

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-373-12-02	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/1/12	
1 FROM (Agency or establishment) Defense Intelligence Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION [REDACTED]		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 [REDACTED]			
4 NAME OF PERSON WITH WHOM TO CONFER [REDACTED]	5 TELEPHONE NUMBER [REDACTED]	DATE 3/2/2013	ARCHIVIST OF THE UNITED STATES [Signature]
6 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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 7/30/2012	[REDACTED]		TITLE [REDACTED]
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

SF 115 - Records Schedule for Deployment Information

BACKGROUND:

Records covered by this schedule result from the planning, preparation, execution and maintenance of DIA programs and personnel (consisting of civilians, contractors, and military) to ensure a high state of readiness to deploy to a military area of operations in support of its global mission

Item Number	Description of Item and Proposed Disposition
1.	<p>This schedule applies to records in all formats and media in which records are created and maintained</p> <p>Deployment Information – Information is collected, created, and maintained regarding deployment plans, programs and individuals that have been nominated for and/or are preparing for DIA deployment. Specific information retained for each individual may vary based on the deployment requirements for various regions or assignments, however, retention times for all related files should be consistent. Information maintained includes, but is not limited to the following</p> <ul style="list-style-type: none"> • Deployment nominations and correspondence, • Physical and psychological screenings, • Medical Documentation (Medical documentation consists of copies of information, forms, and authorizations that are retained as individual records of DIA employees in the long- and short-term employee medical files (EMF) in accordance with OPM Guide to Personnel Record Keeping and DIA Records Disposition Schedules. Copies of medical documentation regarding contractors (copies are destroyed consistent with retention of deployment files), • Briefing records, • Copies of personal documentation and identifications such as clearances, passports, visas, credit cards, and emergency contacts, • Checklists regarding mission readiness, weapons qualifications, and equipment issuances, • Training, • Additional information, training, preparation or readiness qualification required to meet specific needs or comply with requirements for a specific assignment, • Overview reports, projections, or administrative/facilitative type documentation that may be created during yearly operations and are aligned with the personnel who deployed that year <p>Disposition TEMPORARY Cutoff at end of calendar year Destroy when 3 years old (DIA Privacy Act System of Record Notice (SORN) is LDIA-06-0003)</p>

Redactions have been made to this record control schedule pursuant to 5 U S C 552(b)(3) with the corresponding statute 10 U S C 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the Defense Intelligence Agency." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information

[http //www archives gov/foia/](http://www.archives.gov/foia/)