Schedule Number: N1-371-03-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

N1-371-03-001 /1 was superseded by GRS 3.2, item 060 (N1-GRS-07-003 / 13/a/1) and GRS 3.2, item 061 (N1-GRS-07-003 /13/a/2).
N1-371-03-001 / 2 was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002).

Date Reported: 03/05/2020

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1-371-03-1

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION (NWML)
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

Date received
9-4-2003

1. FROM (Agency or establishment)
Department of Defense

2. MAJOR SUBDIVISION
Defense Information Systems Agency (DISA)

3. MINOR SUBDIVISION
D2-C4 & Intelligence Program Integration Directorate

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Sharon L. Blackwell APPS-Applications Engineering Div.	(703) 882-1697	3/5/04	for Susan R. Cummings Acting NWM

6. 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 on the attached _-1-_____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2003 08 26	David K. Bosworth	CIO/IRM (703) 681-2066 Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Department of Defense Public Key Infrastructure Subscriber and Registration Official Certificates Completed DD Form 2841 and DD Form 2842, documenting subscriptions to the Department of Defense (DoD) Public Key Infrastructure (PKI) and related registration actions. Included are subscriber/registrant name, identification type and number, work location and electronic mail address, and subscriber's original signature and similar information of the witnessing registration official. (See attached for schedule.) cc Agency, NR, NWMW	Job Number: N1-371-02-01	

Disposition:

1. Electronic copy (digital or scanned paper copy).

TEMPORARY. Delete records when 12 years old.

2. Paper (hard) copy of DD Forms 2841 and 2842.

TEMPORARY. Destroy hard copy forms after they have been scanned and the electronic copy has been verified as having sufficient record and evidentiary value to fully take the place of the hard copies.

3. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

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b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.