

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0509-2014-0003**

Schedule Status                      **Approved**

  

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 files are created in support of ongoing investigation of military cyberspace operations.**

**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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0509-2014-0003

| Sequence Number |  |
|-----------------|--|
| 1               | Monthly SIPRNet Media Log<br>Disposition Authority Number: DAA-0509-2014-0003-0001 |

Records Schedule Items

|                 |   |  |
|-----------------|---|--|
| Sequence Number |   |  |
| 1               | <p><b>Monthly SIPRNet Media Log</b></p> <p>Disposition Authority Number      DAA-0509-2014-0003-0001</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                              Active</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> |  |
|                 | Manual Citation   | Manual Title   |
|                 | 131-05  | DoDIG Instruction 5015.2, OIG Records Management Program |
|                 | <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cutoff monthly.</p> <p>Retention Period                        Destroy immediately after 12 months</p> <p><b>Additional Information</b></p> <p>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   |
|------------|------------------------|------------------|---|--|
| 01/06/2014 | Certify                | Bruce Womack     | Management Analyst                            | DOD - Inspector General  |
| 11/06/2014 | Submit for Concurrence | Tony Williams    | Appraiser                                     | National Archives and Records Administration - Records Management Services         |
| 11/18/2014 | Concur                 | Margaret Hawkins | Director of Records Management Services       | National Records Management Program - Records Management Services                  |
| 11/18/2014 | Concur                 | Laurence Brewer  | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 11/20/2014 | Approve                | David Ferriero   | Archivist of the United States                | Office of the Archivist - Office of the Archivist                                  |