

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0374-2014-0026**  
Schedule Status                      **Approved**  
  
Agency or Establishment              **Defense Threat Reduction Agency**  
Record Group / Scheduling Group      **Records of the Defense Threat Reduction Agency**  
Records Schedule applies to              **Department-wide**  
Schedule Subject                      **1201.02 Transportation Officer Appointment Files**  
Internal agency concurrences will be provided      **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0374-2014-0026

Sequence Number	
1	1201.02 Transportation Officer Appointment Files
1.1	1201.02 Transportation Officer Appointment Files Disposition Authority Number: DAA-0374-2014-0026-0001

## Records Schedule Items

Sequence Number	
1	1201.02 Transportation Officer Appointment Files Documents appointing Agency Transportation Officers.
1.1	1201.02 Transportation Officer Appointment Files Disposition Authority Number <b>DAA-0374-2014-0026-0001</b> Documents appointing Agency Transportation Officers. Final Disposition <b>Temporary</b> Item Status <b>Active</b> Is this item media neutral? <b>Yes</b> Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? <b>No</b>  Disposition Instruction Cutoff Instruction <b>Temporary. Destroy 1 year after termination of appointment.</b> Retention Period <b>Destroy 1 year(s) after termination of appointment.</b>  Additional Information GAO Approval <b>Not Required</b>

## 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
04/20/2015	Certify	Gladys Thompson	Records Manager	Chief of Staff - Records Management Office
08/20/2015	Submit for Concurrency	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
08/25/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/25/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/28/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist