Records Schedule: DAA-0334-2018-0007

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Records Schedule Number	DAA-0334-2018-0007
Schedule Status	Approved
Agency or Establishment	Army Air Force Exchange Service
Record Group / Scheduling Group	Records of Interservice Agencies
Records Schedule applies to	Agency-wide
Schedule Subject	System Audit Logs - maintains logs about program, alerts, security, and system events on an information security retention.
Internal agency concurrences will be provided	Νο
Background Information	Justification – Maintaining logs for tens of thousands of systems is very costly. The amount of electronic storage required to maintain logs as well as the personnel resources to maintain it contribute to that cost. As a Non-Appropriated Fund retail organization that generates revenue exclusively through retail sales keeping costs low is of utmost importance. Given our retail status, we are required to abide by the Payment Card Industry Data Security Standard (PCI-DSS). The log retention standard required for compliance to the standard (PCI-DSS Requirement 10.7) is 12 months. In order to maintain budget efficiency and compliance to Retail Industry Standards, we are requesting the retention for these information system logs be set to 1 year.

Request for Records Disposition Authority

Item Count

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Number of Total Disposition Items			Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

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Outline of Records Schedule Items for DAA-0334-2018-0007

Sequence Number	
	903-10 - System Audit Logs Disposition Authority Number: DAA-0334-2018-0007-0001

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Records Schedule: DAA-0334-2018-0007

Records Schedule Items

Sequence Number					
1	903-10 - System Audit Logs				
	Disposition Authority Number DAA-0334-2		2018-0007-0001		
	Maintains logs about program, alerts, security, and system events on an information security retention.				
	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?	Yes			
	Do any of the records covered by this item exist as structured electronic data?	Yes			
	Manual Citation		Manual Title		
	903-10		EOP 05-01, Records Management		
	Disposition Instruction				
	Cutoff Instruction Cut-off daily		v. Destroy 1 year after cut-off		
	Retention Period Destroy 1 ye		ear(s) after cut-off		
	Additional Information				
	GAO Approval Not Require		d		

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	Ву	Title	Organization
08/29/2018	Certify	Shanna Jones	Records Officer	Plans - Policy
09/07/2018	Return for Revisio n	Richard Noble	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
09/11/2018	Submit For Certific ation	Shanna Jones	Records Officer	Plans - Policy
09/11/2018	Certify	Shanna Jones	Records Officer	Plans - Policy
05/15/2019	Submit for Concur rence	Richard Noble	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
05/16/2019	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
05/16/2019	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
05/17/2019	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist