

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2012-0004
Schedule Status Returned Without Action

Agency or Establishment Office of the Secretary of Defense
Record Group / Scheduling Group Records of the Office of the Secretary of Defense
Records Scheduled Applies to Major Subdivision
Major Subdivision Office of the Director of Administration and Management (ODA&M)
Minor Subdivision Defense Privacy and Civil Liberties Office
Schedule Subject DoD Privacy Act and Civil Liberties Program Records
Internal agency concurrences will be provided

Background Information The mission of the DPCLCLO is to implement the Department of Defense's Privacy and Civil Liberties programs through advice, monitoring, official reporting, and training.

CATEGORY DESCRIPTION: Records consist of policy and/or program oversight related documents to provide day-to-day policy guidance and assistance to the DoD Components in their implementation and execution of the Privacy and Civil Liberties programs.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0330-2012-0004

Sequence Number	
1	DoD Privacy Act Program Records Disposition Authority Number: DAA-0330-2012-0004-0001
2	DoD Privacy Act and Civil Liberties Program Records - Reports Disposition Authority Number: DAA-0330-2012-0004-0002
3	OSD Component Privacy Act Program Records Disposition Authority Number: DAA-0330-2012-0004-0003
4	Civil Liberties Allegations - Referred to the DoD Components and/or Federal Agencies Disposition Authority Number: DAA-0330-2012-0004-0004
5	Civil Liberties Allegations - Submitted directly to OSD Components Disposition Authority Number: DAA-0330-2012-0004-0005
6	Civil Liberties Allegations - Significant Cases Disposition Authority Number: DAA-0330-2012-0004-0006

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p>DoD Privacy Act Program Records</p> <p>Disposition Authority Number DAA-0330-2012-0004-0001</p> <p>Records created by office with DoD-wide responsibility concerning the preparation, coordination, and submission of system of records notices and exemption rules. Included is Agency implementation of the Privacy Act, to include system of records notices, memoranda, exemption rules, Federal Register public comments, coordination actions, correspondence, and related records.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff on discontinuance of the related system of records or on determination not to publish the system notice in the Federal Register, retire to FRC when no longer needed for reference.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Approx 1986 to current</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown All closed case files will be transferred annually when 20 years old.</p>
2	<p>DoD Privacy Act and Civil Liberties Program Records - Reports</p> <p>Disposition Authority Number DAA-0330-2012-0004-0002</p>

Returned Without Action

Records created by office with DoD-wide responsibility concerning the preparation, coordination, and submission of reports related to systems of records. Included are: • Recurring reports and one-time information requirements relating to Agency implementation, including quarterly and annual reports and related documents to the Congress of the United States and OMB. • Reports at Departmental level. • Feeder reports received from OSD and DoD Components

Final Disposition Permanent

Item Status Withdrawn

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 annually

Transfer Electronic Records to the National Archives for pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cut off

Transfer to the National Archives for Accessioning Transfer to the National Archives 10 year(s) after Closure

Additional Information

First year of records accumulation 2009

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2019

How frequently will your agency transfer these records to the National Archives? Every 10 Years

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OSD Component Privacy Act Program Records

Disposition Authority Number DAA-0330-2012-0004-0003

Records created by the OSD Privacy Act Program Office and OSD/ASD Component Privacy Offices. Included are: • Recurring reports and one-time information requirements relating to Agency implementation, including annual reports to the Congress of the United States, OMB, and the Report on New Systems. • Cumulative annual reports generated by OSD/ASD and Directorate level Components for submission to the DoD Civil Liberties and Privacy Office. • Administrative records on the general implementation of the Privacy Act, including System of Records Notices, memoranda, routine correspondence, and related

records. • Responses to requests that have been granted to individuals to gain access to their records or to information in the records pertaining to them, as provided for under 5 USC 552a(d)(1). Included are: original request; copy of reply thereto, and all related records. • Responses to requests for nonexistent records; to requesters who provide inadequate descriptions; and those who fail to pay agency reproduction.

Final Disposition Temporary

Item Status Withdrawn

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 Annually

Retention Period Destroy 2 year(s) after cut off

Additional Information

GAO Approval Not Required

Civil Liberties Allegations - Referred to the DoD Components and/or Federal Agencies

Disposition Authority Number DAA-0330-2012-0004-0004

Allegations of civil liberties violations submitted to DPCLO and referred to the DoD Components. Information consists of copies of the original complaint, all related and relevant documents and components memorandum of resolution.

Final Disposition Temporary

Item Status Withdrawn

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 annually after resolution or closure of the case

Retention Period Destroy 3 year(s) after after resolution or closure of the case

Additional Information

Returned Without Action

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GAO Approval Not Required

Civil Liberties Allegations - Submitted directly to OSD Components

Disposition Authority Number DAA-0330-2012-0004-0005

Records include Civil liberties allegations and/or violations submitted against an OSD Component Office, its civilian employees and/or members of the Military Services, DoD contractors, or others acting under the authority of that OSD Component; and related documents.

Final Disposition Temporary

Item Status Withdrawn

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 annual after resolution or closure of the case

Retention Period Destroy 3 year(s) after resolution or closure

Additional Information

GAO Approval Not Required

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Civil Liberties Allegations - Significant Cases

Disposition Authority Number DAA-0330-2012-0004-0006

Records consist of case files involving allegations of civil liberties violations reported to the DPCLC and OSD Components. Included are civil liberties allegations: • Made against senior OSD officials • Attracting national media or Congressional attention • Presenting significant or novel questions of law or policy • Resulting in substantive changes in OSD/DOD policies and procedures.

Final Disposition Permanent

Item Status Withdrawn

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 annually after closure of completed civil liberty cases,

Returned Without Action

Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after Cutoff annually after closure of completed civil liberty cases,

Transfer to the National Archives for Accessioning

Transfer to the National Archives 10 year(s) after Cutoff annually after closure of completed civil liberty cases,

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
2010 to on-going

How frequently will your agency transfer these records to the National Archives?

Every 10 Years

Returned Without Action

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
06/01/2012	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
03/31/2014	Returned Without Action	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services

Returned Without Action