

Request for Records Disposition Authority

Records Schedule Number **DAA-0507-2014-0001**
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 **Major Subdivision**
Major Subdivision **Internal Review Office**
Schedule Subject **Internal Review (Schedule 7650)**
Internal agency concurrences will be provided **No**

Background Information **This schedule governs disposition of records accumulated in connection with DFAS Internal Review actions. It includes records in the performance and findings of DFAS investigations and assistance requests from agencies outside the agency. Records are to support the function of the office and DFAS requirements.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0507-2014-0001

Sequence Number	
1	ADMINISTRATIVE CASES Disposition Authority Number: DAA-0507-2014-0001-0001
2	CRIMINAL CASES Disposition Authority Number: DAA-0507-2014-0001-0002
3	REPORTS OF INVESTIGATIONS (ROI) Disposition Authority Number: DAA-0507-2014-0001-0003
4	REQUESTS FOR ASSISTANCE (RFA) Disposition Authority Number: DAA-0507-2014-0001-0004
5	CASE MANAGEMENT LOG Disposition Authority Number: DAA-0507-2014-0001-0005

Records Schedule Items

Sequence Number

1

ADMINISTRATIVE CASES

Disposition Authority Number: **DAA-0507-2014-0001-0001**

Documents relating to administrative case files such as computer misuse and employee misconduct. NOTE: A case file potentially significant because of the investigation's subject or the media attention it attracted should be submitted on a new records schedule to the National Archives.

Final Disposition: **Temporary**

Item Status: **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
DFAS 5015.2-M item 7650/1	Disposition

Disposition Instruction

Cutoff Instruction: **Cut off at case closure.**

Retention Period: **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval: **Not Required**

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CRIMINAL CASES

Disposition Authority Number: **DAA-0507-2014-0001-0002**

Documents relating to those cases which violate US criminal codes, state, and local laws. NOTE: A case file potentially significant because of the investigation's subject or the media attention it attracted should be submitted on a new records schedule to the National Archives.

Final Disposition: **Temporary**

Item Status: **Active**

Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**
 Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
DFAS 5015.2-M item 7650/2	Disposition

Disposition Instruction

Cutoff Instruction **Cut off at case closure.**
 Retention Period **Destroy 7 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

REPORTS OF INVESTIGATIONS (ROI)

Disposition Authority Number **DAA-0507-2014-0001-0003**

Copy of narrative summary of facts and actions, or memorandum of record used to close an investigation, created when administrative or criminal case file is destroyed.

Final Disposition **Temporary**
 Item Status **Active**
 Is this item media neutral? **No**
 Explanation of limitation **Electronic only**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
DFAS 5015.2-M item 7650/3	Disposition

Disposition Instruction

Cutoff Instruction **Cut off on creation of ROI or memorandum of record.**
 Retention Period **Destroy 15 year(s) after cutoff.**

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Additional Information

GAO Approval **Not Required**

REQUESTS FOR ASSISTANCE (RFA)

Disposition Authority Number **DAA-0507-2014-0001-0004**

Outside agencies' requests for information to assist with investigations.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
DFAS 5015.2-M item 7650/4	Disposition

Disposition Instruction

Cutoff Instruction **Cut off at case closure**

Retention Period **Destroy 10 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

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CASE MANAGEMENT LOG

Disposition Authority Number **DAA-0507-2014-0001-0005**

Log used to create cases, specify types, origination, history and evidence.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Electronic only.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
DFAS 5015.2-M item 7650/5	Disposition

Disposition Instruction

Cutoff Instruction **Cut off at case closure.**

Retention Period **Destroy entries 15 years after cutoff.**

Additional Information

GAO Approval **Not Required**

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
07/11/2014	Certify	Ralph Mullins	Records Program Manager	DFAS Agency Wide - DFAS Agency Wide
12/03/2014	Submit for Concurrence	Galen Wilson	Appraiser	National Archives and Records Administration - Records Management Services
12/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
12/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/10/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist