

Request for Records Disposition Authority

Records Schedule Number DAA-0371-2014-0006
Schedule Status Approved

Agency or Establishment Defense Information Systems Agency
Record Group / Scheduling Group Records of the Defense Information Systems Agency
Records Schedule applies to Agency-wide
Schedule Subject Records for the Manpower, Personnel, and Security Directorate (MPS)

Internal agency concurrences will be provided No

Background Information The Defense Information Systems Agency (DISA) is a combat support agency of the Department of Defense (DoD). The agency provides, operates, and assures command and control information-sharing capabilities and a globally accessible enterprise information infrastructure in direct support to joint warfighters and national level leaders. The Director of Manpower, Personnel, and Security (MPS) is responsible for the component of DISA that provides plans, programs, and oversight worldwide in the areas of civilian personnel, military personnel, military reserve program management, human resources developments, organization and manpower program administration, payroll, travel, transportation, mail management, safety, visual information, security, real estate, facilities, supply services, and Base Realignment and closure (BRAC).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0371-2014-0006

Sequence Number	
1	Decorations to Individuals (Military) approved/disapproved Disposition Authority Number: DAA-0371-2014-0006-0001
2	Special Honors, Trophies, and Awards Disposition Authority Number: DAA-0371-2014-0006-0002
3	Administrative Orders Disposition Authority Number: DAA-0371-2014-0006-0003

Records Schedule Items

Sequence Number	
1	<p>Decorations to Individuals (Military) approved/disapproved</p> <p>Disposition Authority Number DAA-0371-2014-0006-0001</p> <p>Recommendations and supporting documentation concerning personal decorations, citations, medals, or awards to military personnel assigned to the Defense Information Systems Agency. Exclude records from the headquarters of military branches and records appropriately filed in service members official service jacket.</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the CY</p> <p>Retention Period Destroy 25 year(s) after the presentation or award date</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Special Honors, Trophies, and Awards</p> <p>Disposition Authority Number DAA-0371-2014-0006-0002</p> <p>Special awards and decorations used to foster mission accomplishment by recognizing excellence of military members and motivating them to high levels of performance and service.</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? No</p>

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Disposition Instruction

Cutoff Instruction Cutoff at the end of the CY

Retention Period Destroy 2 year(s) after the presentation or award date whatever is sooner

Additional Information

GAO Approval Not Required

Administrative Orders

Disposition Authority Number DAA-0371-2014-0006-0003

Permanent Change of Station, Temporary Duty, Retirement, Transfers, and Expiration Term of Service orders related to military personnel change of work status or duty location.

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 Cutoff at the end of the FY

Transfer to Inactive Storage Retire to WNRC when 1 year old

Retention Period Destroy immediately after 25 year old

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
06/03/2014	Certify	Benjamin Smith	Records Management Officer	CIO - CIO2
05/27/2016	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/07/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/08/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist