

## Request for Records Disposition Authority

Records Schedule Number DAA-0330-2013-0012

Schedule Status Modified Approved Version

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 Major Subdivision

Major Subdivision Department of Defense Education Activity (DoDEA)

Schedule Subject Education Files

Internal agency concurrences will be provided No

Background Information The attached records schedule is part of a revision of OSD's current records disposition schedule. Under this revision, records will be organized by series, categories, and file numbers. If approved, this schedule will supersede disposition authorities previously approved under the following jobs: NC1-330-77-5, N1-330-87-1, N1-330-88-1, N1-330-88-3, N1-330-89-1, N1-330-91-2, N1-330-98-2, and N1-330-95-2.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
43	2	41	0

### GAO Approval

**N.B.** This schedule was updated in March 2021 to correct the lists of superseded items in items 0032, 0033, 0034, and 0038.

## Outline of Records Schedule Items for DAA-0330-2013-0012

Sequence Number	
1	Education (Series 1000)
1.1	Student and Academic Files (Category 1001)
1.1.1	USUHS Academic Committee Files (1001-01) Disposition Authority Number: DAA-0330-2013-0012-0001
1.1.2	Defense Academy for Credibility Assessment (DACA) Academic Committee Files (1001-02) Disposition Authority Number: DAA-0330-2013-0012-0002
1.1.3	Registrar's Academic and Matriculate Graduate School Files (1001-03) Disposition Authority Number: DAA-0330-2013-0012-0003
1.1.4	School Accreditation Files (1001-04) Disposition Authority Number: DAA-0330-2013-0012-0004
1.1.5	Nonmatriculate Records Files (1001-05) Disposition Authority Number: DAA-0330-2013-0012-0005
1.1.6	Student Exam, Teacher, and Coursework Preparation Files (1001-06) Disposition Authority Number: DAA-0330-2013-0012-0006
1.1.7	Teaching, Coursework, and Uniquely Relevant Military Course Files (1001-06) Disposition Authority Number: DAA-0330-2013-0012-0007
1.1.8	Instructor's Individual Student Files (1001-07) Disposition Authority Number: DAA-0330-2013-0012-0008
1.1.9	Student Theses and Dissertations Files, Office of Graduate Education(1001-08) Disposition Authority Number: DAA-0330-2013-0012-0009
1.1.10	Outside Faculty Affiliations and Professional Journal Publication Files (1001-09) Disposition Authority Number: DAA-0330-2013-0012-0010
1.1.11	University Affairs Files (1001-11) Disposition Authority Number: DAA-0330-2013-0012-0011
1.1.12	Residency Training Program Files and Academic Training Program Files (1001-12) Disposition Authority Number: DAA-0330-2013-0012-0012
1.1.13	Residence Training Program Individual Case Files (1001-13) Disposition Authority Number: DAA-0330-2013-0012-0013
1.1.14	Continuing Education (CE) Program Records (1001-14) Disposition Authority Number: DAA-0330-2013-0012-0014
1.2	Multidisciplinary Laboratories (MDL) Files (Category 1002)

1.2.1	Executive Chief Proctor (Teaching & Research Support (TRS)) and Chief Proctor or Multidisciplinary Laboratories (MDL) Files (1002-01) Disposition Authority Number: DAA-0330-2013-0012-0015
1.2.2	National Board of Medical Examiners Answer Sheet Files (1002-02) Disposition Authority Number: DAA-0330-2013-0012-0016
1.2.3	Anatomical Gift Program Donor Case Files--Accepted Donors (1002-03) Disposition Authority Number: DAA-0330-2013-0012-0017
1.2.4	Anatomical Gift Program Donor Case Files--Pending Donors (1002-04) Disposition Authority Number: DAA-0330-2013-0012-0018
1.3	Civilian Personnel Academic Appointment Files (Category 1003)
1.3.1	Visa Files on Foreign National Employees (1003-01) Disposition Authority Number: DAA-0330-2013-0012-0019
1.3.2	Faculty Curriculum Vitae Files (1003-02) Disposition Authority Number: DAA-0330-2013-0012-0020
1.3.3	Faculty Index Files (1003-03) Disposition Authority Number: DAA-0330-2013-0012-0021
1.3.4	Academic Appointment Individual Faculty Who Work Outside of USUHS Case Files (1003-04) Disposition Authority Number: DAA-0330-2013-0012-0022
1.4	Health Center Files (Category 1004)
1.4.1	Military faculty and Student Medical Record Files (1004-01) Disposition Authority Number: DAA-0330-2013-0012-0023
1.4.2	Quarter's Log Books and Student Photo Files (1004-05) Disposition Authority Number: DAA-0330-2013-0012-0024
1.4.3	Student Name and Address Log Files (1004-06) Disposition Authority Number: DAA-0330-2013-0012-0025
1.4.4	Medical Student Schedule Files (1004-07) Disposition Authority Number: DAA-0330-2013-0012-0026
1.5	Department of Defense Education Activity (DoDEA) Files (Category 1005)
1.5.1	General School Administration Files (1005-01) Disposition Authority Number: DAA-0330-2013-0012-0027
1.5.2	System Wide Assessment Files (1005-02) Disposition Authority Number: DAA-0330-2013-0012-0028
1.5.3	School-Wide Action Plans (1005-03) Disposition Authority Number: DAA-0330-2013-0012-0029
1.5.4	General School Administrative Staff Development Files (1005-04) Disposition Authority Number: DAA-0330-2013-0012-0030
1.5.5	Research Project Files (1005-05)

	Disposition Authority Number: DAA-0330-2013-0012-0031
1.5.6	School Student Record Files--Secondary School Transcripts (1005-06A) Disposition Authority Number: DAA-0330-2013-0012-0032
1.5.7	School Student Record Files--Non Secondary Transcripts (1005-06B) Disposition Authority Number: DAA-0330-2013-0012-0033
1.5.8	School Student Record Files (1005-06C) Disposition Authority Number: DAA-0330-2013-0012-0034
1.5.9	Attendance and Discipline Files (1005-07) Disposition Authority Number: DAA-0330-2013-0012-0035
1.5.10	School Special Education Student Program Files (1005-08) Disposition Authority Number: DAA-0330-2013-0012-0036
1.5.11	School Mediation Agreement and Hearing Results Files (1005-09) Disposition Authority Number: DAA-0330-2013-0012-0037
1.5.12	Teacher Class Register Files (1005-10) Disposition Authority Number: DAA-0330-2013-0012-0038
1.5.13	Master Student List Files (1005-11) Disposition Authority Number: DAA-0330-2013-0012-0039
1.5.14	Transcript Files (1005-12) Disposition Authority Number: DAA-0330-2013-0012-0040
1.5.15	Transcript Request Files (1005-13) Disposition Authority Number: DAA-0330-2013-0012-0041
1.5.16	Defense Retail Inter-service Support Program (DRIS) Files (1005-14) Disposition Authority Number: DAA-0330-2013-0012-0042
1.6	Education Systems and Database Files (Category 1006)
1.6.1	Automated Faculty Curriculum Vitae Files (1006-02) Disposition Authority Number: DAA-0330-2013-0012-0045

