

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0371-2014-0011

## Request for Records Disposition Authority

Records Schedule Number DAA-0371-2014-0011  
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 Active Directory Enterprise Application and Services Forest (AD EASF)  
Internal agency concurrences will be provided No

Background Information The AD EASF controls access and provide contact information for users of DOD Enterprise E Mail, work spaces and collaboration tools, file storage, and office applications. Categories: Include individual's name (last name, first name, middle initial); unique identifiers including Electronic Data Interchange Person Identifier (EDI PI), other unique identifier (not SSN), log in name, legacy log in name, and persona username; object class; rank; title; job title; persona type code (PTC); primary and other work e-mail addresses; persona display name (PDN); work contact information, including administrative organization, duty organization, department, company, building, address, mailing address, country, organization, phone, fax, mobile, pager, DSN phone, zip code, major geographical location, major command, assigned major command.  
Inputs: The AD EASF cannot remove an individual data, since it does not collect PII directly from the individual, but rather obtains data elements from other established systems that are approved to collect PII data. An example is DEERS, which is provided by the Defense Manpower Data Center (DMDC), which functions as the DOD Data Wholesaler for this data.  
Outputs: Identity Synchronization System (IdSS) and application uses the AD EASF for control access and to provide contact information for users of DOD Enterprise E-Mail, work spaces and collaboration tools, file storage, and office applications.  
Access: Access to the type and amount of data is governed by privilege management software and policies

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developed and enforced by Federal government personnel. Defense-in-Depth methodology is used to protect the repository and interfaces, including (but not limited to) multi-layered firewalls, Secure Sockets Layer/Transparent Layer Security (SSL/TLS) connections, access control lists, file system permissions, intrusion detection and prevention systems and log monitoring. Complete access to all records is restricted to and controlled by certified system management personnel, who are responsible for maintaining the AD EASF system integrity and the data confidentiality.

## 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	2

## GAO Approval

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## Outline of Records Schedule Items for DAA-0371-2014-0011

Sequence Number	
1	Web Content Disposition Authority Number: DAA-0371-2014-0011-0001
2	Management of the Site Disposition Authority Number: DAA-0371-2014-0011-0002

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## Records Schedule Items

Sequence Number	
1	<p><b>Web Content</b></p> <p>Disposition Authority Number      DAA-0371-2014-0011-0001</p> <p>Includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate static content on the site, as well as screen captures and site snapshots, when the record copy is captured elsewhere.</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?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                          Yes</p> <p><b>Disposition Instruction</b></p> <p>Retention Period                        Destroy when no longer needed</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>
2	<p><b>Management of the Site</b></p> <p>Disposition Authority Number      DAA-0371-2014-0011-0002</p> <p>Included are web site design records, records that specify an agency's web policies and procedures by addressing such matters as how records are selected for the site and when and how they may be removed, records documenting the use of copyrighted material on a site, records relating to the software applications used to operate the site, and records that document user access and when pages are placed on the site, updated, and/or removed.</p> <p>Final Disposition                        Temporary</p> <p>Item Status                                Withdrawn</p> <p>Is this item media neutral?            No</p> <p>Explanation of limitation              Records are all electronic.</p>

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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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff when superseded or obsolete
Retention Period	Destroy when no longer needed
<b>Additional Information</b>	
GAO Approval	Not Required

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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
06/06/2014	Certify	Benjamin Smith	Records Management Officer	CIO - CIO2
03/30/2016	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/18/2016	Return Without Action	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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