

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0374-2014-0031**  
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                **1404.01 Controlled Materials Allocation and Reporting**  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0374-2014-0031

Sequence Number	
1	1404.01 Controlled Materials Allocation and Reporting
1.1	1404.01 Controlled Materials Allocation and Reporting Disposition Authority Number: DAA-0374-2014-0031-0001

## Records Schedule Items

Sequence Number	
1	<b>1404.01 Controlled Materials Allocation and Reporting</b> Record of distribution of controlled materials from DOD to DTRA. Includes materiel requirements, allocation decisions, tentative allocations, allocation requests, allocation, allotments, return of controlled materials and unused balances.
1.1	<b>1404.01 Controlled Materials Allocation and Reporting</b> Disposition Authority Number      DAA-0374-2014-0031-0001 Record of distribution of controlled materials from DOD to DTRA. Includes materiel requirements, allocation decisions, tentative allocations, allocation requests, allocation, allotments, return of controlled materials and unused balances. Final Disposition                      Temporary Item Status                              Active 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                      Temporary. Destroy when 5 years old. Retention Period                      Destroy immediately after 5 years old  Additional Information GAO Approval                            Not Required

## 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
05/19/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/25/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist