

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0330-2024-0002

Status: APPROVED
Date Approved: 04/14/2026

General Information

Agency or Establishment	Office of the Secretary of Defense
Record/Scheduling Group	0330 - Records of the Office of the Secretary of Defense
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Under Secretary of Defense for Acquisition and Sustainment
Minor Subdivision	Office of Local Defense Community Cooperation (OLDCC)
Schedule Subject	Office of Local Defense Community Cooperation (OLDCC)
Additional Schedule Information	<p>The Office of Local Defense Community Cooperation (OLDCC), in coordination with the other Federal Agencies, delivers a program of technical and financial assistance to enable states and communities to: plan and carry out civilian responses to workforce, business and community needs arising from Defense actions; cooperate with their military installations and leverage public and private capabilities to deliver public infrastructure and services to enhance the military mission, achieve facility and infrastructure savings as well as reduced operating costs; and, increase military, civilian and industrial readiness and resiliency, and support military families. OLDCC is the only means for Department of Defense (DoD) to directly assist civilian activities that, in turn, provide direct value and savings to the warfighter by allowing the DoD to reduce cost through shedding excess infrastructure; encouraging a more resilient supply chain and competitive defense manufacturing sector; and enhancing the readiness and resiliency of military installations, ranges, training facilities, and special use airspace.</p> <p>Records relating to providing technical and financial assistance to states, U.S. territories, and local governments to respond to DoD actions and otherwise support activities impacting the local military mission; assess the impact of Defense procurement activities on State and local areas; maintain a community-based organization to represent an impacted area and its workers, businesses and communities; assist communities in preparing cost effective strategies and action plans for sustainable economic recovery; and conduct research and/or carrying out community adjustment and economic diversification programs.</p>
Is There a Classified Version of This Schedule?	No

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Is consultation and coordination with
Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal
interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0330-2024-0002

Item #	Title	Disposition
0001	Military Base Reuse Studies and Community Planning Assistance Programs – Successful Applications & Proposals	Permanent

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Records Schedule Items

DAA-0330-2024-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Military Base Reuse Studies and Community Planning Assistance Programs – Successful Applications & Proposals	
Item Description	<p>Project files containing records relating to funding of associated grants or cooperative agreements authorized by 10 U.S.C. § 2391 program activities, authorities relating to other areas of interest, including Guam, the Commonwealth of the Northern Mariana Islands, and assistance furthering Economic Development Conveyance property transfers. Records include, but are not limited to:</p> <ul style="list-style-type: none"> • Project directives and authority including “determination and findings”; • Pre-award evaluation reports, panelist comments, review ratings or scores; • Applications, forms, and budget documents; • Technical review committee packages; • Notice of Award or equivalent and terms and conditions; • Post-award monitoring (desk audits, on-site visits) and supporting documentation; • Amendment requests and actions, if any; • Payment requests and supporting documentation; • Interim and final reports (performance and financial); • Deliverables; • Audit reports; • Memorandums for the record; and, • Summary reports and the like. 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	Yes	
GRS Disposition Authority List		
Disposition Authority	Title	
DAA-GRS-2013-0008-0001		

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Justification for GRS Deviation	The records are approved as temporary in the General Records Schedule, but the agency is requesting a deviation to GRS 1.2, Item 20 because these records document case files of incredibly high value that significantly document actions of federal officials and significantly document the national experience
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off after the closeout of the project and/or the end of federal interest, whichever is later.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:2GB
Approximate first year of records covered by this authority	1961
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.