

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0330-2015-0007**

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              **Major Subdivision**

Major Subdivision                      **OFFICE OF THE SECRETARY OF DEFENSE; PERSONNEL AND READINESS (OUSD P&R),**

Minor Subdivision                      **DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY COMMUNITY & FAMILY POLICY (ODASD(MC&FP))**

Schedule Subject                      **Military Community and Family Policy Records**

Internal agency concurrences will be provided      **No**

**Background Information**                      **Military Community and Family Policy provide for family support policies and programs in such areas as family center operations, child care, youth programs, family advocacy, relocation, transition support services, and support during mobilization and deployment (including casualty affairs).**

**Provides policy and management direction for dependents' education programs stateside and overseas to ensure that educational services are of uniformly high quality. Establishes program policy for mission sustaining and basic community programs for Morale, Welfare, and Recreation, Voluntary and Post-Secondary Education and coordinates the services of non-profit agencies such as the Red Cross, Armed Services, YMCA, and the USO.**

**Provides policy and program oversight to ensure that military community quality of life programs are designed and executed to support the needs of the post-drawdown force and the Defense mission. Coordinates the DoD oversight of the Armed Forces Retirement Home Board.**

**Item Count**

<b>Number of Total Disposition Items</b>	<b>Number of Permanent Disposition Items</b>	<b>Number of Temporary Disposition Items</b>	<b>Number of Withdrawn Disposition Items</b>
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

**GAO Approval**

## Outline of Records Schedule Items for DAA-0330-2015-0007

Sequence Number
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1	Research Data Files in support of Military Community and Family Policy Disposition Authority Number: DAA-0330-2015-0007-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="354 406 1330 438"><b>Research Data Files in support of Military Community and Family Policy</b></p> <p data-bbox="354 459 1130 491">Disposition Authority Number      <b>DAA-0330-2015-0007-0001</b></p> <p data-bbox="354 512 1484 804">Research data and all other aspects of mission-related research created in support of Military Community and Family Policy programs such as these files consists of logs, notebooks, cards, forms, electronic files and other media on which observations and data are recorded; records on study participants, interviews, survey questionnaires, images, audios and videos. Records created in processing and analyzing data related to or resulting from the project, including indexes, code cards and sheets, charts, graphs, computer output, tabulations, diagrams or drawing, and intermediate compilations or analyses.</p> <p data-bbox="354 825 906 857">Final Disposition                      <b>Temporary</b></p> <p data-bbox="354 878 841 910">Item Status                              <b>Active</b></p> <p data-bbox="354 932 813 963">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="354 985 813 1102">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="354 1123 808 1219">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="354 1251 659 1283"><b>Disposition Instruction</b></p> <p data-bbox="354 1304 1442 1336">Cutoff Instruction                      <b>Cut off annually on completion of research project.</b></p> <p data-bbox="354 1357 1157 1389">Retention Period                      <b>Destroy 5 year(s) after cut off</b></p> <p data-bbox="354 1432 654 1464"><b>Additional Information</b></p> <p data-bbox="354 1485 938 1517">GAO Approval                          <b>Not Required</b></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

<b>Date</b>	<b>Action</b>	<b>By</b>	<b>Title</b>	<b>Organization</b>
02/23/2015	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
02/01/2016	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/04/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist