

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0334-2018-0007

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

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 e-mail and word processing? | Yes | | | | |
| | Do any of the records covered by this item exist as structured electronic data? | Yes | | | | |
| | <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>903-10</td> <td>EOP 05-01, Records Management</td> </tr> </tbody> </table> | | Manual Citation | Manual Title | 903-10 | EOP 05-01, Records Management |
| 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 | By | Title | Organization |
|------------|--------------------------|------------------|---|---|
| 08/29/2018 | Certify | Shanna Jones | Records Officer | Plans - Policy |
| 09/07/2018 | Return for Revision | Richard Noble | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 09/11/2018 | Submit For Certification | Shanna Jones | Records Officer | Plans - Policy |
| 09/11/2018 | Certify | Shanna Jones | Records Officer | Plans - Policy |
| 05/15/2019 | Submit for Concurrence | Richard Noble | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 05/16/2019 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 05/16/2019 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 05/17/2019 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |