

Request for Records Disposition Authority

Records Schedule Number **DAA-0509-2014-0005**

Schedule Status **Approved**

Agency or Establishment **Department of Defense Inspector General**

Record Group / Scheduling Group **Records of the Department of Defense Inspector General**

Records Schedule applies to **Agency-wide**

Schedule Subject **Social Media**

Internal agency concurrences will be provided **No**

Background Information **The Department of Defense Inspector General (DoDIG) is responsible for providing independent, relevant, and timely oversight of the Department of Defense that helps to support the warfighter, and promote accountability, integrity and efficiency. DoDIG has an account for each of several commercial social networking sites in order to provide information to the public. These social networking sites include Twitter, Hootsuite, Flickr, and LinkedIn. This schedule applies to the application, implementation and certification of social media records. The records are maintained by the Office of Communications and Congressional Liaison..**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0509-2014-0005

Sequence Number	
1	Social Media (WEB 2.0) Applications Disposition Authority Number: DAA-0509-2014-0005-0001

Records Schedule Items

Sequence Number	
1	<p>Social Media (WEB 2.0) Applications</p> <p>Disposition Authority Number DAA-0509-2014-0005-0001</p> <p>Records relating to the application, implementation and certification of social media platforms. Included are (but not limited to) Twitter, Flickr, and LinkedIn. The purpose of these postings is to push content to the public.</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? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the CY.</p> <p>Retention Period Destroy 2 year(s) after termination of platform or agreement</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
06/18/2014	Certify	Bruce Womack	Management Analyst	DOD - Inspector General
05/20/2015	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
05/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/21/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/22/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist