

## Request for Records Disposition Authority

Records Schedule Number DAA-0374-2014-0036

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 1404.06 Preservation and Packing

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0374-2014-0036

Sequence Number	
1	1404.06 Preservation and Packing
1.1	1404.06 Preservation and Packing Disposition Authority Number: DAA-0374-2014-0036-0001

## Records Schedule Items

Sequence Number	
1	<b>1404.06 Preservation and Packing</b> <b>Record of preservation and packaging of materiel.</b>
1.1	<b>1404.06 Preservation and Packing</b> <b>Disposition Authority Number</b> DAA-0374-2014-0036-0001 <b>Record of preservation and packaging of materiel.</b> <b>Final Disposition</b> Temporary <b>Item Status</b> Active <b>Is this item media neutral?</b> Yes <b>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>Disposition Instruction</b> <b>Cutoff Instruction</b> Temporary. Destroy when superseded or obsolete or upon incorporation of data in procedural directives or similar systems. <b>Retention Period</b> Destroy when superseded or obsolete or upon incorporation of data in procedural directives or similar systems. <b>Additional Information</b> <b>GAO Approval</b> 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
05/06/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/11/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist