

## Request for Records Disposition Authority

Records Schedule Number           DAA-0330-2013-0002  
 Schedule Status                    Approved  
  
 Agency or Establishment           Office of the Secretary of Defense  
 Record Group / Scheduling Group   Records of the Office of the Secretary of Defense  
 Records Schedule applies to       Department-wide  
 Schedule Subject                   DoD Breach Reports  
 Internal agency concurrences will be provided   No

Background Information           **BACKGROUND** The Defense Privacy and Civil Liberties Office mission is to establish the Department of Defense's Privacy and Civil Liberties programs policy

The Office of the Secretary of Defense/Joint Staff Privacy Office (OSD/JS), is a branch of the Freedom of Information Act Division of the Executive Services Directorate, Washington Headquarters Services and responsible for oversight and implementation of the Privacy Act within OSD/ JS, the Defense Agencies and Field Activities

**DEFINITION** The term "breach" is used to include the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0330-2013-0002

Sequence Number	
1	DoD Component Breach Reports Disposition Authority Number: DAA-0330-2013-0002-0001
2	Defense Privacy and Civil Liberties Breach Reports Disposition Authority Number: DAA-0330-2013-0002-0002
3	OSD/JS Privacy Office, Privacy Breach Case Files Disposition Authority Number: DAA-0330-2013-0002-0003

## Records Schedule Items

Sequence Number	
1	<p><b>DoD Component Breach Reports</b></p> <p>Disposition Authority Number      <b>DAA-0330-2013-0002-0001</b></p> <p><b>Breach Reports document the unauthorized, unintentional or purposeful acquisition, access, use, or disclosure of protected information which compromises the security or privacy of such information. Reports include but are not limited to the DoD component, name of POC, and type of incident (equipment, email, hardcopy etc.) number of personnel affected, description of event/incident, incident category, component risk analysis and decisions made regarding notifications affected to individuals, other remedies, resolutions and analysis.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off annually</b></p> <p>Retention Period                      <b>Destroy 3 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Defense Privacy and Civil Liberties Breach Reports</b></p> <p>Disposition Authority Number      <b>DAA-0330-2013-0002-0002</b></p> <p><b>Case files consist of breach reports submitted to the Defense Privacy and Civil Liberties Office (DPCLO) by DoD Components. Files may include but are not limited to component current and updated breach reports, documents on trend analysis, incident reporting and tracking, component risk analysis and decisions, and information related to individual notifications, other remedies, resolutions and analysis. The DPCLO is responsible for consolidating the breach reports for the Department of Defense.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p>

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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

Cut off annually

Retention Period

Destroy 7 year(s) after cutoff

**Additional Information**

GAO Approval

Not Required

**OSD/JS Privacy Office, Privacy Breach Case Files**

Disposition Authority Number

DAA-0330-2013-0002-0003

Case files consist of reports submitted to the OSD/JS Privacy Office, by OSD Components, the Joint Staff, Defense Agencies and Field Activities. Files may include but are not limited to documents on trend analysis, incident reporting and tracking incident category, component risk analysis and decisions.

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 annually

Retention Period

Destroy 3 year(s) after cutoff

**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
04/08/2013	Return to Submitter	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
04/19/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
10/30/2013	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
10/30/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/30/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/02/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist