

## Request for Records Disposition Authority

Records Schedule Number      DAA-0374-2020-0003

Schedule Status      Approved

Agency or Establishment      Defense Threat Reduction Agency

Record Group / Scheduling Group      Records of the Defense Threat Reduction Agency

Records Schedule applies to      Agency-wide

Schedule Subject      Action/Operations Files

Internal agency concurrences will  
be provided      No

Background Information      Documents on the administration or operations of a Component's  
activities that pertain to more substantial activities than routine  
administrative files and are exclusive of official personnel files.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

## Outline of Records Schedule Items for DAA-0374-2020-0003

Sequence Number	
1	Action/Operations Files Disposition Authority Number: DAA-0374-2020-0003-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 675 411"><b>Action/Operations Files</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      DAA-0374-2020-0003-0001</p> <p data-bbox="345 485 1523 1020">Documents on the administration or operations of a Component pertaining to more substantial activities than routine administrative files and are exclusive of official personnel files. These files generally include the following: • Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or functions of the office, documents should be filed with the appropriate mission function files. • Evaluations of suggestions that do not result in issuing an instruction or establishing a project. • Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions. • Extracts of reports of inspections, surveys, or audits that pertain to the operation of the mission or functions. • Comments on or contributions to news releases or other media furnished to publicize and promote the mission or functions.</p> <p data-bbox="345 1041 915 1073">Final Disposition      Temporary</p> <p data-bbox="345 1094 849 1125">Item Status      Active</p> <p data-bbox="345 1146 818 1178">Is this item media neutral?      Yes</p> <p data-bbox="345 1199 818 1325">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 data-bbox="345 1346 805 1440">Do any of the records covered by this item exist as structured electronic data?      No</p> <p data-bbox="345 1472 659 1503"><b>Disposition Instruction</b></p> <p data-bbox="345 1535 992 1566">Cutoff Instruction      Cut off annually.</p> <p data-bbox="345 1587 1433 1661">Retention Period      Destroy 5 year(s) after cutoff or discontinuance, whichever is first.</p> <p data-bbox="345 1703 654 1734"><b>Additional Information</b></p> <p data-bbox="345 1755 948 1787">GAO Approval      Not Required</p>

## 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
01/21/2020	Certify	Sosena Feyissa	Management Analyst	J65 Knowledge Management Plans and Solutions Department - Knowledge Management
05/06/2021	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/25/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/26/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/26/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist