

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8701 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER NI-374-02-4	DATE RECEIVED 6/10/02
1. FROM (Agency or establishment) Defense Threat Reduction Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Albuquerque		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION DTRIAC			
4. NAME OF PERSON WITH WHOM TO CONFER Sandy Ford	5. TELEPHONE 703 325-1205	DATE 10-30-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. 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 on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 6/5/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandy Ford</i>	TITLE Records Officer Defense Threat Reduction Agency
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS		

DTRIAC Operational Records

This schedule covers records created to operate the DTRA Information Analysis Center (DTRIAC). DTRIAC is one of 9 DoD agency sponsored IACs. DTRIAC provides DoD and the defense community a source for information and analysis of DTRA mission-related topics. Operation of the DTRIAC is contracted to ITT Industries with onsite oversight of the DTRA COTR.

1. CORE and TAT Program Records

Records of studies, analyses, data assessments or other projects contracted through either the Core Activities or Technical Area Tasks Programs.

Basic contracts, statements of work, contract modifications, funding documents, obligation documents, written deliverables (CDRLs) and other records related to contracted services and products.

DISPOSITION: Destroy 3 years after contract is closed or audited, whichever is first.

2. Monthly Progress Reports

Monthly reports provided by the DTRIAC contractor on the operations, maintenance, performance and costs related to management of the DTRIAC.

2a. Operations and Maintenance Reports

Monthly reports including description of activities related to DTRIAC CORE, TAT and other contract deliverables.

DISPOSITION: Destroy at end of fiscal year when 3 years old.

2b. Performance and Cost Reports

Monthly reports relating to DTRIAC compliance with budgetary and contract data requirements.

DISPOSITION: Destroy at end of fiscal year when 3 years old.

3. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION: Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DISPOSITION: Destroy/delete when dissemination, revision, or updating is completed.