

## 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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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><b>Tow Appeal Records</b></p> <p>Disposition Authority Number      DAA-0330-2013-0016-0001</p> <p>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>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> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      Cut off annually</p> <p>Retention Period      Destroy 1 year(s) after cut off</p> <p><b>Additional Information</b></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  |
|------------|------------------------|------------------|---|---|
| 06/03/2013 | Certify                | Luz Ortiz        | OSD Records Manager                           | Department of Defense<br>- Office of the Secretary of Defense                         |
| 04/07/2014 | Submit for Concurrence | Sebastian Welch  | Appraiser                                     | National Archives and Records Administration<br>- Records Management Services         |
| 04/08/2014 | Concur                 | Margaret Hawkins | Director of Records Management Services       | National Records Management Program<br>- Records Management Services                  |
| 04/08/2014 | Concur                 | Laurence Brewer  | Director, National Records Management Program | National Archives and Records Administration<br>- National Records Management Program |
| 04/14/2014 | Approve                | David Ferriero   | Archivist of the United States                | Office of the Archivist -<br>Office of the Archivist                                  |