

Request for Records Disposition Authority

Records Schedule Number **DAA-0374-2014-0042**

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 **1406.08 Due-In Documents**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0374-2014-0042

Sequence Number	
1	1406.08 Due-In Documents
1 1	1406.08 Due-In Documents Disposition Authority Number: DAA-0374-2014-0042-0001

Records Schedule Items

Sequence Number	
1	<p>1406.08 Due-In Documents Record of quantity and type of material due in for notification of shipment or for purpose of warehouse space utilization planning. Includes requisition copies; purchase, shipping, and delivery orders; excluding documents filed w/stock record account.</p>
1.1	<p>1406.08 Due-In Documents</p> <p>Disposition Authority Number DAA-0374-2014-0042-0001</p> <p>Record of quantity and type of material due in for notification of shipment or for purpose of warehouse space utilization planning. Includes requisition copies; purchase, shipping, and delivery orders; excluding documents filed w/stock record account.</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>Disposition Instruction</p> <p>Cutoff Instruction Temporary. Destroy 2 years after receipt of shipment.</p> <p>Retention Period Destroy 2 years after receipt of shipment.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
05/19/2016	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/25/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist