

Request for Records Disposition Authority

Records Schedule Number DAA-0147-2015-0002

Schedule Status Approved

Agency or Establishment Selective Service System

Record Group / Scheduling Group Records of the Selective Service System, 1940-

Records Schedule applies to Agency-wide

Schedule Subject Organization and Mission Records of the Selective Service System

Internal agency concurrences will be provided No

Background Information The Selective Service System is an independent agency of the United States government that maintains information on those potentially subject to military conscription. Most male U.S. citizens and male immigrant non-citizens between the ages of 18 and 25 are required by law to have registered within 30 days of their 18th birthdays^[2]^[3] and must notify Selective Service within ten days of any changes to any of the information they provided on their registration cards. The statutory missions of Selective Service are to be prepared to provide trained and untrained personnel to the DoD in the event of a national emergency and to be prepared to implement an Alternative Service Program for registrants classified as conscientious objectors. The records included in this schedule consist of organizational charts and records which provide a detailed description of the arrangement and administrative structure of the Selective Service System.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	3	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0147-2015-0002

Sequence Number	
1	Organizational Case Files Disposition Authority Number: DAA-0147-2015-0002-0001
2	Organizational Charts Disposition Authority Number: DAA-0147-2015-0002-0002
3	Organization, Mission, & Functions Records (Permanent) Disposition Authority Number: DAA-0147-2015-0002-0003
4	Draft Organization, Mission and Functions Records (Temporary) Disposition Authority Number: DAA-0147-2015-0002-0004

Records Schedule Items

Sequence Number	
1	<p>Organizational Case Files</p> <p>Disposition Authority Number DAA-0147-2015-0002-0001</p> <p>Records related to the establishment and organization of all Selective Service System components. Documentation includes memorandums related to the proposed establishment or changes to component organizational charts, and related justifications, approval and disapproval memorandums. Also included are component organizational records related to the internal organization of the component, and background documentation related to the items described above.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files at the end of the calendar year in which substantive changes have been completed.</p> <p>Transfer to Inactive Storage Transfer paper records to the National Archives 30 years after cutoff. If the records are converted to an electronic format, a mutually agreeable transfer date will be determined at the time the records are converted to an electronic format.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cut off</p> <p>Additional Information</p> <p>First year of records accumulation 2016</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Agency has just begun to create this series. Volume is extremely small.</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Transfer when superseded or obsolete</p>

2	<p>Organizational Charts</p> <p>Disposition Authority Number DAA-0147-2015-0002-0002</p> <p>Approved organization charts signed by the head of the Selective Service System for all components.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>If this item has multiple sections indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Cut off files at the end of the calendar year, in which substantive changes have been completed.</p> <p>Transfer to Inactive Storage Transfer paper records to the National Archives 30 years after cutoff. If the records are converted to an electronic format, a mutually agreeable transfer date will be determined at the time the records are converted to an electronic format.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cut off</p> <p>Additional Information</p> <p>First year of records accumulation 1996</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Agency has not accumulated enough of these records to warrant transfer. Volume is extremely small.</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Transfer when organizational charts are superseded or obsolete.</p>
3	<p>Organization, Mission, & Functions Records (Permanent)</p> <p>Disposition Authority Number DAA-0147-2015-0002-0003</p>

Official statements, as of a certain date, of the organizational structure, mission and functions of the Selective Service System components.

Final Disposition Permanent

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? No

Disposition Instruction

Cutoff Instruction Cut off files at the end of the calendar year in which substantive changes have been completed.

Transfer to Inactive Storage Transfer paper records to the National Archives 30 years after cutoff. If the records are converted to an electronic format, a mutually agreeable transfer date will be determined at the time the records are converted to an electronic format.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 2012

What will be the date span of the initial transfer of records to the National Archives? Unknown
Agency has just begun to accumulate these records. Volume is extremely small.

How frequently will your agency transfer these records to the National Archives? Unknown
Transfer when superseded or obsolete

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Draft Organization, Mission and Functions Records (Temporary)

Disposition Authority Number DAA-0147-2015-0002-0004

Correspondence and background materials relating to the creation and production of Selective Service System Organization, Mission and Functions.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

electronic format(s) other than e-mail and word processing?	
Disposition Instruction	
Cutoff Instruction	Cut off files at the end of the calendar year in which the records were superseded or obsolete.
Retention Period	Destroy 5 year(s) after cut off
Additional Information	
GAO Approval	Not Required

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
05/21/2015	Certify	BettyLou Wingo	Management Analyst	Selective Service System - Public and Inter-governmental affairs
01/28/2016	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/19/2016	Submit For Certification	BettyLou Wingo	Management Analyst	Selective Service System - Public and Inter-governmental affairs
03/04/2016	Certify	BettyLou Wingo	Management Analyst	Selective Service System - Public and Inter-governmental affairs
06/07/2016	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/09/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist