

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2016-0008
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 Staff Action Control and Coordination Portal (SACCP) Files
Internal agency concurrences will be provided No

Background Information

The Staff Action Control and Coordination Portal (SACCP) was a web-based application that provided the ability to implement internal correspondence control with external coordination and processing of Staff Action packages (SAPs or Taskers). The majority of packages were unclassified, but there was a second SACCP application for processing classified packages. These classified staff action packages were also tracked in the unclassified version. It was the main tasking system for the offices that support the immediate office of the Secretary of Defense.

Access to SACCP was via a Controlled Access Card (CAC) enabled website. Only authorized users could log in to the system, using a combination of the user's CAC and Personal Identification Number (PIN). SACCP was used by offices throughout the OSD, WHS, and DoD FACA Committees, with named individuals having user accounts. These users were able to create SAPs and task them to specific offices within OSD et al or to all organizations within SACCP. The Military Departments, Joint Staff, DoD Agencies, Field Activities, and other DoD components also had users with accounts for SACCP in order to process action packages needing coordination with the OSD, Inspector General, and several Defense Agencies. There were approximately 4,000 accounts (of which 400 were used by the WHS). This schedule covers SAPs generated for DoD Components. This schedule does not cover the SAPs generated by the Control Management Division for the correspondence of the Secretary of Defense and the Secretary's Immediate Office (as these records are already scheduled under NC1-330-11-010, item 1 (File Number 212-01)).

Types of case file packages staffed through SACCP varied widely – and included (but not limited to) Congressional and White House

correspondence and reports, announcements, directives and policy issuances, awards, data calls (Freedom of Information Act (FOIA), Mandatory Declassification Reviews (MDRs), Privacy Act, etc.), and executive notes (items from or for the Secretary of Defense, the Deputy Secretary of Defense, etc.). The staff action packages were characterized by "Type" but not categorized to a File Number in the OSD Records Disposition Schedule and retention and record value varied widely. Certain actions contained personally identifiable information (PII).

Inputs to the system varied, depending on the type of Staff Action Package. Some SAPs had attachments; others did not. Attached inputs may include electronic-born files (i.e. PowerPoint, MS Word, MS Excel, etc.) that are uploaded directly into SACCP, or hard copy documents scanned into the database as PDF files.

Outputs to SACCP included ad hoc reports based on searches as well as reports from the Reports section, which had pre-defined reports that users could run based on their access rights. Users created reports on the actions they created/contributed to while "Controllers" could run reports on their Organization's SAPs, depending on their pre-set access rights (some had access at the Sub-organizational level (Directorate, Division(s), Branch(es) while others had rights to run report for all Organizations within SACCP). SACCP also allowed Organization Administrative Reports, which provided listings of users for that organization, including details about their level of access and contact information.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2016-0008

Sequence Number	
1	Significant Staff Action Packages in the Staff Action Control and Coordination Portal (SACCP) Disposition Authority Number: DAA-0330-2016-0008-0001
2	Staff Action Control and Coordination Portal (SACCP) Staff Action Packages relating to Audits or Security Reviews Disposition Authority Number: DAA-0330-2016-0008-0002
3	Staff Action Control and Coordination Portal (SACCP) Staff Action Packages – All Others Disposition Authority Number: DAA-0330-2016-0008-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="380 412 1414 485">Significant Staff Action Packages in the Staff Action Control and Coordination Portal (SACCP)</p> <p data-bbox="380 497 1143 529">Disposition Authority Number DAA-0330-2016-0008-0001</p> <p data-bbox="380 551 1489 804">Staff Action Packages within the SACCP system containing substantive information about the OSD/DoD. Applicable staff action packages pertain to the following Staff Action Types: • Congressional Correspondence and Reports • Packages to or from the Secretary of Defense, the Deputy Secretary of Defense, Executive Secretary, or Special Assistants • Directives/Issuances • QFR/IFR – Packages pertaining to legislative branch relations • White House Significant Correspondence and Reports * Tasking Packages Designated as "All Other Items"</p> <p data-bbox="380 821 927 853">Final Disposition Permanent</p> <p data-bbox="380 872 862 904">Item Status Active</p> <p data-bbox="380 923 818 955">Is this item media neutral? No</p> <p data-bbox="380 974 1406 1046">Explanation of limitation Packages in the SACCP Electronic Information System are electronic records</p> <p data-bbox="380 1066 829 1183">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 data-bbox="380 1202 829 1295">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="380 1325 683 1357">Disposition Instruction</p> <p data-bbox="380 1376 1344 1408">Cutoff Instruction Cutoff upon termination of SACCP in 2014</p> <p data-bbox="380 1427 1489 1544">Transfer to the National Archives for Accessioning Transfer unclassified records to NARA 15 years after cutoff. Transfer classified records to NARA 25 years after cutoff.</p> <p data-bbox="380 1574 678 1606">Additional Information</p> <p data-bbox="380 1625 849 1657">First year of records accumulation 1999</p> <p data-bbox="380 1676 849 1708">End year of records accumulation 2014</p> <p data-bbox="380 1727 1045 1821">What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2014</p>

How frequently will your agency transfer these records to the National Archives? **Unknown**
SACCP is a closed system. We will submit to NARA one time only.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	400 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

2

Staff Action Control and Coordination Portal (SACCP) Staff Action Packages relating to Audits or Security Reviews

Disposition Authority Number **DAA-0330-2016-0008-0002**

Staff Action Packages within the SACCP system pertaining to the following Staff Action Types: • General Accountability Office (GAO) Audits • DoD Inspector General (IG) Audits and/or inspections • Security Review Case Files

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Items are 100% electronic**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cut off upon termination of SACCP in 2014**

Retention Period **Destroy 15 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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Staff Action Control and Coordination Portal (SACCP) Staff Action Packages – All Others

Disposition Authority Number DAA-0330-2016-0008-0003

Staff Action Packages within the SACCP system pertaining to all other Staff Action Types, such as: • Information and Retention Packages (includes packages pertaining to personnel, management control, reference papers, informational records, and administrative actions • Public Bulk – Packages that pertain to routine correspondence with the public (including FOIA requests, Privacy Act Requests, Mandatory Declassification Review Requests, contract correspondence/files, and other administrative records designated as “public bulk” in SACCP • White House Routine - Staff Action Packages within the SACCP system pertaining to White House Routine Correspondence.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation All material is electronic.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off upon termination of SACCP in 2014

Retention Period Destroy 7 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
05/10/2016	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
03/06/2019	Return for Revision	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/01/2019	Submit For Certification	MaryBeth Weaver	Records Analyst	Washington Headquarters Services - ESD R and DD
04/08/2019	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
10/29/2019	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/30/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/31/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/04/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist