

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0509-2011-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0509-2011-0002
Schedule Status Returned Without Action
Agency or Establishment Department of Defense Inspector General
Record Group / Scheduling Group Records of the Department of Defense Inspector General
Records Schedule applies to Major Subdivision
Major Subdivision Assistant Inspector General for Administration and Management
Minor Subdivision Information Systems Directorate, Network Security – Information Assurance Branch
Schedule Subject Monthly SIPRNet Media Log
Internal agency concurrences will be provided Yes

Background Information
The U.S. Department of Defense, Office of the Inspector General (DoD OIG), Administration and Management, Information Systems Directorate (ISD), ISD – Network Security, Information Assurance Branch and OSEC utilizes the Monthly SIPRNet Media Log to keep track of Secret Internet Protocol Router Network (SIPRNet) data, that is copied to recordable media, and if shipped to another component such as Defense Criminal Investigative Service (DCIS) or Audit. The recordable media contains classified information necessary to complete their mission. The log does not contain any personally identifiable information.

U.S. Cyber Command recommends maintaining these logs for a period not to exceed 12 months. U.S. Cyber Command plans, coordinates, integrates, synchronizes and conducts activities to: direct the operations and defense of specified Department of Defense information networks and; prepare to, and when directed, conduct full spectrum military cyberspace operations in order to enable actions in all domains, ensure US/Allied freedom of action in cyberspace and deny the same to our adversaries.

A monthly report of the transfer and receipt of the recordable media is given to the DoD OIG Designated Approving Authority (DAA).

The log contains the following information:

- Media Type and Number
- Title

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- Creator's Name (printed and signed)
- Name of Witness (printed and signed)
- Recipient's Name and Location
- Method of Delivery (mailed or hand-carried)
- Confirmation from Recipient (SD Form 120 (Yes or No))

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

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Outline of Records Schedule Items for DAA-0509-2011-0002

Sequence Number

1

Monthly SIPRNet Media Log

Disposition Authority Number: DAA-0509-2011-0002-0001

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Records Schedule Items

Sequence Number	
1	<p>Monthly SIPRNet Media Log</p> <p>Disposition Authority Number: DAA-0509-2011-0002-0001</p> <p>Log used to keep track of Secret Internet Protocol Router Network (SIPRNet) data, that is copied to recordable media, and if shipped to another component such as Defense Criminal Investigative Service (DCIS) or Audit. The recordable media contains classified information necessary to complete their mission. The log does not contain any personally identifiable information.</p> <p>Final Disposition: Temporary</p> <p>Item Status: Withdrawn</p> <p>Is this item media neutral?: Yes</p> <p>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>Disposition Instruction</p> <p>Cutoff Instruction: Cutoff monthly.</p> <p>Retention Period: Destroy immediately after 12 months</p> <p>Additional Information</p> <p>GAO Approval: Not Required</p>

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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
02/21/2012	Certify	Bruce Womack	Management Analyst	DOD - Inspector General
02/24/2016	Return Without Action	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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