

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0372-2022-0001

Status: APPROVED
Date Approved: 04/23/2024

General Information

Agency or Establishment	Defense Contract Audit Agency
Record/Scheduling Group	0372 - Records of the Defense Contract Audit Agency
Records Schedule Applies To	Agency-wide
Schedule Subject	Security and Intelligence Records
Additional Schedule Information	This schedule is being submitted to align security files with DoD guidelines, update series where necessary, and provide media neutrality.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0372-2022-0001

Item #	Title	Disposition
0001	Official Foreign Travel Reports	Temporary
0002	Foreign Travel Presentations	Temporary
0003	Counter Intelligence General Files	Temporary

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Records Schedule Items

DAA-0372-2022-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Official Foreign Travel Reports	
Item Description	Records relating to visits of foreign nationals to DCAA activities, including requests and authorizations to visit or receive training, notifications of security clearances, itineraries, reports, and related documents.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC-372-75-001 / 151.14	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0372-2022-0001-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Foreign Travel Presentations	
Item Description	Foreign travel training and education information that advised employees of policy, procedures and protocols when visiting foreign countries	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
NC-372-75-001 / 152.11	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut-off at the end of calendar year when superseded or obsolete
Retention Period	Other: Destroy no sooner than 3 years(s) after cutoff but longer retention is authorized
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0372-2022-0001-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Counter Intelligence General Files
Item Description	Records relating to general counterintelligence, that cannot be logically file elsewhere in the series; may include policy documents, threat assessments and reports.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Other: Destroy no sooner than 10 years(s) after cutoff but longer retention is authorized
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	02/17/2022
Approve	Colleen Shogan	04/23/2024