## Records Schedule Items

Sequence Number					
1	<p><b>Education (Series 1000)</b> Consist of records created by the OSD schools and institutions such as the Uniformed Services University of the Health Sciences (USUHS), Defense Security Cooperation Agency (DSCA) Educational Institutions, and Department of Defense Education Activity (DoDEA). Records Address various education programs, planning, supervising and conducting Department of Defense dependents' schools; training and education records of military-type schools; and training provided by civilian institutions. This does not include the personnel files of educators or administrative personnel.</p>				
1.1	<p><b>Student and Academic Files (Category 1001)</b> Records on academic and training progress, continuing education, matriculation into graduate school, non-matriculation, continuing education program, matriculate admission for schools, student exams, teaching and coursework, instructor's individual student files, instructor's individual graduate school files, and student thesis and dissertations.</p>				
1.1.1	<p><b>USUHS Academic Committee Files (1001-01)</b> Disposition Authority Number      <b>DAA-0330-2013-0012-0001</b></p> <p>Records of Committees that fall under the purview of USUHS including Student Promotions Committee (SPC); Originals or proceedings of SPC on proficiency, deficiency, graduation, deceleration and/or dis-enrollment of medical students and other matters referred to the SPC. Continuing Medical Education Committee (CMEC): Originals of proceedings of CMEC regarding all matters relating to the establishment of USUHS sponsored CMEC programs; other materials referred to the CMEC. This files contains no policy material.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <table border="1" data-bbox="345 1703 1528 1843"> <tr> <th data-bbox="345 1703 938 1749">Manual Citation</th><th data-bbox="938 1703 1528 1749">Manual Title</th></tr> <tr> <td data-bbox="345 1749 938 1843"><b>Administrative Instruction 15 (AI-15)</b></td><td data-bbox="938 1749 1528 1843"><b>OSD Records and Information Management Program</b></td></tr> </table> <p>GRS or Superseded Authority        <b>N1-330-88-3/912-01</b> Citation                                      <b>N1-330-88-3/912-06</b></p>	Manual Citation	Manual Title	<b>Administrative Instruction 15 (AI-15)</b>	<b>OSD Records and Information Management Program</b>
Manual Citation	Manual Title				
<b>Administrative Instruction 15 (AI-15)</b>	<b>OSD Records and Information Management Program</b>				

1.1.2

Disposition Instruction			
Cutoff Instruction	upon graduation, transfer, withdrawal, or death of student.		
Transfer to Inactive Storage	when 20 years old		
Retention Period	Destroy 50 year(s) after cutoff		
Additional Information			
GAO Approval	Not Required		
Defense Academy for Credibility Assessment (DACA) Academic Committee Files (1001-02)			
Disposition Authority Number	DAA-0330-2013-0012-0002		
Records of proceedings on all matters relating to the Committees that fall under the purview of DACA, such as: Curriculum Committee; Institutional Effectiveness Committee; Self Study Committee; and all other academic committees that may apply.			
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		
<table><tr><td>Manual Citation</td><td>Manual Title</td></tr></table>		Manual Citation	Manual Title
Manual Citation	Manual Title		

1.1.3

Disposition Instruction	
Cutoff Instruction	Cutoff annually
Retention Period	Destroy/Delete when 5 years old
Additional Information	
GAO Approval	Not Required
Registrar's Academic and Matriculate Graduate School Files (1001-03)	
Disposition Authority Number	DAA-0330-2013-0012-0003
Information indicating courses attended by individuals, extent of completion, results, aptitudes, and related information. (Note: Do not file policy material with these records). These files may include: Individual case files of student training including student's academic credit transcripts that list grades and credit hours for each class, results from medical board tests, such as medical boards;	

teacher evaluations with grade in each subject and /or reason for noncompliance (SPC correspondence, if applicable), correspondence regarding State and other licensure certification procedures or personal requests for academic transcripts and records related to individual training projects. Information on classes/ curriculum and the individual students. Individual academic verifications, change of letter grade (student), authorization for release of information or individuals written consent for records disclosure. Individual scores, class records, class roster, composite lists, statistical information, and departmental information. Individual student records containing required records for application/selection/completion of program. Each records also contains records on education, indicating subject studies, number of quarter credit hours, final grade in each subject, and/or reason for non-completion of the course. Related records and documents required by college/university accrediting organizations. GPA/Grade Listings, reports and grade statistics for students. Letter of application, letters of recommendation, and general correspondence, individual students records containing required documentation for application/selection/completion of program. Application for admission, admission checklist, transcripts, acceptance letters polygraph exam verifications, waiver request/approval, APA academic verifications, certificate/ diploma, professional nominations, and other related registration attendance documents.

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

Manual Citation	Manual Title
Administrative Instruction 15 (AI-15)	OSD Records and Information Management Manual

GRS or Superseded Authority Citation N1-330-91-2/912-02  
N1-330-91-2/912-04  
N1-330-91-2/912-08

Disposition Instruction

Cutoff Instruction Cut off upon graduation, transfer, withdrawal, or death of student (GWTD)

Transfer to Inactive Storage when no longer needed for current business (5 to 20 years).

Retention Period Destroy/Delete 50 years after graduation, transfer, withdrawal, or death of student

1.1.4

#### Additional Information

GAO Approval Not Required

#### School Accreditation Files (1001-04)

Disposition Authority Number DAA-0330-2013-0012-0004

Information concerning the school's adherence to standard set by accreditation boards to ensure that courses completed in the DoD schools are accepted for credits at civilian colleges, schools, and institutions. Included are program records containing documentation required for accreditation such as classroom and laboratory hours, instructor qualifications, library facilities, self-studies and reviews, other information required by the accrediting body. Accreditation and policy records and self study reports prepared in accordance to Accrediting Council for Independent Colleges and Schools (ACICS) guidelines.

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

Manual Citation	Manual Title
Administrative Instruction (AI-15)	OSD Records and Information Management Manual

GRS or Superseded Authority Citation N1-330-98-2/912-03  
N1-330-98-2/912-07

#### Disposition Instruction

Cutoff Instruction Cutoff Annually

Retention Period Destroy/Delete when 6 years old

#### Additional Information

GAO Approval Not Required

1.1.5

#### Nonmatriculate Records Files (1001-05)

Disposition Authority Number DAA-0330-2013-0012-0005

Application records of students who were selected to attend but did not actually matriculate and records of applicants who did not successfully meet all entrance requirements and for those who chose to withdraw during the application process. Records contain applications, transcripts, (from other schools), and other related



messages or correspondence. This file contains information protected under the Privacy Act of 1974.

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

Manual Citation	Manual Title
Administrative Instruction 15 (AI-15)	OSD Records and Information Management Manual

GRS or Superseded Authority Citation N1-330-91-2/912-05

#### Disposition Instruction

Cutoff Instruction end of school year.

Retention Period Destroy 5 year(s) after student non-matriculate date

#### Additional Information

GAO Approval Not Required

**Student Exam, Teacher, and Coursework Preparation Files (1001-06)**

Disposition Authority Number DAA-0330-2013-0012-0006

Consists of records concerning class/course syllabus, testing and curriculum materials to include the following: Copies of examination booklets, answer sheets, testing materials, lab sheets, correspondence, and other documentation pertaining to the administration and control of student testing. Syllabus, course outlines, handouts, textbooks, manuals, and other instructional materials and teaching aids, to include reprints of published literature used in the classroom. Course announcements, academic calendars consisting of course rotation schedules for 1st through 4th year students or graduate school equivalent, general correspondence, reports, agreements, authorizations, reviews, plans, objectives and other types of records relating to the development, implementation, and administration of the school's or university's teaching/training program, lecture notes. Curriculum approvals and curriculum files. Correspondence, memorandum of agreements requirements reviews, authorization, enrollment, projection, certification and progress reports, plans, and objectives relative to the establishment and operation of training courses.

Final Disposition Temporary

1.1.6

1.1.7	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				
	<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>Administrative Instruction (AI-15)</td> <td>OSD Records and Information Management Manual</td> </tr> </table>		Manual Citation	Manual Title	Administrative Instruction (AI-15)	OSD Records and Information Management Manual
	Manual Citation	Manual Title				
	Administrative Instruction (AI-15)	OSD Records and Information Management Manual				
	GRS or Superseded Authority Citation	N1-330-91-2/912-09 N1-330-91-2/912-10.1b N1-330-91-2/912-10.2				
	Disposition Instruction					
	Retention Period	Destroy/Delete when superseded or when no longer needed for reference.				
	Additional Information					
GAO Approval	Not Required					
Teaching, Coursework, and Uniquely Relevant Military Course Files (1001-06)						
Disposition Authority Number	DAA-0330-2013-0012-0007					
<p>Records consist of syllabuses, course outlines, handouts, textbooks, manuals, and other instructional materials and teaching aids developed by the university/school faculty, to include reprints of published medical literature used in the classroom for uniquely relevant military courses or curriculum, including battlefield triage, burn treatment, reconstructive surgery and similar topics of significance to military medicine.</p>						
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					
<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>Administrative Instruction 15 (AI-15)</td> <td>OSD Records Management Program</td> </tr> </table>			Manual Citation	Manual Title	Administrative Instruction 15 (AI-15)	OSD Records Management Program
Manual Citation	Manual Title					
Administrative Instruction 15 (AI-15)	OSD Records Management Program					
GRS or Superseded Authority Citation	N1-330-91-2/912-10.1a					

### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

**Non-electronic Textual Records**

Cutoff Instruction

**Cut off upon revision or discontinuance**

Transfer to Inactive Storage

**Retire to FRC when 5 years old**

Transfer to the National Archives for Accessioning

**Transfer to the National Archives in 10 year blocks 25 year(s) after most recent record is 10 years old.**

### Additional Information

First year of records accumulation **1980**

What will be the date span of the initial transfer of records to the National Archives?

**From 1980 To 1995**

How frequently will your agency transfer these records to the National Archives?

**Every 10 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	40 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.1.8

### Instructor's Individual Student Files (1001-07)

Disposition Authority Number **DAA-0330-2013-0012-0008**

Consist of files kept for the convenience of the teaching staff which consists of materials duplicated in or not appropriate for inclusion in the Academic and Training Progress Case Files, the Matriculate Graduate School Record Files, or other series described elsewhere in this section.

Final Disposition

**Temporary**

Item Status

**Active**

Is this item media neutral?

**Yes**

Do any of the records covered by this item currently exist in

**No**

1.1.9	electronic format(s) other than e-mail and word processing?	
	Manual Citation	Manual Title
	AI-15	OSD Records Management Program
	GRS or Superseded Authority Citation	N1-330-91-2/ 912-11 N1-330-91-2/912-12
	Disposition Instruction	
	Cutoff Instruction	End of Academic year
	Retention Period	Destroy/Delete upon graduation, transfer, withdrawal, or death of student
	Additional Information	
	GAO Approval	Not Required
	Student Theses and Dissertations Files, Office of Graduate Education(1001-08)	
	Disposition Authority Number	DAA-0330-2013-0012-0009
	Files contains copies of master's theses and doctoral dissertations submitted as requirements for award of an advanced degree in the basic medical sciences. Copies are submitted by each student as follows: one to the university library; one to the Department library; one to the Office of Graduate Education. Office of Graduate Education copy is record copy.	
	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	
Manual Citation	Manual Title	
Administrative Instruction 15	OSD Records Management Program	
GRS or Superseded Authority Citation	N1-330-91-2/912-13	
Disposition Instruction		
Cutoff Instruction	Cutoff in year of publication	
Transfer to Inactive Storage	Hold in the current filing area for 10 years after date of publication and retire to the FRC.	

Transfer to the National Archives for Accessioning      Transfer to the National Archives in 10 year blocks 25 year(s) after most recent record is 10 years old

#### Additional Information

First year of records accumulation      1980

What will be the date span of the initial transfer of records to the National Archives?      From 1980 To 1995

How frequently will your agency transfer these records to the National Archives?      Every 10 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	100 Cubic feet	4 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.1.10

#### Outside Faculty Affiliations and Professional Journal Publication Files (1001-09)

Disposition Authority Number      DAA-0330-2013-0012-0010

Individual case files maintained by individual faculty that are usually reference in nature and described elsewhere in this schedule. Files consisting of information pertaining to outside professional organizations with which faculty members are affiliated as officers, fellows or participants, and may consist of correspondence, agendas, minutes of meetings, newsletters, reports, or other pertinent materials. Affiliations may include but are not limited to such organizations as: • The American College of Cardiology; American Society for Clinical Investigation; American Federation for Clinical Research; American College of Physicians; Association of American Medical Colleges, Association of American Physicians; Association of Program Directors in Internal Medicine; American Heart Association; and the American Polygraph Association. • Manuscripts, articles and abstracts written by faculty members in connection with their work at the university for publication in various medical journals such as American Journal of Cardiology, Medical Times, Internal Medicine, or Family Physician. May contain both published articles and original manuscripts. May also include papers reviewed by USUHS staff.

Final Disposition      Temporary

1.1.11

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**

Manual Citation	Manual Title

GRS or Superseded Authority Citation **N1-330-91-2/913-01**  
**N1-330-91-2/913-02**

Disposition Instruction

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

**University Affairs Files (1001-11)**

Disposition Authority Number **DAA-0330-2013-0012-0011**

These files contain records promoting the continuation of esprit among University graduates of all the Services, includes records relating to alumni and current students, including employment and residency information, correspondence, and other related records.

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**

Manual Citation	Manual Title
<b>Administrative Instruction 15</b>	<b>OSD Records Management Program</b>

GRS or Superseded Authority Citation **N1-330-91-2/918-01**

Disposition Instruction

Retention Period **Destroy when superseded or obsolete**

Additional Information

1.1.12	<table> <tr> <td data-bbox="345 195 695 226">GAO Approval</td><td data-bbox="764 195 951 226">Not Required</td></tr> <tr> <td colspan="2" data-bbox="345 247 1515 285"><b>Residency Training Program Files and Academic Training Program Files (1001-12)</b></td></tr> <tr> <td data-bbox="345 302 695 333">Disposition Authority Number</td><td data-bbox="764 302 1154 333">DAA-0330-2013-0012-0012</td></tr> <tr> <td colspan="2" data-bbox="345 357 1515 1157"> <p>This file series consists of information concerning the documentation, reports, data and surveys to determine effectiveness of programs to include: • Records created by the USUHS Residency Program in Preventive Medicine and Occupational Medicine included are: Agreement files relating to the USUHS Residency Program; National Capital Consortium training programs files; residency administrative and correspondence records. • Records created by DACA PDD [Spell out] program. • Student load projections. • Formal Articulation Agreement with other Colleges and Universities addressing inter-institutional transfer of student credits. • Documents relating to specific training courses conducted at the activity both onsite courses and continuing education courses. Documentation of course content, attendance records, evaluation reports, comments, and similar material. • Academic reports/ data to include number of school enrollment, graduates, failures, and similar categories of reports. Included are reports, printouts, correspondence, and related information. • Instructor Records: Documents that provide a record of qualifications and effectiveness of instructors, adjunct instructors and guest speakers. Included are instructor evaluation forms, qualification data, curriculum vitae, and related documents. • Training Plans: Correspondence, memoranda of agreements requirements reviews, authorization, enrollment, projection, certification and progress reports, plans and objectives relative to the establishment and operation of training courses. • Survey outcomes to include both student and graduate surveys and related documents. • Student critique records.</p> </td></tr> <tr> <td data-bbox="345 1176 542 1207">Final Disposition</td><td data-bbox="764 1176 919 1207">Temporary</td></tr> <tr> <td data-bbox="345 1228 482 1260">Item Status</td><td data-bbox="764 1228 849 1260">Active</td></tr> <tr> <td data-bbox="345 1281 656 1312">Is this item media neutral?</td><td data-bbox="764 1281 818 1312">Yes</td></tr> <tr> <td data-bbox="345 1333 732 1465">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td data-bbox="764 1333 805 1365">No</td></tr> <tr> <td colspan="2" data-bbox="345 1499 659 1533"><b>Disposition Instruction</b></td></tr> <tr> <td data-bbox="345 1556 545 1587">Retention Period</td><td data-bbox="764 1556 1515 1629">Destroy 6 year(s) after supersession, cancellation, or termination</td></tr> <tr> <td colspan="2" data-bbox="345 1669 656 1703"><b>Additional Information</b></td></tr> <tr> <td data-bbox="345 1726 519 1757">GAO Approval</td><td data-bbox="764 1726 951 1757">Not Required</td></tr> </table>	GAO Approval	Not Required	<b>Residency Training Program Files and Academic Training Program Files (1001-12)</b>		Disposition Authority Number	DAA-0330-2013-0012-0012	<p>This file series consists of information concerning the documentation, reports, data and surveys to determine effectiveness of programs to include: • Records created by the USUHS Residency Program in Preventive Medicine and Occupational Medicine included are: Agreement files relating to the USUHS Residency Program; National Capital Consortium training programs files; residency administrative and correspondence records. • Records created by DACA PDD [Spell out] program. • Student load projections. • Formal Articulation Agreement with other Colleges and Universities addressing inter-institutional transfer of student credits. • Documents relating to specific training courses conducted at the activity both onsite courses and continuing education courses. Documentation of course content, attendance records, evaluation reports, comments, and similar material. • Academic reports/ data to include number of school enrollment, graduates, failures, and similar categories of reports. Included are reports, printouts, correspondence, and related information. • Instructor Records: Documents that provide a record of qualifications and effectiveness of instructors, adjunct instructors and guest speakers. Included are instructor evaluation forms, qualification data, curriculum vitae, and related documents. • Training Plans: Correspondence, memoranda of agreements requirements reviews, authorization, enrollment, projection, certification and progress reports, plans and objectives relative to the establishment and operation of training courses. • Survey outcomes to include both student and graduate surveys and related documents. • Student critique records.</p>		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	<b>Disposition Instruction</b>		Retention Period	Destroy 6 year(s) after supersession, cancellation, or termination	<b>Additional Information</b>		GAO Approval	Not Required
GAO Approval	Not Required																								
<b>Residency Training Program Files and Academic Training Program Files (1001-12)</b>																									
Disposition Authority Number	DAA-0330-2013-0012-0012																								
<p>This file series consists of information concerning the documentation, reports, data and surveys to determine effectiveness of programs to include: • Records created by the USUHS Residency Program in Preventive Medicine and Occupational Medicine included are: Agreement files relating to the USUHS Residency Program; National Capital Consortium training programs files; residency administrative and correspondence records. • Records created by DACA PDD [Spell out] program. • Student load projections. • Formal Articulation Agreement with other Colleges and Universities addressing inter-institutional transfer of student credits. • Documents relating to specific training courses conducted at the activity both onsite courses and continuing education courses. Documentation of course content, attendance records, evaluation reports, comments, and similar material. • Academic reports/ data to include number of school enrollment, graduates, failures, and similar categories of reports. Included are reports, printouts, correspondence, and related information. • Instructor Records: Documents that provide a record of qualifications and effectiveness of instructors, adjunct instructors and guest speakers. Included are instructor evaluation forms, qualification data, curriculum vitae, and related documents. • Training Plans: Correspondence, memoranda of agreements requirements reviews, authorization, enrollment, projection, certification and progress reports, plans and objectives relative to the establishment and operation of training courses. • Survey outcomes to include both student and graduate surveys and related documents. • Student critique records.</p>																									
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																								
<b>Disposition Instruction</b>																									
Retention Period	Destroy 6 year(s) after supersession, cancellation, or termination																								
<b>Additional Information</b>																									
GAO Approval	Not Required																								
1.1.13	<table> <tr> <td colspan="2" data-bbox="345 1785 1515 1822"><b>Residence Training Program Individual Case Files (1001-13)</b></td></tr> <tr> <td data-bbox="345 1837 695 1869">Disposition Authority Number</td><td data-bbox="764 1837 1154 1869">DAA-0330-2013-0012-0013</td></tr> </table>	<b>Residence Training Program Individual Case Files (1001-13)</b>		Disposition Authority Number	DAA-0330-2013-0012-0013																				
<b>Residence Training Program Individual Case Files (1001-13)</b>																									
Disposition Authority Number	DAA-0330-2013-0012-0013																								

Individual student case files relating to the USUHS Residency Program in Preventive Medicine and Occupational Medicine conducted by the Preventive Medicine and Biometrics Department and to include the National Capital Consortium training programs.

