

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2021-0008

Schedule Status Approved

Agency or Establishment Office of the Secretary of Defense

Record Group / Scheduling Group Records of the Office of the Secretary of Defense

Records Schedule applies to Major Subdivision

Major Subdivision Under Secretary of Defense for Personnel and Readiness (USD/
P&R):

Minor Subdivision Office of People Analytics (OPA)

Schedule Subject Office of People Analytics (OPA) Survey Files

Internal agency concurrences will
be provided No

Background Information Office of People Analytics (OPA) provides expertise for scientific
assessments, data analytics, and problem solving to improve the lives
of the DoD community. OPA's capabilities include:

Data Science
Qualitative Analysis
Statistical Experiments
Literature Reviews
Program Evaluation
Test Development
Surveys, Focus Groups, and Interviews
Statistics—Structural Equation Modeling, Predictive Analytics, and
Forecasting
Communication and Outreach

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2021-0008

Sequence Number	
1	Status of forces, health and force resilience surveys responses, studies and analysis (Confidential collections) Disposition Authority Number: DAA-0330-2021-0008-0001
2	Status of forces, health and force resilience surveys, responses, studies and analysis (Public Use Collections) Disposition Authority Number: DAA-0330-2021-0008-0002
3	Final report, case studies and similar results from longitudinal study, trend analysis, survey, nonresponse studies, and other statistical methodology experiments Disposition Authority Number: DAA-0330-2021-0008-0003

Records Schedule Items

Sequence Number	
1	<p>Status of forces, health and force resilience surveys responses, studies and analysis (Confidential collections)</p> <p>Disposition Authority Number DAA-0330-2021-0008-0001</p> <p>Responses to survey, questionnaires and focus group meetings, containing information that illustrates the makeup and well-being of the armed forces, covering topics such as status of forces, gender relations, diversity and equal opportunity, retention and readiness, command climate, and personnel security, and health and resilience topics, such as sexual assault. Surveys are drawn from populations of DoD Civilians, Contractors, Service Members, DoD Dependents, non-federal Civilians or a mixture of the aforementioned categories of individuals. Records include but are not limited to logs, notebooks, cards, forms, electronic files and other media on which observations and data are recorded; records on study participants, interviews/focus groups, survey questionnaires, images, audio and video.</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off upon completion of research project</p> <p>Retention Period Destroy 30 year(s) after Cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Status of forces, health and force resilience surveys, responses, studies and analysis (Public Use Collections)</p> <p>Disposition Authority Number DAA-0330-2021-0008-0002</p> <p>Collections received by the Office of People Analytics to support its mission to provide DoD, Congressional, Non-DoD Federal Agency leadership, and public/private colleges, universities, and institutions with analytical research to include</p>

multivariate analysis, longitudinal and trend analysis, survey nonresponse studies, and other statistical methodology experiments, to provide the Department and other entities with fast, accurate assessments of the attitudes and opinions of the entire DoD community. The primary purpose of this information is to develop, analyze, update and revise DoD policy on career planning, discrimination, sexual harassment/assault, suicide ideation, manpower retention decisions, morale, and commitment, and historically provide the ability to evaluate the impact of policies and programs with regard to the readiness of the military departments, service member and DoD dependents.

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? Yes

Disposition Instruction

Cutoff Instruction De-identified research project within one (1) calendar year of completion of survey, then cut off annually on the calendar year

Transfer to the National Archives for Accessioning Transfer master file, system documentation, to include codebooks and record layouts to the National Archives thirty (30) years after cutoff in accordance with 36 CFR 1228.270 and 36 CFR 1234.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1990 To 2019

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	70 GB	2400 MB
Paper		

3	Microform		
	Hardcopy or Analog Special Media		

Final report, case studies and similar results from longitudinal study, trend analysis, survey, nonresponse studies, and other statistical methodology experiments

Disposition Authority Number DAA-0330-2021-0008-0003

Final reports and case studies from trend analysis, survey studies at the request of Congress, the Secretary of Defense, DoD components and/or Non DoD federal Agencies in a range of subject including but not limited to: • Health and resilience, retention and readiness, and command climate • American youth perceptions, beliefs, and attitudes of DoD • Personnel suitability, security, and reliability policy and practice. • Studies and analyses in support of policy formation and systems operation. • Data insights using Natural Language Processing

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

Disposition Instruction

Cutoff Instruction Cut off annually or upon issuance of final report, analysis, survey studies or similar assessments.

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff

Additional Information

First year of records accumulation 1990

What will be the date span of the initial transfer of records to the National Archives? From 1990 To 1991

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
--	--------------------------	---------------------

Electronic/Digital	70 GB	2400 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

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
05/05/2021	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
04/01/2022	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/05/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/07/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/07/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist