

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0371-2014-0009

Request for Records Disposition Authority

Records Schedule Number DAA-0371-2014-0009
Schedule Status Returned Without Action
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 Foreign Affairs
Internal agency concurrences will be provided No

Background Information DISA is a combat support agency of the Department of Defense (DoD). The agency is composed of nearly 6,000 civilian employees; more than 1,500 active duty military personnel from the Army, Air Force, Navy, and Marine Corps; and approximately 7,500 defense contractors. The agency provides, operates, and assures command and control and information-sharing capabilities and a globally accessible enterprise information infrastructure in direct support to joint warfighters, national level leaders, and other mission and coalition partners across the full spectrum of military operations.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	10

GAO Approval

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Outline of Records Schedule Items for DAA-0371-2014-0009

Sequence Number	
1	Security Assistance Budget Documents Disposition Authority Number: DAA-0371-2014-0009-0003
2	Foreign Affairs Case Files Accepted by Purchaser Disposition Authority Number: DAA-0371-2014-0009-0004
3	Case Files Cancelled, Refused by Purchaser, or Transferred to another Disposition Authority Number: DAA-0371-2014-0009-0005
4	Case Procurement Action Documents Disposition Authority Number: DAA-0371-2014-0009-0006
5	Other Foreign Affairs Procurement Actions Disposition Authority Number: DAA-0371-2014-0009-0007
6	Foreign Disclosure Policies and Procedures Disposition Authority Number: DAA-0371-2014-0009-0008
7	Foreign Liaison and Foreign Exchange Program Files Disposition Authority Number: DAA-0371-2014-0009-0009
8	Foreign Visit Requests Disposition Authority Number: DAA-0371-2014-0009-0010
9	Foreign Affairs International Traffic in Arms Regulations Exemption Certifications Disposition Authority Number: DAA-0371-2014-0009-0011
10	Foreign Affairs Software Release Documentation Disposition Authority Number: DAA-0371-2014-0009-0012

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Records Schedule Items

Sequence Number	
1	<p>Security Assistance Budget Documents</p> <p>Disposition Authority Number DAA-0371-2014-0009-0003</p> <p>Funding authorizations, documents, execution records and reports of funds received from DSCA. Documents which establish budgeting principles, policies, systems and procedures covering security assistance programs, formulation management and its executions process.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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 FY</p> <p>Retention Period Destroy 6 year(s) and 3 month(s) after close of pertinent FY</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Foreign Affairs Case Files Accepted by Purchaser</p> <p>Disposition Authority Number DAA-0371-2014-0009-0004</p> <p>Records documenting sales to foreign countries, training of foreign military members etc Cases recorded are foreign military sales, leases, grants and loans. Files will be maintained by DISA as prescribed in DOD 5105.38-M and DOD 7000.14-R, Volume 15, chapter 6. Files consisting of Letters of Request, Letters of Offer and Acceptance, correspondence, and related feeder information.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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 FY
Retention Period Destroy 10 year(s) after Closure

Additional Information

GAO Approval Not Required

Case Files Cancelled, Refused by Purchaser, or Transferred to another

Disposition Authority Number DAA-0371-2014-0009-0005

Files consist of Letter of Request, Letter of Offer and Acceptance, correspondence related to cancellation, refusal or transfer.

Final Disposition Temporary

Item Status Withdrawn

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
Retention Period Destroy 1 year(s) after latest date of action noted in the case file.

Additional Information

GAO Approval Not Required

Case Procurement Action Documents

Disposition Authority Number DAA-0371-2014-0009-0006

Documents such as budgets authorizations, purchase orders, delivery plans, contract documents, accounting documents, worksheets and related feeder information.

Final Disposition Temporary

Item Status Withdrawn

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

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Disposition Instruction

Cutoff Instruction Cutoff at the end of the FY
Retention Period Destroy 10 year(s) after closure

Additional Information

GAO Approval Not Required

Other Foreign Affairs Procurement Actions

Disposition Authority Number DAA-0371-2014-0009-0007

Documents such as, purchase orders, contract documents and accounting documents and related information. Includes agreements (DD1144) between DISA and other DOD components for services and equipment.

Final Disposition Temporary

Item Status Withdrawn

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
Retention Period Destroy 3 year(s) after latest date of action

Additional Information

GAO Approval Not Required

Foreign Disclosure Policies and Procedures

Disposition Authority Number DAA-0371-2014-0009-0008

Department of Defense and Chairman of the Joint Chiefs of Staff Instructions and DISA Instructions

Final Disposition Temporary

Item Status Withdrawn

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

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Retention Period Destroy immediately after supercede

Additional Information

GAO Approval Not Required

Foreign Liaison and Foreign Exchange Program Files

Disposition Authority Number DAA-0371-2014-0009-0009

Paperwork assigning foreign officers to DISA entities

Final Disposition Temporary

Item Status Withdrawn

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 CY

Retention Period Destroy 1 year(s) after incumbent rotates or leaves the agency

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Additional Information

GAO Approval Not Required

Foreign Visit Requests

Disposition Authority Number DAA-0371-2014-0009-0010

Requests received via the security protocol automated network, a database maintained by the Defense Technology Security Administration.

Final Disposition Temporary

Item Status Withdrawn

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

Disposition Instruction

Cutoff Instruction Cutoff at the end of the FY

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9	Retention Period	Destroy 2 year(s) after departure date
	Additional Information	
	GAO Approval	Not Required
	Foreign Affairs International Traffic in Arms Regulations Exemption Certifications	
	Disposition Authority Number	DAA-0371-2014-0009-0011
	Memorandums certifying exemptions for contractors working for DISA.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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
10	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the FY
	Retention Period	Destroy immediately after the end of contract or when contractor obtains final license from State Department
	Additional Information	
	GAO Approval	Not Required
	Foreign Affairs Software Release Documentation	
	Disposition Authority Number	DAA-0371-2014-0009-0012
	Includes MCEB release memos; country specific release memos; specific segment release information, and military standards release documents	
	Final Disposition	Temporary
	Item Status	Withdrawn
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	
	Retention Period	Destroy 2 year(s) after software lifecycle
	Additional Information	

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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
04/12/2016	Return Without Action	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services