

## Request for Records Disposition Authority

Records Schedule Number **DAA-0507-2013-0002**  
Schedule Status **Approved**  
  
Agency or Establishment **Defense Finance and Accounting Service**  
Record Group / Scheduling Group **Records of the Defense Finance and Accounting Service**  
Records Schedule applies to **Agency-wide**  
Schedule Subject **Conference Planning Reporting**  
Internal agency concurrences will be provided **No**

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0507-2013-0002

Sequence Number	
1	Conference Planning Reporting Disposition Authority Number DAA-0507-2013-0002-0001

## Records Schedule Items

Sequence Number		
1	<p><b>Conference Planning Reporting</b></p> <p>Disposition Authority Number      <b>DAA-0507-2013-0002-0001</b></p> <p><b>Documentation pertaining to conference planning including, but not limited to DFAS Form 9264-1, DFAS Form 9264-2, Attendance Rosters, DTS Settlements, Conference Agenda, Conference briefing charts/handouts</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p>	
	Manual Citation	Manual Title
	<b>Schedule 5010 Item 10 01</b>	<b>DFAS 5015 2-M</b>
	Disposition Instruction	
	Cutoff Instruction	<b>Cut off at end of calendar year Destroy 6 years after cutoff</b>
	Retention Period	<b>Destroy 6 year(s) after cutoff</b>
	Additional Information	
	GAO Approval	<b>Not Required</b>

## 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
03/26/2013	Certify	Ralph Mullins	Records Program Manager	DFAS Agency Wide - DFAS Agency Wide
06/24/2013	Submit for Concurrence	Galen Wilson	Appraiser	National Archives and Records Administration - Records Management Services
06/27/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/27/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/03/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist