

## Request for Records Disposition Authority

Records Schedule Number DAA-0374-2015-0002

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 Major Subdivision

Major Subdivision Research and Development

Schedule Subject Human Research/ Animal Use Oversight

Internal agency concurrences will be provided No

Background Information Proposal files and records related to DTRA oversight of DTRA supported projects involving human research and/or vertebrate animals. Documentation of Institutional Review Board certification, Assurance approval, DTRA's Research Oversight Board review/approval, and continuing review until closure for human research efforts in accordance with DoD Directive 3216.02, DTRA Directive 3216.01 and DTRA Instruction 3216.02 along with DTRA form 156. Documentation of Institutional Animal Care and Use Committee review/approval, DoD Veterinarian approval, DTRA's Research Oversight Board review/approval, and continuing review until closure for human research efforts in accordance with DoD Directive 3216.01, DTRA Directive 3216.01 and DTRA Instruction 3216.02 along with DTRA form 156.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0374-2015-0002

Sequence Number	
1	Human Research/ Animal Use Oversight Disposition Authority Number: DAA-0374-2015-0002-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Human Research/ Animal Use Oversight</b></p> <p>Disposition Authority Number      DAA-0374-2015-0002-0001</p> <p>Proposal files and records related to DTRA oversight of DTRA supported projects involving human research and/or vertebrate animals. Documentation of Institutional Review Board certification, Assurance approval, DTRA's Research Oversight Board review/approval, and continuing review until closure for human research efforts in accordance with DoD Directive 3216.02, DTRA Directive 3216.01 and DTRA Instruction 3216.02 along with DTRA form 156. Documentation of Institutional Animal Care and Use Committee review/approval, DoD Veterinarian approval, DTRA's Research Oversight Board review/approval, and continuing review until closure for human research efforts in accordance with DoD Directive 3216.01, DTRA Directive 3216.01 and DTRA Instruction 3216.02 along with DTRA form 156.</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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Destroy 3 years after project is closure by DTRA's Research Oversight Board</p> <p>Transfer to Inactive Storage          None</p> <p>Retention Period                      Destroy 3 year(s) after project is closure by DTRA's Research Oversight Board</p> <p><b>Additional Information</b></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
11/05/2015	Certify	Gladys Thompson	Records Manager	Chief of Staff - Records Management Office
06/06/2016	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/07/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/08/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist