

Request for Records Disposition Authority

Records Schedule Number **DAA-0374-2019-0002**

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 **Agency-wide**

Schedule Subject **Defense Threat Reduction Agency Counterintelligence Activities**

Internal agency concurrences will be provided **No**

Background Information **Defense Threat Reduction Agency Counterintelligence Activities System files.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0374-2019-0002

Sequence Number	
1	Defense Threat Reduction Agency Counterintelligence Activities.
1.1	Defense Threat Reduction Agency Counterintelligence Activities Disposition Authority Number: DAA-0374-2019-0002-0001

Records Schedule Items

Sequence Number	
1	<p>Defense Threat Reduction Agency Counterintelligence Activities. Case files in the Defense Threat Reduction Agency Counterintelligence Activities System on the DTRA1S-Net (Classification-Secret-Network)</p>
1.1	<p>Defense Threat Reduction Agency Counterintelligence Activities</p> <p>Disposition Authority Number DAA-0374-2019-0002-0001</p> <p>Defense Threat Reduction Agency Counterintelligence Activities System folders retained in DTRA1S-Net (Classification-Secret-Network) for individual Counterintelligence (CI) inquiries. These are organized in sub-folders based on the date opened. The purpose of these restricted CI folders on DTRANET-S is to establish a place of records for investigations that identify threats to DTRA operations posed by hostile organizations or internally by individuals engaged in espionage, sabotage, subversion, or terrorism. Information is collected, monitored, and analyzed pertaining to unusual or suspicious activities in an effort to protect the Agency's interests and equities in accordance with Department of Defense Counterintelligence Directives 5240.02, 5240.21. Documents may contain SSN, date and place of birth, address, full name, duty position, phone number, user profile for government systems, foreign travel (dates and locations) and security clearance level. The input of this information is limited to the Defense Threat Reduction Agency Counterintelligence Division consisting of approximately 70 individuals. PII access is routinely restricted to approximately 10 individual users with a strict Need to Know. The Defense Threat Reduction Agency Counterintelligence Activities System conforms to the security control baselines in the Committee on National Security Systems Instruction no.1253.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Records are electronic in nature.</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off after date of last entry, final adjudication by courts, or final action by agency, as may apply,</p>

		whichever is later; but longer retention is authorized if required for business use.
	Retention Period	Destroy 5 year(s) after cutoff
	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
04/08/2019	Certify	Sosena Feyissa	Management Analyst	J65 Knowledge Management Plans and Solutions Department - Knowledge Management
04/07/2022	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/21/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/22/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/26/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist