

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0361-2013-0009**  
Schedule Status                      **Approved**

Agency or Establishment              **Defense Logistics Agency**  
Record Group / Scheduling Group      **Records of the Defense Logistics Agency**  
Records Schedule applies to              **Agency-wide**  
Schedule Subject                      **283 20 Dispositon of Unclassified DoD Computer Hard Drives**  
Internal agency concurrences will be provided      **No**

Background Information                      **Records documenting the sanitization of Unclassified computer hard drives prior to them leaving the agency This requirement is prescribed by DoD Memorandum dated June 4, 2001**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0361-2013-0009

Sequence Number	
1	238 20 Disposition of Unclassified DoD Computer Hard Drives Disposition Authority Number DAA-0361-2013-0009-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="379 409 1230 451"><b>238 20 Disposition of Unclassified DoD Computer Hard Drives</b></p> <p data-bbox="379 462 1156 504">Disposition Authority Number      <b>DAA-0361-2013-0009-0001</b></p> <p data-bbox="379 514 1493 619"><b>Sanitization/destruction verification records related to the disposition of computers Forms, correspondence, and other information documenting the sanitization of computer hard drives being permanently removed from Agency custody</b></p> <p data-bbox="379 630 933 672">Final Disposition                      <b>Temporary</b></p> <p data-bbox="379 682 867 724">Item Status                              <b>Active</b></p> <p data-bbox="379 735 834 777">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="379 787 834 913">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="379 924 826 1018">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="379 1039 685 1081"><b>Disposition Instruction</b></p> <p data-bbox="379 1092 1247 1134">Cutoff Instruction                      <b>Cut-off at the end of calendar year</b></p> <p data-bbox="379 1144 1181 1186">Retention Period                      <b>Destroy 5 year(s) after cut-off</b></p> <p data-bbox="379 1218 685 1260"><b>Additional Information</b></p> <p data-bbox="379 1270 966 1312">GAO Approval                          <b>Not Required</b></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
05/22/2013	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
09/12/2013	Submit for Concurrency	David Weber	for	National Archives and Records Administration - Records Management Services
09/18/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/18/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/24/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist