



## SERIES 1100 – DoD CIO

### **SERIES TITLE: CHIEF INFORMATION OFFICER FOR THE DEPARTMENT OF DEFENSE (DOD CIO) FILES**

**SERIES DESCRIPTION:** Records described in this series relate to the oversight of national security and defense business systems, management of information resources (including finding efficiencies in management), and all matters pertaining to DoD's Information Enterprise, including:

- Communications
- Spectrum management
- Network policy and standards
- Information Systems
- Cyber Security, positioning, navigation, and timing policies; and
- Support of DoD Command and Control.

**SERIES APPLIES TO THE FOLLOWING ORGANIZATIONS:** File Numbers in the 1100 Series reflect the mission of the Office of the Chief Information Officer for the Department of Defense (DoD CIO). Additional components who may use applicable file numbers in this series include the Office of Defense Net Assessment (ODNA), Office of the Under Secretary of Defense for Intelligence and Security (OUSD(I&S)), the Office of the Senior Intelligence Oversight Officer (SIOO) and the Office of the Under Secretary of Defense for Policy (OUSD(P)). **NOTE:** CIOs of other components may use 1105 file numbers, as applicable to their role as a CIO.

**RECORDS CATEGORY:** 1101

**CATEGORY TITLE:** Industrial and Information Security Policy

**CATEGORY DESCRIPTION:** Policy files pertaining to international security, industrial security clearance review, and information security.

**FILE NUMBER:** 1101-01

**FILE TITLE:** International Security – Policy and Guidelines

**FILE DESCRIPTION:** Security policy, directives, and guidelines related to NATO or other international defense treaty members.

**DISPOSITION:** Permanent. Cut off when superseded or canceled. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-02a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.1

**FILE NUMBER:** 1101-01.1 – Moved to 1101-01

**FILE NUMBER:** 1101-01.2 – Moved to 1101-02

**FILE NUMBER:** 1101-01.3 – Moved to 1101-09

**FILE NUMBER:** 1101-01.4a – Moved to 1101-10

**FILE NUMBER:** 1101-01.4b – Moved to 1101-11

**FILE NUMBER:** 1101-01.4c – Moved to 1101-12



## OSD Records Disposition Schedules

**FILE NUMBER:** 1101-01.5 – Moved to 1101-13  
**FILE NUMBER:** 1101-01.6 – Moved to 1101-14  
**FILE NUMBER:** 1101-01.7 – Moved to 1101-15  
**FILE NUMBER:** 1101-01.8 – Consolidated into 103-14  
**FILE NUMBER:** 1101-01.9 – Consolidated into 102-05.1  
**FILE NUMBER:** 1101-01.10 – Moved to 1101-16  
**FILE NUMBER:** 1101-01.11 – Moved to 1101-17  
**FILE NUMBER:** 1101-01.12 – Moved to 1101-18  
**FILE NUMBER:** 1101-01.13 – Moved to 1101-19  
**FILE NUMBER:** 1101-01.14 – Moved to 1101-20  
**FILE NUMBER:** 1101-01.15a – Moved to 1101-21  
**FILE NUMBER:** 1101-01.15b – RESCINDED  
**FILE NUMBER:** 1101-01.16 – Moved to 1101-22  
**FILE NUMBER:** 1101-01.17 – Moved to 1101-23

**FILE NUMBER:** 1101-02

**FILE TITLE:** International Security – NATO and US Central Registry International Security Directives

**FILE DESCRIPTION:** Directives pertaining to support for NATO or other international defense treaty classified couriers and staff supervision for the US Central Registry.

**DISPOSITION:** Permanent. Cut off when superseded or canceled. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-02b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.2

**FILE NUMBER:** 1101-02.1 – RESCINDED

**FILE NUMBER:** 1101-02.2 – RESCINDED

**FILE NUMBER:** 1101-02.3 – RESCINDED

**FILE NUMBER:** 1101-02.4 – RESCINDED

**FILE NUMBER:** 1101-02.5 – RESCINDED

**FILE NUMBER:** 1101-03.1 – Moved to 1101-03

**FILE NUMBER:** 1101-03.2 – Moved to 1101-04

**FILE NUMBER:** 1101-03

**FILE TITLE:** Security Plans and Programs – Directives and Guidance

**FILE DESCRIPTION:** Policy and procedures in the form of directives and guidance to the military and civilian security programs of the DoD Components including investigative and physical security matters.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-04a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-03.1

**FILE NUMBER:** 1101-04

**FILE TITLE:** Security Plans and Programs – Liaison Records

**FILE DESCRIPTION:** Liaison documents with other US Agencies coordinating security policy and procedures.

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**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-04b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-03.2

