

Request for Records Disposition Authority

Records Schedule Number: DAA-0330-2013-0016
 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: Agency-wide
 Schedule Subject: Tow Appeal Records
 Internal agency concurrences will be provided: No

Background Information: **BACKGROUND**
 PFPA is responsible for the development prevention, preparedness, detection, and response measures for the pentagon, pentagon reservation, as well as numerous other Department of Defense activities and facilities within the national capital region (NCR). Files are currently maintained in paper and electronic format. Traffic citation records are maintained under File Number 217-25.3

Purpose:
 Per 32 CFR part 210 delegates the Department of Defense the enforcement of state vehicular and pedestrian traffic laws that cannot be assimilated under U.S.C., Title 18, section 13 on DoD military installations including the Pentagon and Pentagon Reservation.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0330-2013-0016

Sequence Number	
1	Tow Appeal Records Disposition Authority Number: DAA-0330-2013-0016-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="370 415 654 447">Tow Appeal Records</p> <p data-bbox="370 464 1133 495">Disposition Authority Number DAA-0330-2013-0016-0001</p> <p data-bbox="370 516 1476 695">Records of traffic proceedings concerning vehicles ticketed and towed in accordance with DoD Directive 6055.4, Department of Defense Traffic Safety Program. Case files consist of tow appeals, violations, towing companies, immobilization release, warning notice, parking control, authorization search for an existing permit, immobilization notice.</p> <p data-bbox="370 716 914 747">Final Disposition Temporary</p> <p data-bbox="370 768 849 800">Item Status Active</p> <p data-bbox="370 821 821 852">Is this item media neutral? Yes</p> <p data-bbox="370 873 805 989">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="370 1020 670 1052">Disposition Instruction</p> <p data-bbox="370 1073 979 1104">Cutoff Instruction Cut off annually</p> <p data-bbox="370 1125 1162 1157">Retention Period Destroy 1 year(s) after cut off</p> <p data-bbox="370 1199 667 1230">Additional Information</p> <p data-bbox="370 1251 946 1283">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
06/03/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
04/07/2014	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
04/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/14/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist