

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-374-01-2</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/28/01</i>	
1 FROM (Agency or establishment) DEFENSE THREAT REDUCTION AGENCY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION HEADQUARTERS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER LINDA M POWELL	4 TELEPHONE NUMBER (703) 767-4718	DATE <i>10-3-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
5 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 _____ page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>9-21-01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda M. Powell</i>		TITLE RECORDS OFFICER DEFENSE THREAT REDUCTION AGENCY
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>COMPREHENSIVE SCHEDULE FOR RECORDS OF THE DEFENSE THREAT REDUCTION AGENCY (ADDITION OF CHEMICAL - BIOLOGICAL DEFENSE RECORDS)</p> <p>WHEN APPROVED, THE PROVISIONS OF THIS SCHEDULE WILL BE INCORPORATED INTO DTRA INSTRUCTION 5015 2</p>		

*SH**Sent to Agency, NWMA, NWMD, NR*

Chemical-Biological Defense Records

1. CB Project Management Case Files

These records document DTRA's role in the oversight of DoD service branches' CB chemical and biological detection, contamination avoidance, survivability, and decontamination programs. Records cover project coordination with DoD service branches, review, allocation of funds, and other oversight functions.

DISPOSITION Temporary Destroy 6 years after project is completed or terminated

2. CB Counter-Terrorism Cooperative Programs Files

Records relating to DTRA responsibilities for CB-related counterterrorism, survivability, and research. Records cover cooperative efforts such as civil support programs with states and local municipalities, cooperative agreements with Universities and other academic entities, liaison activities with DOD and other Federal agencies, and international cooperative programs. Files include the initial agreement, any amendments to the agreement, correspondence, and training and educational materials on combating chemical and biological threats and terrorism developed as part of the cooperative program.

DISPOSITION Permanent Retire to FRC one year after cooperative program is closed out
Transfer to NARA 30 years after closeout

3. CB Counter-Terrorism Policy and Planning Files

Records of DTRA input to DOD policy on CB terrorism threat reduction and protection from CB terrorism. Records include reports, correspondence, and review of /comments on proposed DOD policies.

DISPOSITION Permanent Retire to FRC when 10 years old Transfer to NARA 30 years after closeout

4. CB Survivability Policy and Planning Files

Records of DTRA participation in planning for the protection of DOD systems and personnel against CB contamination, survivability of contamination, and decontamination procedures. The records document long range planning as well as response to immediate or intermediate CB threats. Records include technical and analytical assessments of DOD RDT&E projects, programs, equipment, technology and plans related to CB survivability.

DISPOSITION Permanent Retire to FRC when 10 years old Transfer to NARA 30 years after closeout

5. CB Testing and Evaluation Master Plans

Records relating to project test activities and DTRA's role in the process. Types of records include the Test Program Summary, Development and Operational Test and Evaluation Outlines, Test and Evaluation Resource Summary, and Test Parameters. Records are maintained in compliance with DOD Regulation 5000.2, Testing and Evaluation Master Plans (TEMPS). TEMPS are required to plan for test and evaluation related acquisitions.

DISPOSITION Permanent. Retire to FRC when 10 years old. Transfer to NARA 30 years after closeout.

6. Electronic Mail and Word Processing Files

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition Destroy/delete within 180 days after the recordkeeping copy has been produced.