

Request for Records Disposition Authority

Records Schedule Number **DAA-0428-2011-0001**
 Schedule Status **Approved**

Agency or Establishment **Department of the Navy**
 Record Group / Scheduling Group **General Records of the Department of the Navy, 1947-**
 Records Schedule applies to **Major Subdivision**
 Major Subdivision **Chief of Naval Operations (CNO)**
 Minor Subdivision **DON Privacy Act/Freedom of Information ACT Policy Office (DNS-36)**
 Schedule Subject **SSIC 5211 2 Privacy Act Records**
 Internal agency concurrences will be provided **No**

Background Information **SECNAVINST 5211 5E, Department of the Navy (DON) Privacy Program, paragraph 7b requires DNS-36 to review Privacy Act (PA) Systems of Records Notices (SORN), Privacy Impact Assessments (PIA), and other documents that have PA implications to ensure that they comply with Federal, DoD and DON policy guidance for protecting Personal Identifying Information of persons from whom DON activities are collecting personal information or enter and maintain such information in electronic systems being deployed. This schedule provides for the disposition of the case files created when complying with this requirement.**

Approved by Robin Patterson, Head, DON PA/FOIA Policy Office

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0428-2011-0001

Sequence Number	
1	2g General Privacy Program Work Records Disposition Authority Number DAA-0428-2011-0001-0001

Records Schedule Items

Sequence Number						
1	<p>2g General Privacy Program Work Records</p> <p>Disposition Authority Number DAA-0428-2011-0001-0001</p> <p>Contains records such as Privacy Impact Assessments (PIA), System of Records Notices (SORN), forms, instructions, and other similar work products requiring a Privacy Act review. Files include original request, copies of replies thereto, copies of final work products, and all related supporting documents.</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%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>SECNAV M-5210 1</td> <td>Department of the Navy, Navy Records Management Program, Records Management Manual</td> </tr> </tbody> </table>		Manual Citation	Manual Title	SECNAV M-5210 1	Department of the Navy, Navy Records Management Program, Records Management Manual
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SECNAV M-5210 1	Department of the Navy, Navy Records Management Program, Records Management Manual					
	<p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of CY.</p> <p>Retention Period Destroy when 4 years old or when superseded, whichever is sooner</p> <p>Additional Information</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
10/06/2011	Certify	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
06/14/2012	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
06/21/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/21/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/22/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist