

Request for Records Disposition Authority

Records Schedule Number	DAA-0569-2018-0010
Schedule Status	Approved
Agency or Establishment	Defense Technical Information Center
Record Group / Scheduling Group	Records of the Defense Technical Information Center
Records Schedule applies to	Agency-wide
Schedule Subject	Defense Technical Information Center's Administration, Management, and Policy Records
Internal agency concurrences will be provided	Yes
Background Information	<p>DTIC's mission is to ensure our national information assets are utilized (discoverable, meaningful and accessible) by authorized users, not locked away. We are the only DoD provider of unclassified (public), controlled unclassified (NIPR), and classified (SIPR) knowledge management resources that grant authorized DoD and federal government employees and industry contractors access to DoD funded scientific and technical information based on distribution statements. The research information we protect must be available for users, based on a user's credentials, to build upon past research, avoid pitfalls, and to make critical, well-informed decisions that can lead to more effective technology development and efficient use of the taxpayer-funded research. To do this we will apply DoD-approved identity authentication standards to continuously strengthen our authentication capabilities for users in the DoD, federal government, and our industry and allied partners. Today we are working to eliminate use of passwords, and we are supporting public key infrastructure (PKI) through the use of Common Access Cards (CAC), Personal Identity Verification (PIV), and External Certification Authority (ECA) credentials. We will support new standards and methods, upon approval (e.g. biometric, two factor...), to optimize the flow of information and encourage collaboration between our users. DTIC serves a broad spectrum of users. Our public (unclassified) sites and collections encourage industry innovation, citizen science and technology transfer. Our NIPR (controlled unclassified) sites and collections connect the lab scientists, engineers, and researchers to reduce duplication and build on success. The SIPR (classified) sites and collections support the work on Combatant Command requirements to deliver innovative technologies today and in the future. We will continue to expand and standardize the tools and information on each platform our customers use to ensure they have</p>

the tools and information they need when they need it, where they need it.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	1	9	0

GAO Approval

Outline of Records Schedule Items for DAA-0569-2018-0010

Sequence Number	
1	101 Executive Office Reading Files (Administrative) Disposition Authority Number: DAA-0569-2018-0010-0001
2	101a. Executive Calendar Disposition Authority Number: DAA-0569-2018-0010-0002
3	101b. Executive Briefings Disposition Authority Number: DAA-0569-2018-0010-0003
4	116 Historical Reference Materials Disposition Authority Number: DAA-0569-2018-0010-0004
5	119 Administrative Publication and Background Records Disposition Authority Number: DAA-0569-2018-0010-0005
6	190 NATO Source Documents Disposition Authority Number: DAA-0569-2018-0010-0006
7	219 Special Studies Disposition Authority Number: DAA-0569-2018-0010-0007
8	222 Employee Suggestion Program Disposition Authority Number: DAA-0569-2018-0010-0008
9	223 Strategic Planning Disposition Authority Number: DAA-0569-2018-0010-0009
10	223a. DTIC Strategic Plans Disposition Authority Number: DAA-0569-2018-0010-0010

Records Schedule Items

Sequence Number			
1	<p>101 Executive Office Reading Files (Administrative)</p> <p>Disposition Authority Number DAA-0569-2018-0010-0001</p> <p>The Administrator's files of outgoing correspondence on administrative matters. Also included are records relating to program progress and accomplishments to include progress reports, cost and performance reports, statements of analysis, summaries and deficiencies, and problems in relation to program goals.</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Manual Citation</td> <td style="width: 50%; padding: 2px;">Manual Title</td> </tr> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after 3 years old.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title
Manual Citation	Manual Title		
2	<p>101a. Executive Calendar</p> <p>Disposition Authority Number DAA-0569-2018-0010-0002</p> <p>The daily calendar and activities of the DTIC Administrator, Deputy Administrator and Chief of Staff</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Manual Citation</td> <td style="width: 50%; padding: 2px;">Manual Title</td> </tr> </table>	Manual Citation	Manual Title
Manual Citation	Manual Title		

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Disposition Instruction

Retention Period **Destroy immediately after 3 years.**

Additional Information

GAO Approval **Not Required**

101b. Executive Briefings

Disposition Authority Number **DAA-0569-2018-0010-0003**

DTIC Town Hall briefings and briefings the Administrator has with the DTIC Directors as well as all other briefings the Administrator may direct.

