

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0374-2014-0006**  
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     **Department-wide**  
Schedule Subject                 **210.01b Policy and Precedence - Administrative**  
Internal agency concurrences will be provided    **No**

### Background Information

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0374-2014-0006

Sequence Number	
1	210.01b Policy and Precedence - Administrative
1.1	210.01b Policy and Precedence - Administrative Disposition Authority Number: DAA-0374-2014-0006-0001

## Records Schedule Items

Sequence Number	
1	<b>210.01b Policy and Precedence - Administrative</b> Agency and command-wide policy letters, published by the Director DTRA and Commander, DTRA-ABQ, that are administrative in nature.
1.1	<b>210.01b Policy and Precedence - Administrative</b> Disposition Authority Number : DAA-0374-2014-0006-0001 <b>Agency and command-wide policy letters, published by the Director DTRA and Commander, DTRA-ABQ, that are administrative in nature.</b> <b>Final Disposition</b> : Temporary <b>Item Status</b> : Active <b>Is this item media neutral?</b> : Yes <b>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</b> : No <b>Disposition Instruction</b> <b>Cutoff Instruction</b> : Temporary. Destroy when superseded or obsolete. <b>Retention Period</b> : Destroy when superseded or obsolete <b>Additional Information</b> <b>GAO Approval</b> : 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
04/20/2015	Certify	Gladys Thompson	Records Manager	Chief of Staff - Records Management Office
07/08/2015	Submit for Concurrency	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
06/07/2016	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/08/2016	Submit for Concurrency	Steven Rhodes	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