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

Manual Citation	Manual Title
AI-15	OSD Records Management Program

#### Disposition Instruction

Cutoff Instruction upon Graduation, Transfer, Withdrawal, or Death of Student

Transfer to Inactive Storage hold in the current filing area 20 year then retire to FRC

Retention Period Destroy when 50 years old.

#### Additional Information

GAO Approval Not Required

#### Continuing Education (CE) Program Records (1001-14)

Disposition Authority Number DAA-0330-2013-0012-0014

These files include, program records containing documentation required for accreditation by the American Nurses Credentialing Center's Commission of Accreditation; Accrediting Council for Continuing Medical Education (ACCME); Accrediting Council for Independent Colleges and Schools (ACICS); and similar other continuing education accrediting body. • Individual academic records containing documentation on continuing education course required by accrediting agency. • Federal Examiners CE credits • CE student Data Sheets • CE student certificates (from other colleges/programs) • CE student course completion certificate • CE credit report • Other CE student related reports and documents.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

1.1.14



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

No

Manual Citation	Manual Title
AI-15	OSD Records Management Program

GRS or Superseded Authority  
Citation

N1-330-98-2/912-03  
N1-330-98-2/912-07

### Disposition Instruction

Cutoff Instruction

Annually and retain in current filing area until  
destruction

Retention Period

Destroy/delete when 5 years old.

### Additional Information

GAO Approval

Not Required

### Multidisciplinary Laboratories (MDL) Files (Category 1002)

The MDL is the home base of operations for the medical students including a  
laboratory work and studying area.

### Executive Chief Proctor (Teaching & Research Support (TRS)) and Chief Proctor Multidisciplinary Laboratories (MDL) Files (1002-01)

Disposition Authority Number      DAA-0330-2013-0012-0015

General correspondence with the National Board of Medical Examiners  
(NBME) Board, orders for tests, correspondence to staff and faculty concerning  
examinations and preparation for proctoring of examinations, internal memos to  
request the test sites be in order and bills for the examination.

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

Manual Citation	Manual Title
AI-15	OSD Records Management Program

GRS or Superseded Authority  
Citation

N1-330-91-2/921-01a

1.2

1.2.1

1.2.2	<b>Disposition Instruction</b>					
	Retention Period	Destroy 5 year(s) after exam is administered				
	<b>Additional Information</b>					
	GAO Approval	Not Required				
	<b>National Board of Medical Examiners Answer Sheet Files (1002-02)</b>					
	Disposition Authority Number	DAA-0330-2013-0012-0016				
	<b>Original answer sheets and booklets.</b>					
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
1.2.3	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?					
	No					
	<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td>AI-15</td> <td>OSD Records Management Program</td> </tr> </table>		Manual Citation	Manual Title	AI-15	OSD Records Management Program
	Manual Citation	Manual Title				
	AI-15	OSD Records Management Program				
	GRS or Superseded Authority Citation	N1-330-91-2/921-01d				
	<b>Disposition Instruction</b>					
	Retention Period	Destroy when superceded or no longer needed for business purposes.				
	<b>Additional Information</b>					
	GAO Approval	Not Required				
<b>Anatomical Gift Program Donor Case Files--Accepted Donors (1002-03)</b>						
Disposition Authority Number	DAA-0330-2013-0012-0017					
Files on individuals who plan to have or have donated their bodies to medical science. Consists of original legal records of certificate of Body Donation or Certificate of Body Donation by Next of Kin; and State Death Certificate Burial-Transit Permit, and Authority to Cremate. Also contained in folder are Reports on Medical history, vital statistics request for Medical/Dental Records Death Call Worksheet, Lab Reports, Authority to Cremate, copies of all correspondence. Case files on accepted donors.						
Final Disposition	Temporary					
Item Status	Active					

1.2.4

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**

Manual Citation	Manual Title
<b>AI-15</b>	<b>OSD Records Management Program</b>

GRS or Superseded Authority Citation **N1-330-91-2/921-02a**

### Disposition Instruction

Cutoff Instruction **upon cremation and/or interment of donor's remains or their return to next-of-kin**

Transfer to Inactive Storage **hold files in Anatomical Teaching Laboratories for 5 years, then retire to the WNRC;**

Retention Period **Destroy 75 year(s) after cutoff**

### Additional Information

GAO Approval **Not Required**

### Anatomical Gift Program Donor Case Files--Pending Donors (1002-04)

Disposition Authority Number **DAA-0330-2013-0012-0018**

Consists of original legal records of certificate of Body Donation or Certificate of Body Donation by Next of Kin; and State Death Certificate Burial-Transit Permit, and Authority to Cremate. Also contained in folder are Reports on Medical history, vital statistics request for Medical/Dental Records Death Call Worksheet, Lab Reports, Authority to Cremate, copies of all correspondence. Case files on pending donors.

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**

Manual Citation	Manual Title
<b>AI-15</b>	<b>OSD Records Management Program</b>

1.3

GRS or Superseded Authority Citation

N1-330-91-2/921-02b

Disposition Instruction

Retention Period

Destroy when no longer needed

Additional Information

GAO Approval

Not Required

1.3.1

Civilian Personnel Academic Appointment Files (Category 1003)

These files are maintained in the Academic Appointment Section, which prepares appointments, promotions, and tenure materials.

Visa Files on Foreign National Employees (1003-01)

Disposition Authority Number

DAA-0330-2013-0012-0019

Correspondence, memorandums, reports, forms and other types of correspondence regarding individual visa applicants. Visa applications are copies.

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

Manual Citation	Manual Title
AI-15	OSD Records Managment Program

GRS or Superseded Authority Citation

N1-330-91-2/922-01

Disposition Instruction

Cutoff Instruction

Cutoff after separation

Transfer to Inactive Storage

retire to WNRC when 10 years old

Retention Period

Destroy/delete when 20 years old.

Additional Information

GAO Approval

Not Required

1.3.2

Faculty Curriculum Vitae Files (1003-02)

Disposition Authority Number

DAA-0330-2013-0012-0020

Curriculum vitae, faculty appointment letters, reappointment letters and departmental memoranda for both billeted military and adjunct non-billeted military and civilian faculty members. The files are arranged alphabetically in a central file.

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

Manual Citation	Manual Title
AI-15	OSD Records Management Program

GRS or Superseded Authority Citation N1-330-95-2,922-02

#### Disposition Instruction

Cutoff Instruction after termination of faculty member

Transfer to Inactive Storage hold in the current filing area for 5 years and retire to WNRC

Retention Period Destroy/Delete when 20 years old.

#### Additional Information

GAO Approval Not Required

#### Faculty Index Files (1003-03)

Disposition Authority Number DAA-0330-2013-0012-0021

Index cards that include name, address, Department and title, and date of appointment of individuals holding academic appointments at the university/institution maintained for convenience and reference.

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

Manual Citation	Manual Title
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1.3.3

	AI-15	OSD Records Management Program
	GRS or Superseded Authority Citation	N1-330-91-2/922-03
	Disposition Instruction	
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
1.3.4	Academic Appointment Individual Faculty Who Work Outside of USUHS Case Files (1003-04)	
	Disposition Authority Number	DAA-0330-2013-0012-0022
	Copies of USUHS Form 1006 (or its successor), "Request for Approval of Outside Activity," which is used to request permission for employment outside of the USUHS facility, and USUHS Form 1013(or its successor), "Report on Outside Activity," which is completed by September 10 of that year's activities.	
	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
	GRS or Superseded Authority Citation	N1-330-91-2/922-04
	Disposition Instruction	
	Retention Period	Destroy 3 year(s) after Separation
	Additional Information	
	GAO Approval	Not Required
1.4	Health Center Files (Category 1004) Files maintained in the Student Health Clinic that cares for military faculty, students and student spouses.	
1.4.1	Military faculty and Student Medical Record Files (1004-01)	
	Disposition Authority Number	DAA-0330-2013-0012-0023
	Health records for students and their dependents, and military faculty used until the time of graduation/termination.	
	Final Disposition	Temporary

1.4.2	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				
	GRS or Superseded Authority Citation	N1-330-91-2/924-01				
	Disposition Instruction					
	Retention Period	Destroy immediately after reassignment, retirement, or resignation				
	Additional Information					
	GAO Approval	Not Required				
	Quarter's Log Books and Student Photo Files (1004-05)					
	Disposition Authority Number	DAA-0330-2013-0012-0024				
1.4.3	Listings of all students and active duty personnel who are put on quarters while under treatment for illness. Student photos maintained for ease of identification.					
	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				
	<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>AI-15</td> <td>OSD Records Management Program</td> </tr> </table>		Manual Citation	Manual Title	AI-15	OSD Records Management Program
	Manual Citation	Manual Title				
	AI-15	OSD Records Management Program				
	GRS or Superseded Authority Citation	N1-330-91-2/924-03 N1-330-91-2/924-04				
	Disposition Instruction					
Cutoff Instruction	cutoff upon last entry					
Retention Period	Destroy 5 year(s) after date of last entry					
Additional Information						
GAO Approval	Not Required					
Student Name and Address Log Files (1004-06)						

Disposition Authority Number **DAA-0330-2013-0012-0025**

**Alphabetical list of students by year with their name, address, telephone number and social security number, maintained for convenience**

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**

Manual Citation	Manual Title
<b>AI-15</b>	<b>OSD Records Management Program</b>

GRS or Superseded Authority Citation **N1-330-91-2/924-05**

**Disposition Instruction**

Retention Period **Destroy when superseded**

**Additional Information**

GAO Approval **Not Required**

**Medical Student Schedule Files (1004-07)**

Disposition Authority Number **DAA-0330-2013-0012-0026**

**Duplicate copies of class schedules maintained for ease of reference.**

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**

GRS or Superseded Authority Citation **N1-91-330-2/924-06**

**Disposition Instruction**

Cutoff Instruction **End of academic year**

Retention Period **Destroy immediately after end of academic year**

**Additional Information**

1.4.4



	GAO Approval	Not Required
1.5	<p>Department of Defense Education Activity (DoDEA) Files (Category 1005)</p> <p>These records concern the planning and management of dependents' schools and educational systems programs, includes records of students attending Department of Defense (DoD) operated schools used by school officials, including teachers.</p>	
1.5.1	<p>General School Administration Files (1005-01)</p> <p>Disposition Authority Number      DAA-0330-2013-0012-0027</p> <p>Information on student administration, curriculum, special education, courses, activities, special programs, and summer school files. Materials on individual students shall be filed in the student folder. Included are: • Student administration information such as placement, field trips, scholarships and/or financial aid, bus transportation records, and graduation requirements. • Curriculum files such as curriculum development agendas, records developed and created in task group meetings, minutes, and recommendations applicable to all curriculum areas. These files shall also include general working papers on the particular curriculum for an individual school year. Examples of curriculum files would be: Professional Technical Studies (PTS), Arts and Humanities, Early Childhood Education, Preschool, Health, Drug and/or Alcohol Abuse, language arts, English as a Second Language, science, Pupil Personnel Services, etc. • Special Education general non-policy material including reports, correspondence on the planning and development of special education (includes speech, learning disabilities, etc.) The following subdivisions are authorized: Case Study Committee and Related Services. • Information on the planning and subsequent issuance of Six-year curriculum renewal plan. • Course offerings to include schedules and lists of courses. • Independent study courses materials, proposals for or actual study courses. • Office copies of school-wide action plans. • Special programs information that is non-policy in nature that is related to education such as the International Art Festival, Teacher-in-Space, Artist in Residence and similar programs. • Summer school program planning and implementation information.</p> <p>Final Disposition      Temporary</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?      No</p> <p>GRS or Superseded Authority Citation      N1-330-87-1/1902-01 N1-330-87-1/1902-02(a) N1-330-87-1/1902-02(c) N1-330-87-1/1902-03 N1-330-87-1/1902-04 N1-330-87-1/1902-05 N1-330-87-1/1902-06</p>	

1.5.2		N1-330-87-1/1902-09(b) N1-330-87-1/1902-12 N1-330=87-1/1902-14
	Disposition Instruction	
	Cutoff Instruction	end of school year
	Retention Period	Destroy/Delete when 1 year old or when no longer needed for reference.
	Additional Information	
	GAO Approval	Not Required
	<b>System Wide Assessment Files (1005-02)</b>	
	Disposition Authority Number	DAA-0330-2013-0012-0028
	<b>System Wide Assessment</b> results for individual students and aggregated results for classrooms, schools, districts, and areas	
	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
	GRS or Superseded Authority Citation	N1-330-87-1/1902.07.1 N1-330-87-1/1902.07.2
1.5.3	Disposition Instruction	
	Retention Period	Destroy/Delete when 6 years old.
	Additional Information	
	GAO Approval	Not Required
	<b>School-Wide Action Plans (1005-03)</b>	
	Disposition Authority Number	DAA-0330-2013-0012-0029
	<b>School copies of all information on the School-Wide Action Plan, to include records on the school improvement plan.</b>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

1.5.4	electronic format(s) other than e-mail and word processing?	
	GRS or Superseded Authority Citation	N1-330-87-1/FN 1902-09a
	<b>Disposition Instruction</b>	
	Cutoff Instruction	end of the school year
	Retention Period	Destroy/Delete when 5 years old
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>General School Administrative Staff Development Files (1005-04)</b>	
	Disposition Authority Number	DAA-0330-2013-0012-0030
	Information on staff development programs conducted by the school, area or other outside sources includes training and staff evaluation material.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
1.5.5	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-330-87-1/1902-11
	<b>Disposition Instruction</b>	
	Retention Period	Destroy/Delete when 5 years old or 5 years after completion of specified program
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Research Project Files (1005-05)</b>	
	Disposition Authority Number	DAA-0330-2013-0012-0031
	Approved, pending, rejected material on the planning and development of research programs; i.e., research and innovation projects, individual project proposals, etc.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes

1.5.6	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table border="1"> <tr> <td>Manual Citation</td> <td>Manual Title</td> </tr> <tr> <td>AI-15</td> <td>OSD Records Management Program</td> </tr> </table>		Manual Citation	Manual Title	AI-15	OSD Records Management Program
	Manual Citation	Manual Title				
	AI-15	OSD Records Management Program				
	GRS or Superseded Authority Citation	N1-330-87-1/1902-13a N1-330-87-1/1902-13b				
	Disposition Instruction					
	Retention Period	Destroy 7 year(s) after completion or when no longer needed for reference occurs, whichever is later				
	Additional Information					
	GAO Approval	Not Required				
	School Student Record Files--Secondary School Transcripts (1005-06A)					
Disposition Authority Number	DAA-0330-2013-0012-0032					
<p>Information on enrollment and registration, such as: • School registration card files (copies of Sponsor and/or Pupil Registration Cards reflecting enrollment verification, sponsoring agency, and emergency locator information, and similar records • Records of student performance (academic, social, and athletic) and recognition. • Student transcripts (see FN 1005-11), standardized achievement tests scores, grades, report cards, examples of student work and achievements (copies of report cards that reflect scholastic grades, promotion, or retention). • Reading records. • Health records (immunization records, parental permission forms, screening results, spots physicals, physician referrals, medication instructions consent forms, and accident reports and similar information). • Ancillary service records. Information on supplemental student services, Gifted Program, English as a Second Language (ESL), Compensatory Education, Reading Improvement, to include consultation and referrals, test protocols, assessments and evaluation plans and results, progress and evaluation reports and summaries, teacher's notes, general correspondence, and samples of student's work and related information. • Letters of recommendation, parental correspondence; other notes and related information; and other similar information. Includes records received from student attendance at other schools. • Note: Special education information must be maintained in the School Special Education Student file 1005-08. Student records for closed schools will also use this file number such as Panama</p>						
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**

Manual Citation	Manual Title
AI-15	OSD Records Management Program

GRS or Superseded Authority Citation  
 N1-330-88-001 / 1903-02  
 N1-330-88-001 / 1903-04  
 N1-330-88-001 / 1903-05  
 N1-330-88-001 / 1904-01  
 N1-330-88-001 / 1904-04  
 N1-330-88-001 / 1904-05  
 N1-330-88-001 / 1904-07  
 N1-330-88-001 / 1904-08  
 N1-330-88-001 / 1905-01  
 N1-330-00-001 / 1

#### Disposition Instruction

Retention Period Destroy/Delete when 50 years old.

#### Additional Information

GAO Approval Not Required

#### School Student Record Files--Non Secondary Transcripts (1005-06B)

Disposition Authority Number DAA-0330-2013-0012-0033

Information on enrollment and registration, such as: • School registration card files (copies of Sponsor and/or Pupil Registration Cards reflecting enrollment verification, sponsoring agency, and emergency locator information, and similar records • Records of student performance (academic, social, and athletic) and recognition. • Student transcripts (see FN 1005-11), standardized achievement tests scores, grades, report cards, examples of student work and achievements (copies of report cards that reflect scholastic grades, promotion, or retention). • Reading records. • Health records (immunization records, parental permission forms, screening results, spots physicals, physician referrals, medication instructions consent forms, and accident reports and similar information). • Ancillary service records. Information on supplemental student services, Gifted Program, English as a Second Language (ESL), Compensatory Education, Reading Improvement, to include consultation and referrals, test protocols, assessments and evaluation plans and results, progress and evaluation reports and summaries, teacher's notes, general correspondence, and samples of student's work and related information. • Letters of recommendation, parental

1.5.7

correspondence; other notes and related information; and other similar information. Includes records received from student attendance at other schools. • Note: Special education information must be maintained in the School Special Education Student file 1005-08. Student records for closed schools will also use this file number such as Panama

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

GRS or Superseded Authority Citation  
N1-330-88-001 / 1905-01  
N1-330-88-001 / 1903-02  
N1-330-88-001 / 1903-04  
N1-330-88-001 / 1903-05  
N1-330-88-001 / 1904-04  
N1-330-88-001 / 1904-05  
N1-330-88-001 / 1904-07  
N1-330-88-001 / 1904-08  
N1-330-00-001 / 1

#### Disposition Instruction

Cutoff Instruction upon transfer, withdrawal, or death of student

Retention Period Destroy/Delete when 5 years old

#### Additional Information

GAO Approval Not Required

#### School Student Record Files (1005-06C)

Disposition Authority Number DAA-0330-2013-0012-0034

Information on enrollment and registration, such as: • School registration card files (copies of Sponsor and/or Pupil Registration Cards reflecting enrollment verification, sponsoring agency, and emergency locator information, and similar records • Records of student performance (academic, social, and athletic) and recognition. • Student transcripts (see FN 1005-11), standardized achievement tests scores, grades, report cards, examples of student work and achievements (copies of report cards that reflect scholastic grades, promotion, or retention). • Reading records. • Health records (immunization records, parental permission forms, screening results, sports physicals, physician referrals, medication instructions consent forms, and accident reports and similar information). • Ancillary service records. Information on supplemental student services, Gifted Program, English as a Second Language (ESL), Compensatory Education,

1.5.8

Reading Improvement, to include consultation and referrals, test protocols, assessments and evaluation plans and results, progress and evaluation reports and summaries, teacher's notes, general correspondence, and samples of student's work and related information. • Letters of recommendation, parental correspondence; other notes and related information; and other similar information. Includes records received from student attendance at other schools. • Note: Special education information must be maintained in the School Special Education Student file 1005-08. Student records for closed schools will also use this file number such as Panama

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

GRS or Superseded Authority Citation  
N1-330-88-001 / 1903-02  
N1-330-88-001 / 1903-04  
N1-330-88-001 / 1903-05  
N1-330-88-001 / 1904-01  
N1-330-88-001 / 1904-04  
N1-330-88-001 / 1904-05  
N1-330-88-001 / 1904-07  
N1-330-88-001 / 1904-08  
N1-330-88-001 / 1905-01  
N1-330-00-001 / 1

#### Disposition Instruction

Cutoff Instruction upon transfer, withdrawal, or death of student

Retention Period Destroy when 1 year old.

#### Additional Information

GAO Approval Not Required

#### Attendance and Discipline Files (1005-07)

Disposition Authority Number DAA-0330-2013-0012-0035

Information reflecting attendance and discipline actions, to include teacher and principal referrals, tardy and/or admission slips, correspondence to and from parents, student and/or witness statements, school investigative files, disciplinary committee records, and similar related information.

Final Disposition Temporary

Item Status Active

1.5.9

1.5.10	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
	GRS or Superseded Authority Citation	N1-330-88-01/1904-09
	Disposition Instruction	
	Cutoff Instruction	End of school year
	Retention Period	Destroy/delete when 1 year old
	Additional Information	
	GAO Approval	Not Required
	School Special Education Student Program Files (1005-08)	
	Disposition Authority Number	DAA-0330-2013-0012-0036
	All information pertaining to special education, such as: • Preferrals and referral forms, and when appropriate, samples of student work. • Individual Education Plans. • Case Study Committee minutes, invitations, and reports. • Parental permission to assess. • Disciplinary records, behavior plans, and related information • Assessment and evaluation reports • File access records and cross-reference location information. • Results of special education administrative hearings and other informal and formal conflict resolution procedures, such as mediated agreements or settlement records, related service provider reports and teachers notes relevant to the child's special education program or needs. Information may be included in school student records files.	
	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
	GRS or Superseded Authority Citation	N1-330-89-1/1903-03 N1-330-89-1/1903-06
	Disposition Instruction	
	Cutoff Instruction	upon graduation, transfer, withdrawal, or death of student
	Retention Period	Destroy/Delete when 5 years old



1.5.11	<p><b>Additional Information</b></p> <p>GAO Approval Not Required</p> <p><b>School Mediation Agreement and Hearing Results Files (1005-09)</b></p> <p>Disposition Authority Number DAA-0330-2013-0012-0037</p> <p><b>School copy of material on mediations and hearings other than that contained in the individual student record.</b></p> <p>Final Disposition Temporary</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? No</p> <p>GRS or Superseded Authority Citation N1-330-87-1/1902-03.1</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction after final decision</p> <p>Transfer to Inactive Storage when 6 years old</p> <p>Retention Period Destroy/Delete when 20 years old.</p>
1.5.12	<p><b>Additional Information</b></p> <p>GAO Approval Not Required</p> <p><b>Teacher Class Register Files (1005-10)</b></p> <p>Disposition Authority Number DAA-0330-2013-0012-0038</p> <p><b>Grade books reflecting daily, weekly, semester, or annual scholastic marks and averages, attendance, teacher comments and/or notes, withdrawal information, and similar records.</b></p> <p>Final Disposition Temporary</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? No</p> <p>GRS or Superseded Authority Citation N1-330-88-001 / 1903-06 N1-330-88-001 / 1904-10 N1-330-88-001 / 1905-04</p>

1.5.13	<b>Disposition Instruction</b>	
	Cutoff Instruction	at the end of the school year
	Retention Period	Destroy/Delete when 1 year old
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Master Student List Files (1005-11)</b>	
	Disposition Authority Number	DAA-0330-2013-0012-0039
	A listing of all students, by grade, enrolled in grades K-8, by school year. The list shall annotate when the student entered or withdrew if either action occurs during the school year. If student attends for entire year, name is sufficient	
	Final Disposition	Temporary
	Item Status	Active
1.5.14	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
	GRS or Superseded Authority Citation	N1-330-88-1/1903-07
	<b>Disposition Instruction</b>	
	Cutoff Instruction	at the end of calendar year
	Retention Period	Destroy when 25 years old
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Transcript Files (1005-12)</b>	
	Disposition Authority Number	DAA-0330-2013-0012-0040
	Information consists solely of the student's permanent record (transcripts) reflecting grades, course titles, credits, and similar related information. Transcript may be maintained in the student's record file.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

1.5.15	electronic format(s) other than e-mail and word processing?	
	GRS or Superseded Authority Citation	N1-330-88-1/1904-02
	<b>Disposition Instruction</b>	
	Cutoff Instruction	upon graduation, transfer, withdrawal, or death of student
	Transfer to Inactive Storage	Transfer to area office after 4 years transfer to WNRC
	Retention Period	Destroy/Delete when 50 years old
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Transcript Request Files (1005-13)</b>	
	Disposition Authority Number	DAA-0330-2013-0012-0041
	<b>Request forms and correspondence authorizing release of transcripts and other school student records files.</b>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
1.5.16	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-330-88-1/1904-03
	<b>Disposition Instruction</b>	
	Cutoff Instruction	end of school year
	Retention Period	Destroy/Delete when 2 years old
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Defense Retail Inter-service Support Program (DRIS) Files (1005-14)</b>	
	Disposition Authority Number	DAA-0330-2013-0012-0042
	<b>Agreements between DoDEA and Military Services or other Federal Agencies.</b>	
	Final Disposition	Temporary
	Item Status	Active

1.6	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
	GRS or Superseded Authority Citation	N1-330-87-1/1914-01
	Disposition Instruction	
	Cutoff Instruction	close of calendar year
	Retention Period	Destroy/Delete 1 year after close of the last calendar year
	Additional Information	
	GAO Approval	Not Required
	Education Systems and Database Files (Category 1006) Electronic systems created specifically to facilitate data production requirements unique to the educational organizations. Use file categories 102 and 410 for other IT related records such as system documentation, system backup files, printouts, and maintenance and operation files.	
	Automated Faculty Curriculum Vitae Files (1006-02)	
1.6.1	Disposition Authority Number	DAA-0330-2013-0012-0045
	This database is maintained by the Civilian Personnel Directorate and includes fields describing basic biographical and professional-qualifications data on academic faculty members. Hard copy output is furnished to users upon request.	
	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
	GRS or Superseded Authority Citation	N1-330-91-2/916-02
	Disposition Instruction	
	Retention Period	Delete file when system is superseded
	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
06/30/2015	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
09/15/2015	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
11/21/2016	Submit For Certification	Julia Hickey	Archivist	Defense Media Activity - Defense Imagery Management Operations Center
11/22/2016	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
01/18/2017	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/31/2017	Submit For Certification	Ronald McCully	Electronic Records Management Specialist	Office of the Secretary of Defense - Office of the Director of Administration and management
02/09/2017	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
07/16/2018	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/23/2018	Concur	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4

07/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist