

Request for Records Disposition Authority

Records Schedule Number **DAA-0374-2014-0024**

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 **501.09 Installation Clearance Program**

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0374-2014-0024

Sequence Number	
1	501.09 Installation Clearance Program
1.1	501.09 Installation Clearance Program Disposition Authority Number: DAA-0374-2014-0024-0001

Records Schedule Items

Sequence Number	
1	501.09 Installation Clearance Program Record of approved clearance requests and related documentation for controlling entry/exit to and from the installation during installation environmental clean-up projects in the Pacific area, other than Johnston Atoll.
1.1	501.09 Installation Clearance Program Disposition Authority Number DAA-0374-2014-0024-0001 Record of approved clearance requests and related documentation for controlling entry/exit to and from the installation during installation environmental clean-up projects in the Pacific area, other than Johnston Atoll. 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 No GRS or Superseded Authority Citation GRS 18, dated 1960, item 18 NC1-GRS-80-1 / 22 Disposition Instruction Cutoff Instruction Temporary. Destroy when 50 years old. Retention Period Destroy immediately after 50 years 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
04/20/2015	Certify	Gladys Thompson	Records Manager	Chief of Staff - Records Management Office
02/26/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/28/2016	Submit For Certification	Gladys Thompson	Records Manager	Chief of Staff - Records Management Office
03/09/2017	Certify	Sosena Feyissa	Management Analyst	J65 Knowledge Management Plans and Solutions Department - Knowledge Management
05/22/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/24/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist