

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 11-330-05-1	DATE RECEIVED 11/18/04
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary of Defense		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Divis'on, ESCD, WHS		DATE 6/27/04	ARCHIVIST OF THE UNITED STATES Allen Weinstein
4. NAME OF PERSON WITH WHOM TO CONFER Luz D. Ortiz	5. TELEPHONE (703) 601-4722		

**6. 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 10/27/2004	SIGNATURE OF AGENCY REPRESENTATIVE Robert Storer <i>Robert Storer</i>	TITLE Records Administrator
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><b>COALITION PROVISIONAL AUTHORITY- BAGHDAD</b> Records contained in this series were created by the Office of Reconstruction and Humanitarian Assistance (ORHA), from April to May 2003 and by its successor the Coalition Provisional Authority (CPA) from May 2003 to June 2004.</p> <p>ORHA's and CPA's mission was to create the conditions that would allow for the transition to Iraqi self-rule, after the removal of the Baath Regime, and the withdrawal of the coalition forces upon completion of their military objectives. The CPA consisted of the Administrator's Office and the following ministries:</p> <p>Agriculture; Communication; Construction &amp; Housing; Culture; Displacement &amp; Migration; Education; Electricity; Environment; Expatriates &amp; Immigrants; Finance; Foreign Affairs; Health; Higher Education; Human Rights; Industry &amp; Minerals; Interior; Irrigations; Justice; Labor &amp; Social Affairs; Oil; Planning;</p> <p>Municipalities &amp; Public Works; Science &amp; Technology; Trade; Transport; Youth and Sports.</p> <p>Upon verification the PDF file is considered the official record copy. An Acrobat built search table is part of the electronic record. Each PDF file is equivalent to one textual file folder. An Access database spreadsheet is used to locate the files for each office.</p> <p><del>The proposed dispositions apply to records in all media and formats.</del></p> <p><i>cc Agency, NR, NWMD, NWME, NWML, SPACT</i></p>		<p>2/11/04 deleted per records officer's request. <i>[Signature]</i></p>

CPA-Baghdad, Iraq

## 1. OFFICE OF THE ADMINISTRATOR

- a. Administrator files: Records created by the Executive Secretary, Office of Policy Planning and Analysis, General Counsel, Information Management Unit, and Counselors. This includes regulations, orders, memoranda, public notices, daily reports, weekly essential services reports, budget reports, and related information.
- b. Deputy Administrator and Chief Policy Officer (CPO) files: Records contain information created by the Deputy Administrator and CPO on the development of policy and plans for returning governing responsibilities and authorities to the people of Iraq, promoting economic reconstruction and development, and coordinating the following directors: (1) Directors, Governance; (2) Director, Private Sector Development; (3) Director, Civil Affairs; (4) Director, Foreign Affairs; (5) Director, National Security Affairs; (6) Director, Strategic Communications; (7) Director, Economic Policy; and (8) Director, Administration and Logistics & Chief of Staff.
- c. Deputy Administrator & Chief Operating Officer (COO) files: Record contains information created by the Deputy Administrator & COO. Information on the day-to-day operations, including the reconstruction of Iraq's infrastructure, the training and deployment Iraqi police and security forces, and coordination with the following Directors: Director, AID; Director, Oil; Director, Office Management and Budget; Director, Program Management Office; Director, New Iraqi Army; Director, Interior; and Director, Infrastructure.
- d. Director, Administrative and Logistics & Chief of Staff files: Records contain information created by the Director, Administration and Logistics & Chief of Staff. Information on the performance of administrative and logistical services in support of the CPA, this includes personnel support services and coordination with CJTF-7, security contractors, and others to ensure safety and security measures within CPA.
- e. CPA Executive Secretariat files: Records contain information created by the CPA Executive Secretariat, included is information concerning the monitoring of information to, from, and within the CPA and the management of the policy-making process through coordination and a records accountability system in support of the Administrator.

**DISPOSITION:** (a.) Electronic record. **PERMANENT.** Upon approval of this schedule, transfer physical custody of the records to NARA as a pre-accession in

accordance with NARA Bulletin 2004-02. Transfer legal custody into the National Archives of the United States on Jun 30, 2029. (b.) Paper copies. **TEMPORARY**. Transfer to WNRC, destroy when ~~twenty~~ years old.

*ten*

*- Changed per  
Record officer's  
request 3/30/05  
[Signature]*

## 2. RECORDS COMMON TO ALL MINISTRIES

- a. General Office Management: Records for the subsistence and housekeeping of the various offices, includes information on the personnel management which embraces awards, resumes, and salary information. Budget and finance records that govern or concern the internal office support also fall into this category.

**DISPOSITION**: (a.) Copies of documents duplicated in the OPFs and MPJs. **TEMPORARY**. Destroy after 1 year. (b.) Awards. **TEMPORARY**. Destroy when 2 years old. (c.) All other records. **TEMPORARY**. Destroy when 5 years old.

- b. Plans, Operations, and Procedures: Records concerning the conduct of functions for which the office was created; includes Strategic Plans, orders, correspondence, reports, analysis, and studies pertaining to the office's mission/function. A significant portion of these records concern the solicitation, proposal, and awarding of contracts to meet the objectives of plans and operations.

**DISPOSITION**: (a.) Electronic record. **PERMANENT**. Upon approval of this schedule, transfer physical custody of the records to NARA as a pre-accession in accordance with NARA Bulletin 2004-02. Transfer legal custody to the National Archives of the United States on Jun 30, 2029. (b.) Paper copies. **TEMPORARY**. Transfer to WNRC, destroy when ~~twenty~~ years old.

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- c. Budget and Finance: Records concerning the management and expenditure of funds in support of the ministries' mission. This information relates to the COO's Director Infrastructure budget and finance records that reflect fund expenditures for the support of Iraqi Public Works, Transportation, Water resources, etc.

**DISPOSITION**: (a.) Electronic record. **PERMANENT**. Upon approval of this schedule, transfer physical custody of the records to NARA as a pre-accession in accordance with NARA Bulletin 2004-02. Transfer legal custody to the National Archives of the United States on Jun 30, 2029. (b.) Paper copies. **TEMPORARY**. Transfer to WNRC, destroy when ~~twenty~~ years old.

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