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? **No**

Manual Citation	Manual Title
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Disposition Instruction

Retention Period **Destroy immediately after 3 years old.**

Additional Information

GAO Approval **Not Required**

116 Historical Reference Materials

Disposition Authority Number **DAA-0569-2018-0010-0004**

Copies of high-level press interviews; briefings at conferences; and photos, videos, and audio recordings of DTIC town hall meetings and of award ceremonies, holiday parties, and other minor events not relating to significant program matters.

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? **No**

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Manual Citation	Manual Title
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Disposition Instruction

Retention Period Destroy immediately after 3 years but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

119 Administrative Publication and Background Records

Disposition Authority Number DAA-0569-2018-0010-0005

DTIC administrative publications (manuals, supplements, staff instructions, and similar published materials) and related background records. Includes studies, interview notes, concurrences, non-concurrences, and other pertinent comments related to proposed publication.

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
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Disposition Instruction

Cutoff Instruction When rescinded, superseded or obsolete

Retention Period Destroy no later than 5year(s) after Cut Off

Additional Information

GAO Approval Not Required

190 NATO Source Documents

Disposition Authority Number DAA-0569-2018-0010-0006

NATO source documents received for distribution.

Final Disposition Temporary

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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? **No**

Manual Citation	Manual Title
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Disposition Instruction

Retention Period **Destroy when 10 years old, but longer retention is authorized when required for business use.**

Additional Information

GAO Approval **Not Required**

219 Special Studies

Disposition Authority Number **DAA-0569-2018-0010-0007**

Special management studies, surveys, research and analyses, review actions, and related backup materials accumulated as a result of identifying and resolving problems.

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? **No**

Disposition Instruction

Retention Period **Destroy 3 year(s) after project completion**

Additional Information

GAO Approval **Not Required**

222 Employee Suggestion Program

Disposition Authority Number **DAA-0569-2018-0010-0008**

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Suggestion forms, related awards, correspondence and backup materials used in the management of the Employee Suggestion Program and in the review of proposals and development of recommendations for approval/disapproval.

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? No

Disposition Instruction

Retention Period Destroy when superseded obsolete or no longer needed

Additional Information

GAO Approval Not Required

223 Strategic Planning

Disposition Authority Number DAA-0569-2018-0010-0009

Supporting and background documents for DTIC Strategic Plans, including drafts, concurrence, and documents tracking Plan success.

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? No

Manual Citation	Manual Title
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Disposition Instruction

Retention Period Destroy immediately after 5 years old

Additional Information

GAO Approval Not Required

223a. DTIC Strategic Plans

Disposition Authority Number DAA-0569-2018-0010-0010

Record set of DTIC Strategic Plans

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Final Disposition **Permanent**
 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? **No**

Manual Citation	Manual Title
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Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**
 Transfer to the National Archives for Accessioning **Transfer to the National Archives in 15 year blocks 10 year(s) after most recent record in block**

Additional Information

First year of records accumulation **1990**
 What will be the date span of the initial transfer of records to the National Archives? **From 1990 To 2004**
 How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	15 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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
10/23/2018	Certify	Angeleque McDowney	Records Officer	DTIC - Resource Management
04/26/2019	Return for Revision	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/30/2019	Submit For Certification	Angeleque McDowney	Records Officer	DTIC - Resource Management
09/12/2019	Certify	Angeleque McDowney	Records Officer	DTIC - Resource Management
02/27/2020	Return for Revision	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/27/2020	Submit For Certification	Angeleque McDowney	Records Officer	DTIC - Resource Management
02/28/2020	Certify	Angeleque McDowney	Records Officer	DTIC - Resource Management
08/25/2020	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/01/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/03/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/03/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist