

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0374-2020-0010

Status: APPROVED  
Date Approved: 08/25/2023

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## General Information

Agency or Establishment	Defense Threat Reduction Agency
Record/Scheduling Group	0374 - Records of the Defense Threat Reduction Agency
Records Schedule Applies to	Agency-wide
Schedule Subject	Military Assistance Advisory Groups
Additional Schedule Information	Files of Military Assistance Advisory Groups Military Missions, and similar Joint Activities established in foreign countries to manage DoD Security assistance activities.
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 1

Number of Permanent disposition items: 2

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-0374-2020-0010

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	101-11 (a) Security Assistance to Foreign Governments – Program Records	Permanent
0002	101-11 (b) Security Assistance to Foreign Governments – Individual Transactions	Temporary
0003	101-11 (c) Records on the Organization and Functions of Missions	Permanent

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Records Schedule Items

<b>DAA-0374-2020-0010-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	101-11 (a) Security Assistance to Foreign Governments – Program Records	
Item Description	Records on programs for the provision of security assistance to foreign governments in the form of material, training, and other assistance. Included are records that relate to establishing the requirements of foreign governments, including materials that pertain to the organization, functions, strength, and readiness of foreign military units, as well as records that document fulfillment of requirements by the United States, such as programs, amendments, and related papers, delivery schedules, and records that relate to visits of DTRA personnel to foreign military installations for the purpose of training and observation. Excluded are records described in 101-11 b., below. (Security Assistance to Foreign Governments – Individual Transactions )	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off annually.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Paper-based textual records:1 cubic foot	
Approximate first year of records covered by this authority	2022	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/2022 To: 12/31/2022	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	No
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<b>DAA-0374-2020-0010-0002</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	101-11 (b) Security Assistance to Foreign Governments – Individual Transactions
Item Description	Records on individual transactions involving the shipping, storage, issue, receipt, and distribution of U.S. materiel provided to foreign governments, including supply manifests, vouchers, receipts, and invoices, as well as records on the training provided by the United States to individual foreign nationals, such as biographic data, travel orders, lists of courses taken, and copies of academic reports.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off upon completion of project.
Retention Period	Other: Destroy no sooner than 5 years(s) after cutoff but longer retention is authorized
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0374-2020-0010-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	101-11 (c) Records on the Organization and Functions of Missions

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Item Description	Included are agreements, directives, understandings, policy guidance documents, and similar instructional material received from elements of the Department of Defense, the Department of State and its components, and from foreign governments as well as records generated within the missions themselves, such as regulations, administrative memorandum, other policy issuances, organization charts, manuals, organization planning files, and general orders that document such matters as changes in command, organizational changes, and the issuance of awards.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off annually.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Paper-based textual records:1 cubic foot
Approximate first year of records covered by this authority	2022
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2022 To: 12/31/2022
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	01/21/2020
Approve	Colleen Shogan	08/25/2023