 903-10 | EOP 05-01, Records Management | |

Disposition Instruction

Cutoff Instruction Cut-off daily. Destroy 1 year after cut-off

Retention Period Destroy 1 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 | Ву | Title | Organization |
|------------|---------------------------|---------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 08/29/2018 | Certify | Shanna Jones | Records Officer | Plans - Policy |
| 09/07/2018 | Return for Revisio n | Richard Noble | Senior Appraisal Arc hivist | National Archives and Records Administration - Records Management Services |
| 09/11/2018 | Submit For Certific ation | Shanna Jones | Records Officer | Plans - Policy |
| 09/11/2018 | Certify | Shanna Jones | Records Officer | Plans - Policy |
| 05/15/2019 | Submit for Concur rence | Richard Noble | Senior Appraisal Arc hivist | National Archives and Records Administration - Records Management Services |
| 05/16/2019 | Concur | Margaret Hawkins | Director of Records Management Servic es | National Records Management Program - ACNR Records Management Services |
| 05/16/2019 | Concur | Laurence Brewer | Chief Records Office r | National Records and Archives Administration - National Records and Archives Administration |
| 05/17/2019 | Approve | David Ferriero | Archivist of the Unite d States | Office of the Archivist - Office of the Archivist |