

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0330-2024-0001

Status: APPROVED  
Date Approved: 01/21/2025

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## 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-wide
Schedule Subject	Communications Security
Additional Schedule Information	Communications Security (COMSEC) is the general term used for all steps taken to protect information of value when it is being communicated. COMSEC is usually considered to have four main components: (1) Transmission Security, (2) Physical Security, (3) Emission Security, and (4) Cryptographic Security
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: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

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-0330-2024-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	COMSEC Equipment and Material Records	Temporary
0002	COMSEC Account Manager Records	Temporary

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Records Schedule Items

<b>DAA-0330-2024-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	COMSEC Equipment and Material Records	
Item Description	Records includes but is not limited to accounting reports, inventories of controlled cryptographic items (CCI), encryption keys, equipment, modules, devices, documents, maintenance manuals, hardware, firmware, or software that embodies or describes cryptographic logic and other items that perform COMSEC functions.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 5 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Legal citation related to record retention (if applicable)	Title 50, United States Code, Chapters 44 and 47	
Are any of the records covered by this item national security classified?	Yes	
GAO Approval Required	No	

<b>DAA-0330-2024-0001-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	COMSEC Account Manager Records	
Item Description	Records includes but is not limited to Correspondence, Message, Directives, Local Custody files and logs, or briefings, COMSEC materiel accounting reports (conversion, destruction, generation, inventory, possession, receipts, relief from accountability, transfer reports), COMSEC Incident and Practice Dangerous reports, allowance, and authorization to store classified COMSEC material.	

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 5 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Legal citation related to record retention (if applicable)	Title 50, United States Code, Chapters 44 and 47
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	01/21/2025