

Request for Records Disposition Authority

Records Schedule Number DAA-0506-2014-0002

Schedule Status Approved

Agency or Establishment Defense Commissary Agency

Record Group / Scheduling Group Records of the Defense Commissary Agency

Records Schedule applies to Agency-wide

Schedule Subject DeCA Incident Report (DIRep)

Internal agency concurrences will be provided Yes

Background Information Preliminary notification of situations and events which could adversely impact DeCA operations, facilities, or personnel that generate publicity, or similar information that is of interest to HQ DeCA or DoD. Examples of events covered could include thefts of funds or property, accidents, natural disasters, or any Agency incident of a serious nature.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0506-2014-0002

Sequence Number	
1	DeCA Incident Report (DIRep) Disposition Authority Number: DAA-0506-2014-0002-0001
2	DeCA Incident Report (DIRep) for all other offices. Disposition Authority Number: DAA-0506-2014-0002-0002

Records Schedule Items

Sequence Number	
1	<p>DeCA Incident Report (DIRep)</p> <p>Disposition Authority Number DAA-0506-2014-0002-0001</p> <p>Headquarters Security Office DIRep files. Preliminary notification of situations and events which could adversely impact DeCA operations, facilities, or personnel that generate publicity, or similar information that is of interest to HQ DeCA or DoD. Events covered could include thefts of funds or property, accidents, or natural disasters.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>GRS or Superseded Authority Citation N/A</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff: end of the fiscal year in which final action was taken.</p> <p>Transfer to Inactive Storage after 2 years.</p> <p>Retention Period Destroy 3 year(s) after Cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>DeCA Incident Report (DIRep) for all other offices.</p> <p>Disposition Authority Number DAA-0506-2014-0002-0002</p> <p>DIRep files for all other offices. Preliminary notification of situations and events which could adversely impact DeCA operations, facilities, or personnel that generate publicity, or similar information that is of interest to HQ DeCA or DoD. Events covered could include thefts of funds or property, accidents, or natural disasters.</p> <p>Final Disposition Temporary</p>

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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
Disposition Instruction	
Cutoff Instruction	Cutoff: end of the fiscal year in which final action was taken.
Transfer to Inactive Storage	N/A
Retention Period	Destroy 1 year(s) after Cutoff
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
09/08/2014	Certify	Carol Chambliss	Records Officer	Defense Commissary Agency - Information Technology Directorate
02/27/2015	Submit for Concurrence	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
03/02/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/08/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist