

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2022-0005

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 Department-wide

Schedule Subject National Guard Youth ChalleNGe Program.

Internal agency concurrences will be provided No

Background Information

BACKGROUND:

The United States Department of Defense (DoD) is an executive branch department of the federal government charged with coordinating and supervising all agencies and functions of the government directly related to national security and the United States Armed Forces.

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

The Under Secretary for Personnel and Readiness is the principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense for Total Force Management as it relates to readiness; National Guard and Reserve component affairs; health affairs; training; and personnel requirements and management, including equal opportunity, morale, welfare, recreation, and quality of life matters. Develop policies, plans, and programs to ensure the readiness of the Total Force as well as the efficient and effective support of peacetime operations and contingency planning and preparedness.

National Guard Bureau (NGB)

The NGB is responsible for administering programs for the development and maintenance of Army and Air National Guard units in the 50 states, the Commonwealth of Puerto Rico, the District of Columbia, the Virgin Islands, and Guam.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0330-2022-0005

Sequence Number	
1	National Guard Youth ChalleNGe Program
1.1	National Guard Youth Challenge Programs (Policy Records) Disposition Authority Number: DAA-0330-2022-0005-0001
1.2	National Guard Youth Challenge Programs (Participant Records) Disposition Authority Number: DAA-0330-2022-0005-0002
2	National Guard Youth Challenge Programs (Program Records) Disposition Authority Number: DAA-0330-2022-0005-0003

What will be the date span of the initial transfer of records to the National Archives? **From 2017 To 2017**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

National Guard Youth Challenge Programs (Participant Records)

Disposition Authority Number **DAA-0330-2022-0005-0002**

National Guard ChalleNGe Programs implemented by state and District of Columbia National Guard commands and units. Records on participants, include but are not limited to criteria for acceptance, rejection, and withdrawal, development of participants, goals, objectives and relevant personal civil and medical histories and equipment and facilities issued to the National Guard used in carrying out the program. Participant records include proof of meeting graduation criteria and all educational, residential and post residential contact and placement records.

Final Disposition **Temporary**

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 upon completion of course**

Retention Period **Destroy 10 year(s) after after removal, withdrawal or completion of the courses.**

2	Additional Information	
	GAO Approval	Not Required
	National Guard Youth Challenge Programs (Program Records)	
	Disposition Authority Number	DAA-0330-2022-0005-0003
	National Guard ChalleNGe Programs records of program records maintained by OUSD P&R and the National Guard Bureau including but not limited to Residential Reports, Post-Residential Reports, correspondence, drafts and working papers, and routine directives.	
	Final Disposition	Temporary
	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 upon report completion.
	Retention Period	Destroy 10 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
12/17/2021	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
03/28/2022	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/08/2022	Submit For Certification	Ronald McCully	OSD Records Officer	Chief Management Officer - CMO
04/12/2022	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
11/14/2022	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/15/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/16/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/16/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office