

Request for Records Disposition Authority

Records Schedule Number **DAA-0220-2013-0001**
 Schedule Status **Approved**

Agency or Establishment **Office of the Secretary of Defense**
 Record Group / Scheduling Group **Records of Temporary Committees, Commissions, and Boards**
 Records Schedule applies to **Agency-wide**
 Schedule Subject **Commemorative Program Files**
 Internal agency concurrences will be provided **No**

Background Information **Records created by commemorative programs established under public law to commemorate historical events or anniversaries relating to the mission of the Department of Defense, such as the Vietnam War Commemoration. These commemorations may form partnerships to assist federal agencies, State, local civilian and military communities, international governments, veterans' organizations, civic groups, industries, educational institutions, libraries, museums, business and other organizations in commemorating the event or anniversary. The Secretary of Defense determines the schedule of major events and priority of efforts for these commemorative programs, in order to ensure achievement of the objectives specified in law.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0220-2013-0001

Sequence Number	
1	Commemorative Program Files Disposition Authority Number: DAA-0220-2013-0001-0001
2	Commemorative Program Administrative Files Disposition Authority Number: DAA-0220-2013-0001-0002
3	Commemorative Program Website Content Files Disposition Authority Number: DAA-0220-2013-0001-0003
4	Commemorative Program Website Administrative Files Disposition Authority Number: DAA-0220-2013-0001-0004
5	Commemorative Program Photos, Videos and Films Disposition Authority Number: DAA-0220-2013-0001-0005

Records Schedule Items

Sequence Number	
1	<p>Commemorative Program Files</p> <p>Disposition Authority Number DAA-0220-2013-0001-0001</p> <p>Records created by commemorative programs established under public law to commemorate events or anniversaries relating to the functions of the Department of Defense. These commemorations are authorized to establish commemorative programs that coordinate, support, and facilitate other programs and activities of the Federal Government, State and local governments, and other persons and organizations participating in the commemoration activities. Record information includes but not limited to: • Program descriptions, member lists, organization charts, meeting minutes, agendas, reports, speeches and presentations, logos, media contacts and press releases, directives establishing and dissolving the commemoration program. • Records of agreements with professional associations and other agencies that participated in the observation after action reports received by the program from its partners. • Congressional testimony including prepared statements, reports, and briefing books presented to Congress. • Records of meetings with Congressional Committees (other than congressional testimonies) includes presentation materials, briefing books, minutes, and other materials. • One copy each of Commission's preliminary report, final report, annual reports, magazines, pamphlets, brochures, newsletters, and other publications produced by commemoration program. Two copies of final report (if in paper).</p> <p>Final Disposition Permanent</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Records are cutoff annually</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 3 year(s) after cutoff.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives upon termination of Commemoration Program.</p>

Additional Information

First year of records accumulation 2012
What will be the date span of the initial transfer of records to the National Archives? From 2012 To 2015
How frequently will your agency transfer these records to the National Archives? Every 3 Years

2

Commemorative Program Administrative Files

Disposition Authority Number DAA-0220-2013-0001-0002

Records created by the commission staff in the conduct of routine administrative actions and research, included are: • Copies of housekeeping and facilitative records including travel, exhibit shipping, printing and graphics requests, and technical office copies of contract files. • Background research materials consisting of information used in planning events, reference materials, and supporting materials from other sources. The information in these files may be found elsewhere. • Questionnaires, surveys and other raw data accumulated in connection with the program. • Routine inquiries and correspondence answered by commission staff filed by date, subject or name of staff member.

Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy immediately after completion of the commission.

Additional Information

GAO Approval Not Required

3

Commemorative Program Website Content Files

Disposition Authority Number DAA-0220-2013-0001-0003

Records which consists of materials available solely on the website to include PDF files, and unique electronic documents.

Final Disposition Permanent

Item Status	Active
Is this item media neutral?	Yes
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	
Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after termination of the commission.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Transfer to the National Archives on termination of commission.
How frequently will your agency transfer these records to the National Archives?	Unknown Transfer to the National Archives on termination of commission.

4

Commemorative Program Website Administrative Files

Disposition Authority Number DAA-0220-2013-0001-0004

Records created while administering the website, including electronic copies used as inputs to the site, electronic images produced as outputs, website use and control report, website screen printouts, system documentation, web design records, web site change control records, website migration records, and system configuration software.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
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

5

Retention Period	Destroy immediately after termination of the commission.
Additional Information	
GAO Approval	Not Required
Commemorative Program Photos, Videos and Films	
Disposition Authority Number	DAA-0220-2013-0001-0005
Photos, videos and films, digital or analog of the commission. Two copies of posters and the final report.	
Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Transfer to the National Archives for Accessioning	Visual and audio information records shall be managed in accordance with DoD Instruction 5040.02, Visual Information (VI). All VI records will be transferred to the Defense Imagery Management Operations Center (DIMOC).
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Visual and audio information records shall be managed in accordance with DoD Instruction 5040.02, Visual Information (VI). All VI records will be transferred to the Defense Imagery Management Operations Center (DIMOC).
How frequently will your agency transfer these records to the National Archives?	Unknown Visual and audio information records shall be managed in accordance with DoD Instruction 5040.02, Visual Information (VI). All VI records will be transferred to the Defense Imagery Management Operations Center (DIMOC).

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
04/19/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
01/27/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
01/28/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/29/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/30/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist