

Request for Records Disposition Authority

Records Schedule Number **DAA-0374-2020-0003**

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 **Action/Operations Files**

Internal agency concurrences will be provided **No**

Background Information **Documents on the administration or operations of a Component's activities that pertain to more substantial activities than routine administrative files and are exclusive of official personnel 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0374-2020-0003

Sequence Number

1

Action/Operations Files

Disposition Authority Number: DAA-0374-2020-0003-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 678 411">Action/Operations Files</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0374-2020-0003-0001</p> <p data-bbox="342 485 1523 1020">Documents on the administration or operations of a Component pertaining to more substantial activities than routine administrative files and are exclusive of official personnel files. These files generally include the following: • Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or functions of the office, documents should be filed with the appropriate mission function files. • Evaluations of suggestions that do not result in issuing an instruction or establishing a project. • Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions. • Extracts of reports of inspections, surveys, or audits that pertain to the operation of the mission or functions. • Comments on or contributions to news releases or other media furnished to publicize and promote the mission or functions.</p> <p data-bbox="342 1041 919 1073">Final Disposition Temporary</p> <p data-bbox="342 1094 850 1125">Item Status Active</p> <p data-bbox="342 1146 818 1178">Is this item media neutral? Yes</p> <p data-bbox="342 1199 818 1325">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 data-bbox="342 1346 805 1440">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="342 1472 659 1503">Disposition Instruction</p> <p data-bbox="342 1524 992 1556">Cutoff Instruction Cut off annually.</p> <p data-bbox="342 1577 1438 1650">Retention Period Destroy 5 year(s) after cutoff or discontinuance, whichever is first.</p> <p data-bbox="342 1692 659 1724">Additional Information</p> <p data-bbox="342 1745 951 1776">GAO Approval Not Required</p>

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
01/21/2020	Certify	Sosena Feyissa	Management Analyst	J65 Knowledge Management Plans and Solutions Department - Knowledge Management
05/06/2021	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/25/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/26/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/26/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist