

Request for Records Disposition Authority

Records Schedule Number DAA-0168-2016-0001

Schedule Status Approved

Agency or Establishment National Guard Bureau

Record Group / Scheduling Group Records of the National Guard Bureau

Records Schedule applies to Major Subdivision

Major Subdivision General Officer Management Office (GOMO)

Schedule Subject The following constitutes the records retention schedule for the General Officer Management System (GOMS). This proposed records retention schedule implements the provisions of Department of Defense Directive (DODD) 8000.01. GOMS is an NGB stand-alone system containing information of active and retired National Guard General Officers. GOMS is not connected to the OMPF; it is organized in biographical format and is used to manage National Guard General Officer positions for which the NGB General Officer Management Office has personnel management responsibility.

Internal agency concurrences will be provided No

Background Information Master File includes records in the GOMS that contain officer's current position, education, military assignments, military awards and decorations, and effective dates of promotion. Pre-accessioning of electronic records is authorized with NARA approval.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0168-2016-0001

Sequence Number	
1	General Officer Management System (GOMS). Master File. Disposition Authority Number: DAA-0168-2016-0001-0001
2	Master Files: Spouse Information Disposition Authority Number: DAA-0168-2016-0001-0002

Records Schedule Items

Sequence Number	
1	<p>General Officer Management System (GOMS). Master File.</p> <p>Disposition Authority Number DAA-0168-2016-0001-0001</p> <p>General Officer Management System (GOMS). Master File includes records in the GOMS that contain officer's current position, education, military assignments, military awards and decorations, and effective dates of promotion.</p> <p>Final Disposition Permanent</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff 15 calendar years following general officer separation from the National Guard.</p> <p>Transfer to Inactive Storage Store in a secure PII approved location in accordance with appropriate classification. Longer on-site retention is authorized if needed for business purposes. Pre-accessioning of electronic records is authorized with NARA approval.</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning immediately after NARA approval</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 1999</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2034</p>

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	500 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

Master Files: Spouse Information

Disposition Authority Number **DAA-0168-2016-0001-0002**

Master File includes spouse information, passport information or citizenship information and files have PII (name, birthdays and social security numbers)

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

Cutoff Instruction **cutoff immediately following the General Officer separation from the National Guard.**

Transfer to Inactive Storage **Store in a secure PII approved location in accordance with appropriate classification. Longer on-site retention is authorized if needed for business purposes.**

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

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
02/02/2016	Certify	Carl Stowe	Records Officer	NGB - NGB
01/18/2017	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/26/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist