

Request for Records Disposition Authority

Records Schedule Number	DAA-0428-2012-0002
Schedule Status	Approved
Agency or Establishment	Department of the Navy
Record Group / Scheduling Group	General Records of the Department of the Navy, 1947-
Records Schedule applies to	Major Subdivision
Major Subdivision	Secretary of the Navy (SECNAV)
Minor Subdivision	Office for the Administrative Review of the Detention of Enemy Combatants (OARDEC)
Schedule Subject	Detainee Records
Internal agency concurrences will be provided	Yes
Background Information	<p>Current military operations pursuant to the Global War on Terror have resulted in instances in which individuals believed to be actively engaged in hostile actions against US, host nation, and/or coalition forces have been detained as enemy combatants and held in extrajudicial detention by US military forces. Since 2004, such persons were subject to an initial Combatant Status Review Tribunal (CSRT), to determine enemy combatant status. Those who remained in detention have been subject to further periodic administrative review proceedings, which render recommendations as to whether they need to remain in detention. There are currently approved records series that address the investigation and interrogation of these persons, but none that account for this phase of the detention process. These records are extremely sensitive and subject to judicial preservation orders as well as directives from Department of Defense (DoD) Office of the General Counsel (OGC). For those detainees held at Guantanamo Bay, Cuba, DoD OGC has directed that these types of records be preserved and maintained. This series addresses this void.</p> <p>It should be noted that the creation of these records is not a continuous process. There may be gaps in the creation of some or all of the series depending on variables that cannot be easily determined. There are still a lot of unknowns about the future dimensions of the process.</p>
Item Count	

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	3	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0428-2012-0002

Sequence Number	
1	4. DETAINEE ADMINISTRATIVE PROCEEDINGS RECORDS.
1 1	a. Status Determination Proceedings Disposition Authority Number. DAA-0428-2012-0002-0001
1 2	b. Administrative Review Proceedings. Disposition Authority Number. DAA-0428-2012-0002-0002
1 3	c. Working Files Disposition Authority Number. DAA-0428-2012-0002-0003

Records Schedule Items

Sequence Number

1

4. DETAINEE ADMINISTRATIVE PROCEEDINGS RECORDS.

Consists of records of the United States Department of Defense organization(s) and other U.S. government agencies responsible for administering Combatant Status Review Tribunals (CSRTs), and for those detainees deemed to be enemy combatants, annual Administrative Review Boards (ARBs) and other periodic review proceedings. The proceedings assess the threat level posed by detainees held by U.S. military forces and make recommendations as to whether the U.S. needs to hold them in continued detention.

1 1

a. Status Determination Proceedings.

Disposition Authority Number **DAA-0428-2012-0002-0001**

Files contain all records of proceedings of administrative determination of detainee combatant status for the purpose of law of war detention, including transcripts, exhibits, video and audio recordings, decision documents and required sufficiency reviews.

Final Disposition **Permanent**

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**

Manual Citation	Manual Title
SSIC 3462.4a	SECNAV M-5210.1, Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation **New**

Disposition Instruction

Cutoff Instruction **Cutoff at close of proceedings.**

Transfer to Inactive Storage **If space is not available locally, transfer to WNRC.**

Transfer to the National Archives
for Accessioning

Transfer to the National Archives 25 year(s) after
cutoff.

Additional Information

First year of records accumulation **2004**

What will be the date span of the
initial transfer of records to the
National Archives? **Unknown**
Unknown at this time.

How frequently will your agency
transfer these records to the
National Archives? **Unknown**
Unknown at this time.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	166 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media	18 cubic feet cassettes	

1 2

b. Administrative Review Proceedings.

Disposition Authority Number **DAA-0428-2012-0002-0002**

Files contain all records of proceedings of administrative reviews of a detainee's continued law of war detention including transcripts, exhibits, video and audio recordings, decision documents and required sufficiency reviews.

Final Disposition **Permanent**

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**

Manual Citation	Manual Title
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SSIC 3462 4b

**SECNAV M-5210.1, Department of the
Navy Records Management Program,
Records Management Manual**

GRS or Superseded Authority Citation **New**

Disposition Instruction

Cutoff Instruction **Cutoff at close of proceedings.**

Transfer to Inactive Storage **If space is not available locally, transfer to WNRC.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff.**

Additional Information

First year of records accumulation **2004**

What will be the date span of the initial transfer of records to the National Archives? **Unknown
Unknown at this time.**

How frequently will your agency transfer these records to the National Archives? **Unknown
Unknown at this time.**

c. Working Files.

Disposition Authority Number **DAA-0428-2012-0002-0003**

Working documents including all drafts, notes, and other similar working papers accumulated in preparation for, and the conducting of, all detainee administrative proceedings

Final Disposition **Permanent**

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? **No**

Manual Citation

Manual Title

SSIC 3462.4c

**SECNAV M-5210.1, Department of the
Navy Records Management Program,
Records Management Manual**

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GRS or Superseded Authority Citation	New
Disposition Instruction	
Cutoff Instruction	Cutoff at close of proceedings.
Transfer to Inactive Storage	If space is not available locally, transfer to WNRC.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff.
Additional Information	
First year of records accumulation	2002
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown at this time.
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown at this time.

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
03/13/2012	Certify	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
08/20/2013	Submit for Concurrency	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
08/21/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/21/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/26/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist