

Request for Records Disposition Authority

Records Schedule Number **DAA-0507-2015-0001**
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 **Agency-wide**
Schedule Subject **SITUATIONS, INCIDENTS AND NATURAL DISASTERS**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval



Outline of Records Schedule Items for DAA-0507-2015-0001

Sequence Number	
1	SITUATIONS, INCIDENTS AND NATURAL DISASTERS. Disposition Authority Number: DAA-0507-2015-0001-0001

Records Schedule Items

Sequence Number

1

SITUATIONS, INCIDENTS AND NATURAL DISASTERS

Disposition Authority Number **DAA-0507-2015-0001-0001**

Reports on event/incident occurring, messages, and other data describing the situation, such as accomplishments and results, loss of personnel, equipment, material and related cost expenditure data. NOTE: If a "Lessons Learned" summary document is created when the disaster is over, file with documents covered in Rule 1.

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 55015.2-M, Schedule 3000, Rule 8	Disposition Schedule

GRS or Superseded Authority Citation **N1-507-11-1, item 31**

Disposition Instruction

Cutoff Instruction **Cut off when all action regarding the situation, incident, or disaster and subsequent monitoring has been completed.**

Retention Period **Destroy 2 year(s) 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
10/29/2014	Certify	Ralph Mullins	Records Program Manager	DFAS Agency Wide - DFAS Agency Wide
01/27/2015	Submit for Concurrence	Galen Wilson	Appraiser	National Archives and Records Administration - Records Management Services
02/04/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist