

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON DC 20408		JOB NUMBER 11-330-13-1	
1 FROM (Agency or establishment) OFFICE OF THE SECRETARY OF DEFENSE		DATE RECEIVED 7/22/11	
2 MAJOR SUBDIVISION WASHINGTON HEADQUARTERS SERVICES		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION RECORDS AND DECLASSIFICATION DIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER RONALD MCCULLY	5 TELEPHONE 703-588-6835	DATE 13th 2013	ARCHIVIST OF THE UNITED STATES

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached _____ page(s) are not 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 7-19-2011	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE DEPUTY DIVISION CHIEF WHS/RDD
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	OFFICE OF THE SECRETARY OF DEFENSE, DIRECTOR OF ADMINISTRATION AND MANAGEMENT, WASHINGTON HEADQUARTERS SERVICE, ENTERPRISE MANAGEMENT LIVING DISASTER RECOVERY PLANNING SYSTEM (LDRPS)	N/A	

SF 115 Requests for Records Disposition Authority with National Archives and Records Administration (NARA):

OFFICE OF THE SECRETARY OF DEFENSE, DIRECTOR OF ADMINISTRATION AND MANAGEMENT, WASHINGTON HEADQUARTERS SERVICES, ENTERPRISE MANAGEMENT

Background. The Washington Headquarters Services (WHS), Enterprise Management (EM) mission is to support the Federal Advisory Committees (FACA Committees) and to provide advice, assistance and guidance on administrative matters within WHS. EM also has responsibility for the WHS Continuity of Operations (COOP) Program, which provides guidance to WHS management and staff regarding procedures, and policies that will be implemented in the event of a local or regional (including a national) emergency which warrants the activation of part or the entire WHS COOP Plan.

The Living Disaster Recovery Planning System (LDRPS). LDRPS's purpose is to provide WHS with a standardized automated contingency planning process. Personal information in the system is used to publish organizational telephone directories/locators, recall personnel to place of duty when required, for use in emergency notification, and to perform relevant functions, requirements, actions consistent with managerial functions during an emergency/disaster.

System interfaces include but are not limited to WHS Notifind system.

Inputs include but are not limited to manual inputs of name, organization(s), WHS organization element, assignment, employee ID number, current work address, office and home telephone number(s), grade/rank, military branch of service (if applicable), position title, status and emergency point-of-contact name and telephone numbers (GRS 20 Item 2c).

Outputs include but are not limited to continuity of operations plan (COOP) for the Office of the Director of Administration and Management (ODA&M) and Washington Headquarters Services (WHS), office recall rosters and rosters for regional COOP site access authority (GRS 20 Item 4).

FILE NUMBER: To be determined

FILE TITLE: Living Disaster Recovery Planning System (LDRPS) Master File

FILE DESCRIPTION: Living Disaster Recovery Planning System (LDRPS) is a web-based system used for the management of continuity, recovery, and reconstitution of WHS business operations. LDRPS maintains a library of active Contingency Planning data for WHS, including but not limited to data and contact information on employees/contractors/vendors in the case of an event/emergency.

DISPOSITION: TEMPORARY. Cut off when superseded or obsolete, destroy immediately after cutoff.

Note: This page (page 2) replaces the page originally submitted with the schedule, per Ron McCully (OSD), 2/21/13.

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DISPOSITION: TEMPORARY Destroy/delete at cut off when superseded and obsolete

Original submission - replaced.