

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0330-2024-0003

Status: APPROVED
Date Approved: 11/18/2025

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	Office of the Director, Operational Test and Evaluation
Schedule Subject	Records of the Director, Operational Test and Evaluation
Additional Schedule Information	The Director, Operational Test and Evaluation (DOT&E) is the principal staff assistant and adviser to the U.S. Secretary of Defense on operational and live fire test and evaluation activities involving U. S. Department of Defense weapons systems.
Is There a Classified Version of This Schedule?	No
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: 3

Number of Temporary disposition items: 2

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-0330-2024-0003

Item #	Title	Disposition
0001	Office of the Deputy Director, Strategic Initiatives, Policy, and Emerging Technologies : Strategic Initiatives, Policy, and Emerging Technologies Records	Temporary
0002	Office of the Deputy Director, Strategic Initiatives, Policy, and Emerging Technologies : Capability Development Documents	Temporary
0003	Office of the Deputy Director, Strategic Initiatives, Policy, and Emerging Technologies : Plans and Assessments File	Permanent

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Records Schedule Items

Group Title	Office of the Deputy Director, Strategic Initiatives, Policy, and Emerging Technologies	
Group Description	Records pertaining to the Office of the Deputy Director, Strategic Initiatives, Policy, and Emerging Technologies	
DAA-0330-2024-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Strategic Initiatives, Policy, and Emerging Technologies Records	
Item Description	Records accumulated while driving continuous innovation to meet the test and evaluation demands of the future; support the development of a workforce prepared to meet the toughest test and evaluation challenges; and nurture a culture of information exchange across the enterprise and update policy and guidance. Records may include or be related to Strategy Implementation Plans, Data Management, Workforce Development, Portfolio Management, Report Generation, Peer Review, Policy and Governance, Market Research, and Communications.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	FILE NUMBER: 2001-01	
Manual Title	OSD Records Disposition Schedules	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-330-92-002 / 1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when superseded, obsolete, or no longer needed for reference purposes.	
Retention Period	Destroy immediately after cutoff	
ADDITIONAL INFORMATION		

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Legal citation related to record retention (if applicable)	10 USC 139
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No
DAA-0330-2024-0003-0002 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Capability Development Documents
Item Description	These files may include initial capabilities documents (ICDs) that guide the Material Solution Analysis and Technology Maturation and Risk Reduction phases tied to a specific weapons system; capability development documents (CDDs) that capture the information necessary to develop a proposed program; or capability production documents (CPDs) that capture the information necessary to support production, testing, and deployment of a system; stand-alone operational requirement documents that further define the ICDs and include Concepts of Operations (CONOPs), operational and/or maintenance concept documents; cost and/or operational effectiveness analyses that support milestone acquisition points; system concept papers; program baseline documents; or Service-equivalent documents. Includes: • Threat documentation which consists of service generated and Validated Online Lifecycle Threats (VOLTs) and threat scenarios. • Test program resource documents which include test program outlines and documentation on resource issues, to include copies of the acquisition decision memorandums (ADMs).
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	FILE NUMBER: 2002-01
Manual Title	OSD Records Disposition Schedules
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-330-92-002 / 7	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off upon removal of the program from the DOT&E oversight.
Retention Period	Destroy 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	10 USC 139
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No
DAA-0330-2024-0003-0003 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Plans and Assessments File
Item Description	Test and Evaluation Master Plans (TEMP), including approval and disapproval correspondence; test plans consisting of approval and/or disapproval correspondence and test concept briefings; test and evaluation reports, including interim reports, Quicklooks and status reports; development testing and evaluation (DT&E) plans and reports (accumulated only as required); DOT&E assessments submitted to House and Senate committees, the Secretary of Defense, Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)), the Under Secretary of Defense for Research and Engineering (USD(R&E)), and the Military Services consisting of Early Fielding Reports (EFR), Initial Operational Test and Evaluation (IOT&E) reports, Follow-on Operational Test and Evaluation (FOT&E) reports, Operational Assessments, Cyber Assessments, Live-Fire Test and Evaluation (LFT&E) reports, Beyond Low-rate Initial Production (BLRIP) reports, annual reports, and other special reports which synopsise current programs; and operational and live fire test data utilized in support of DOT&E analyses and assessments.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	FILE NUMBER: 2003-01
Manual Title	OSD Records Disposition Schedules

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-330-92-002 / 6	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off after completion of testing.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff	
ADDITIONAL INFORMATION		
Legal citation related to record retention (if applicable)	10 USC 139	
Current Records Format	Textual data:Varies with project	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	Yes	
FOIA Exemption(s)	FOIA (b)(1) National Security, FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(7) Law Enforcement	

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	11/18/2025