

Request for Records Disposition Authority

Records Schedule Number DAA-0537-2014-0004
 Schedule Status Approved

Agency or Establishment National Geospatial-Intelligence Agency
 Record Group / Scheduling Group Records of the National Geospatial-Intelligence Agency
 Records Schedule applies to Major Subdivision
 Major Subdivision Security Police Protective Services
 Minor Subdivision Police K9 Canine
 Schedule Subject Police K9 (Canine) Files
 Internal agency concurrences will be provided No

Background Information

The NGA Police K9 (Canine) protective services provides protection and security of all elements of NGA facilities and personnel. The K9 program consist of multiple teams of a Police officer aka "Handlers" and a properly certified canine "Police Dogs" trained in detection and identification of dangerous materials that may present a threat to NGA facilities and personnel. This record schedule pertains to all the records accumulated and or prepared by the K9 handler that are placed in the Police K9 folder during daily operations, training, K9 health and performance. Records that initiate an official criminal or administrative investigation will follow the disposition of the investigative case file.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0537-2014-0004

Sequence Number	
1	Police K9 (Canine) Files Disposition Authority Number: DAA-0537-2014-0004-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="391 442 722 476">Police K9 (Canine) Files</p> <p data-bbox="391 491 1154 525">Disposition Authority Number DAA-0537-2014-0004-0001</p> <p data-bbox="391 540 1421 651">Records pertaining to all aspects of internal/external K9 training, certification, veterinarian health records, deficiencies/remedies, equipment, initial report of positive detections and bite incidents.</p> <p data-bbox="391 666 935 700">Final Disposition Temporary</p> <p data-bbox="391 715 873 749">Item Status Active</p> <p data-bbox="391 763 842 798">Is this item media neutral? Yes</p> <p data-bbox="391 812 829 938">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 data-bbox="391 966 695 1000">Disposition Instruction</p> <p data-bbox="391 1015 1450 1049">Cutoff Instruction Cutoff when superseded, obsolete or K9 is retired</p> <p data-bbox="391 1064 1252 1098">Retention Period Destroy/Delete 3 years after cutoff.</p> <p data-bbox="391 1134 695 1168">Additional information</p> <p data-bbox="391 1183 967 1217">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
07/21/2014	Certify	(b) (3), 10 U.S.C. 424		
11/12/2014	Submit for Concurrency	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/12/2014	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/13/2014	Submit for Concurrency	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	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

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Geospatial- Intelligence Agency (formerly National Imagery and Mapping Service)." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>