

## Request for Records Disposition Authority

Records Schedule Number DAA-0374-2014-0007

Schedule Status Approved

Agency or Establishment Defense Threat Reduction Agency

Record Group / Scheduling Group Records of the Defense Threat Reduction Agency

Records Schedule applies to Department-wide

Schedule Subject 210.02 Organizational Charts

Internal agency concurrences will be provided No

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0374-2014-0007

Sequence Number	
1	210.02 Organizational Charts Disposition Authority Number: DAA-0374-2014-0007-0001

## Records Schedule Items

Sequence Number														
1	<p><b>210.02 Organizational Charts</b></p> <p>Disposition Authority Number      DAA-0374-2014-0007-0001</p> <p><b>Published Agency Organization Charts. Includes charts published for HQDTRA and DTRA-ABQ.</b></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?      No</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Permanent. Cut off files at the end of the calendar year in which the organizational chart is superseded or obsolete.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives in 5 year blocks 25 year(s) after creation</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      Unknown The date is unknown. The Organization will make the initial transfer.</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 5 Years</p> <table border="1"> <thead> <tr> <th></th> <th>Estimated Current Volume</th> <th>Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td>Paper</td> <td>1 Cubic feet</td> <td>.125 Cubic feet</td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	1 Cubic feet	.125 Cubic feet	Microform		
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Electronic/Digital														
Paper	1 Cubic feet	.125 Cubic feet												
Microform														

Hardcopy or Analog Special Media		
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## 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
04/20/2015	Certify	Gladys Thompson	Records Manager	Chief of Staff - Records Management Office
09/25/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
09/28/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/28/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/01/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist