

Request for Records Disposition Authority

Records Schedule Number DAA-0457-2017-0001

Schedule Status Approved

Agency or Establishment National Security Agency/Central Security Service

Record Group / Scheduling Group Records of the National Security Agency/Central Security Service

Records Schedule applies to Agency-wide

Schedule Subject "Families of Children with Special Needs" Program

Internal agency concurrences will be provided No

Background Information This program, sponsored by the WorkLife Services Section, provides assistance to employees who seek specific services for dependent family members during the Permanent-Change-of-Station (PCS) process.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0457-2017-0001

Sequence Number

1

Records of "Families of Children with Special Needs" Program Disposition Authority Number: DAA-0457-2017-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="348 378 1248 421">Records of "Families of Children with Special Needs" Program</p> <p data-bbox="348 431 1174 474">Disposition Authority Number DAA-0457-2017-0001-0001</p> <p data-bbox="348 485 1554 836">Documentation created out of activities supported by the agency in assisting employees in securing appropriate training opportunities for their dependents while stationed at overseas sites. The assistance included aiding employees in submission of appropriate documentation (DD2792-1, Aug 2014) to the appropriate DoD organization for continued review and processing and allocation of resources to support each dependent's specific needs. The records retained from this process were for facilitation purposes only. Future activities of this nature are to provide direction on available resources to assist families of children with special needs. No internal actions or activities will occur in this process.</p> <p data-bbox="348 857 935 900">Final Disposition Temporary</p> <p data-bbox="348 910 868 953">Item Status Active</p> <p data-bbox="348 963 835 1006">Is this item media neutral? Yes</p> <p data-bbox="348 1017 819 1155">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="348 1187 670 1229">Disposition Instruction</p> <p data-bbox="348 1240 1389 1325">Cutoff Instruction Cutoff when application is submitted to the Department of Defense..</p> <p data-bbox="348 1336 1191 1378">Retention Period Destroy 1 year(s) after cutoff</p> <p data-bbox="348 1410 670 1453">Additional Information</p> <p data-bbox="348 1464 968 1506">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
02/08/2017	Certify	NSA One	NSA User	NSA - NSA
06/15/2017	Submit for Concurrency	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
06/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 U.S.C. 402, noting National Security Agency Act of 1959, which protects from disclosure “information pertaining to the functions or organization of NSA and certain information pertaining to NSA employees.” You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>