

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER

NI-374-02-2

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received

2/20/02

1. FROM (Agency or establishment)

DEFENSE THREAT REDUCTION AGENCY

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Office of the Director

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Sandy Ford

4. TELEPHONE NUMBER

(703) 767-4718

DATE

7-29-02

ARCHIVIST OF THE UNITED STATES

J. W. Paul

5. 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 on the attached 2 page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies.

is not required

is attached; or

has been requested.

DATE

2-14-02

SIGNATURE OF AGENCY REPRESENTATIVE

Sandy Ford

TITLE

Records officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached sheets

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Let ... of ...

Records of the Director, Deputy Director, Chief of Staff, Senior Advisors, Directorate Directors, and other high-ranking officials.

1. Director's Chronological Files

a. Mission Related Chronological Files

Supersedes N1-374-88-1, item 1

Copies of mission-related documents signed by the Director, DTRA. Records include correspondence, and attachments such as memorandums and reports. Records may be maintained by Directorates, Senior Advisors, Chief of Staff's Office, Director's Office, or other high level offices.

DISPOSITION: PERMANENT. Cut off at the end of the calendar year. Retire to inactive storage in local Records Holding Area or WNRC. Transfer to the National Archives when 25 years old.

b. Non-Mission Related Chronological Files

Supersedes N1-374-88-1, item 1

Copies of non-mission-related documents signed by the Director, DTRA. Records include administrative correspondence such as invitations, thank you letters, and other correspondence related to internal administrative matters. Records may be maintained by Directorates, Senior Advisors, Chief of Staff's Office, Director's Office, or other high level offices.

DISPOSITION: TEMPORARY. Cut off at the end of the calendar year if volume warrants. Destroy 6 months after Director's departure from agency.

2. Policy and Precedence Files

Copies of documents signed by the Director that are related to operational or program activities. Records may be maintained by Directorates, Senior Advisors, Chief of Staff's Office, Director's Office, or other high level offices.

DISPOSITION: PERMANENT. Cut off at the end of calendar year. Retire to inactive storage in local Records Holding Area or WNRC. Transfer to the National Archives when 25 years old.

3. Speech Files

Copies of speeches given by the Director, Deputy Director, Senior Advisors, and other high-ranking officials, and related documents.

DISPOSITION: PERMANENT. Cut off at end of calendar year or when 1 cubic foot of volume accumulates. Retire to inactive storage in local Records Holding Area or WNRC. Transfer to the National Archives when 25 years old.

4. Calendars and Appointment Books of the Director, Deputy Director, Senior Advisors, and Chief of Staff.

a. Electronic Calendars

Records of appointments and other business activities maintained on electronic calendar applications.

DISPOSITION: TEMPORARY. Delete when no longer needed.

b. Hard Copy Calendars

Daily printout of electronic calendar.

DISPOSITION: PERMANENT. Cut off at end of calendar year or when 1 cubic foot of volume accumulates. Retire to inactive storage in local Records Holding Area or WNRC. Transfer to the National Archives when 25 years old.

5. Briefing Files

Briefing notes, background documents, copies of presentation materials, and related records of briefings given by the Director, Deputy Director, Senior Advisors, and other high-ranking officials. Records may be maintained by Directorates, Senior Advisors, Chief of Staff's Office, Director's Office, Public Affairs, or other high level offices.

DISPOSITION: PERMANENT. Cut off at end of calendar year or when 1 cubic foot of volume accumulates. Retire to inactive storage in local Records Holding Area or WNRC. Transfer to the National Archives when 25 years old.

6. Chief of Staff Correspondence Log

An electronic system that tracks the status of correspondence, memorandums, and assigned tasks that originate in or are sent to the Office of the Director.

DISPOSITION: TEMPORARY. Delete after action is completed on correspondence, memorandum, or task.

7. Word Processing and Electronic Mail Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DISPOSITION: TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.