**FILE NUMBER:** 1101-04.1 – Moved to 1101-05

**FILE NUMBER:** 1101-04.2 – Moved to 1101-06

**FILE NUMBER:** 1101-04.3a – Moved to 1101-08

**FILE NUMBER:** 1101-04.3b – RESCINDED

**FILE NUMBER:** 1101-05

**FILE TITLE:** Information Security – Policy and Standards

**FILE DESCRIPTION:** Policy, regulations, standards, and criteria for security classification, downgrading, and declassification and marking of information and material within the Department of Defense and defense industry, and for identification of national security information requiring protection through security protection.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-05a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-04.1

**FILE NUMBER:** 1101-06

**FILE TITLE:** Information Security – Program Administration

**FILE DESCRIPTION:** Documents, including policy guidance and interpretations, for the administration of the DoD Information Security Program.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-05b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-04.2

**FILE NUMBER:** 1101-07

**FILE TITLE:** Information Security – DoD Information Security Advisory Board

**FILE DESCRIPTION:** Documents consisting of agenda, minutes, charter, and membership of the DoD Information Security Advisory Board.

**DISPOSITION:** Permanent. Cut off when no longer active. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-05c

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1101-08

**FILE TITLE:** Information Security – Interagency Classification Appeals Panel

**FILE Description:** Documents relating to DoD participation in the Interagency Classification Appeals Panel.

**DISPOSITION:** Permanent. Cut off when no longer active. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-05d

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-04.3a



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**FILE NUMBER:** 1101-09

**FILE TITLE:** International Security – Allied Defense Forces Security

**FILE DESCRIPTION:** International General Security of Information and/or Industrial Security Procedures with allied defense forces regarding security policy, operations, and arrangements of a security nature.

**DISPOSITION:** Permanent. Cut off when superseded or canceled. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-02c

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.3

**FILE NUMBER:** 1101-10

**FILE TITLE:** International Security – IPO Top Secret Compromise Cases

**FILE DESCRIPTION:** International Pact Organizations (IPO) (NATO, Central Treaty Organization, or Southeast Asia Treaty Organization) compromise of Top Secret or equivalent defense information cases by U.S. and non-U.S. holders.

**DISPOSITION:** Temporary. Cut off at close of case. Destroy 10 years after cutoff, with all associated case papers (including corrective action taken).

**AUTHORITY:** NC1-330-77-013, item 306-02d (1)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.4a

**FILE NUMBER:** 1101-11

**FILE TITLE:** International Security – IPO Secret Compromise Cases

**FILE DESCRIPTION:** International Pact Organizations (IPO) (NATO, Central Treaty Organization, or Southeast Asia Treaty Organization) compromise of Secret defense information cases by U.S. and non-U.S. holders.

**DISPOSITION:** Temporary. Cut off at close of case. Destroy 5 years after cutoff, with all associated case papers (including corrective action taken).

**AUTHORITY:** NC1-330-77-013, item 306-02d (2)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.4b

**FILE NUMBER:** 1101-12

**FILE TITLE:** International Security – All Other IPO Compromise Cases

**FILE DESCRIPTION:** International Pact Organizations (IPO) (NATO, Central Treaty Organization, or Southeast Asia Treaty Organization) compromise cases by U.S. and non-U.S. holders, that are not Top Secret or Secret.

**DISPOSITION:** Temporary. Cut off at close of case. Destroy 2 years after cut off.

**AUTHORITY:** NC1-330-77-013, item 306-02d (3)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.4c

**FILE NUMBER:** 1101-13

**FILE TITLE:** International Security- Inspection Reports for US Holders

**FILE DESCRIPTION:** Inspection reports by U.S. Central Registry of US holders of the North Atlantic Treaty Organization (NATO), Central Treaty Organization (CENTO), and Southeast Asia Treaty Organization

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(SEATO) information.

**DISPOSITION:** Temporary. Cut off upon completion of inspection. Destroy 5 years after cut off.

**AUTHORITY:** NC1-330-77-013, item 306-02e

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.5

**FILE NUMBER:** 1101-14

**FILE TITLE:** International Security – Inspection Reports for Non-US Holders

**FILE DESCRIPTION:** Inspection reports by the North Atlantic Treaty Organization (NATO) Office of Security of non-US holders of NATO, Central Treaty Organization (CENTO), and Southeast Asia Treaty Organization (SEATO) information.

**DISPOSITION:** Temporary. Cut off upon completion of inspection. Destroy 2 years after cut off.

**AUTHORITY:** NC1-330-77-013, item 306-02f

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.6

**FILE NUMBER:** 1101-15

**FILE TITLE:** International Security – IPO Inventory Reports

**FILE DESCRIPTION:** Inventory reports of US holders of International Pact Organizations (IPO: NATO, CENTO, and SEATO) information.

**DISPOSITION:** Temporary. Cut off upon completion of inventory. Destroy 2 years after cut off.

**AUTHORITY:** NC1-330-77-13, item 306-02g

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.7

**FILE NUMBER:** 1101-16

**FILE TITLE:** International Security – Comments on IPO Security Policy

**FILE DESCRIPTION:** Comments and/or inputs to International Pact Organizations (IPO: NATO, CENTO, or SEATO) security policy directives, regulations, or guidelines on security policy.

**DISPOSITION:** Permanent. Cut off upon finalization of policy/guidelines document. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-02j

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.10

**FILE NUMBER:** 1101-17

**FILE TITLE:** International Security – IPO Meeting Minutes

**FILE DESCRIPTION:** Minutes of International Pact Organizations (IPO: NATO, CENTO, or SEATO) Committees and/or groups.

**DISPOSITION:** Temporary. Cut off upon completion and/or final decision of all agenda items. Destroy 2 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-02k

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.11



## OSD Records Disposition Schedules

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**FILE NUMBER:** 1101-18

**FILE TITLE:** International Security – Comments/Inputs to Security Clauses/International Agreements

**FILE DESCRIPTION:** Security Policy (security clauses) comments and/or inputs to international agreements, memos of understanding (MOU), technical arrangements, etc. (Another office of primary responsibility (OPR)).

**DISPOSITION:** Permanent. Cut off after termination of existing agreements with country. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-02l

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.12

**FILE NUMBER:** 1101-19

**FILE TITLE:** International Security – Surveys of Foreign Countries

**FILE DESCRIPTION:** Security surveys and/or assessments of foreign countries.

**DISPOSITION:** Permanent. Cut off after termination of existing agreements with country. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-02m

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.13

**FILE NUMBER:** 1101-20

**FILE TITLE:** National Domestic Preparedness Commission (NDPC) Comments/Inputs

**FILE DESCRIPTION:** Security Policy comments and/or inputs to National Domestic Preparedness Commission (NDPC) papers, including exceptions to policy, annual reviews, foreign military sales, meetings, or directives.

**DISPOSITION:** Permanent. Cut off after resolution and/or publication of final document. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-02n

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.14

**FILE NUMBER:** 1101-21

**FILE TITLE:** International Security – Congressional Correspondence

**FILE DESCRIPTION:** Congressional correspondence resulting from inquiries, investigations, or other action by members of Congress that establishes or defines policies, plans, program objectives, or responsibilities.

**DISPOSITION:** Permanent. Cut off annually after case is closed. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-013, item 306-02o

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.15a

**FILE NUMBER:** 1101-22

**FILE TITLE:** International Security – Travel

**FILE DESCRIPTION:** Travel arrangements.

**DISPOSITION:** Temporary. Cut off annually. Destroy 2 years after cutoff or on discontinuance, whichever is first. However, documents in the cutoff file that require additional action or relate to reopened cases

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should be brought forward for filing in the current file.

**AUTHORITY:** NC1-330-77-013, item 306-02r

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.16

**FILE NUMBER:** 1101-23

**FILE TITLE:** International Security – Discovery of Electronic Surveillance Files

**FILE DESCRIPTION:** Case files on those individuals and/or organizations on which to base their reply to court-approved motions for discovery of electronic surveillance. Letters of request, directives to the DoD Components to conduct search, and responses are included.

**DISPOSITION:** Temporary. Cut off upon completion of project. Destroy 15 years after cutoff.

**AUTHORITY:** NC1-330-79-005, item 306-04k

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1101-01.17

**RECORDS CATEGORY:** 1102

**CATEGORY TITLE:** Command and Control

**CATEGORY DESCRIPTION:** Files pertaining to the National Military Command System (NMCS) communications and its interface with unified and specified commands.

**FILE NUMBER:** 1102-01

**FILE TITLE:** Concepts and Strategy

**FILE DESCRIPTION:** Documents that develop and coordinate command and control policies in implementing directives that.

- Define the functional, organizational, operational relationship between all elements of the Worldwide Military Command and Control System (WWMCCS) and establish responsibilities for the management, development, acquisition, and operation of WWMCCS
- Develop and coordinate program budget policies and the creation of a management information system to monitor the WWMCCS
- Document coordination and liaison activities with non-DoD activities which have functions associated with the National Military Command System (NMCS), including the White House situation room, State Department operations center, CIA, OEP, FAA, and Coast Guard for which the purpose is to ensure appropriate military information is provided through these associated channels to enable the NMCS to serve the President and the Secretary of Defense

**DISPOSITION:** Permanent. Cut off when superseded or obsolete, or for agreements (and associated correspondence), when the term of the agreement is complete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-006, item 1102-01

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1102-02

**FILE TITLE:** WWMCCS Architecture

**FILE DESCRIPTION:** Worldwide Military Command and Control System (WWMCCS) architecture documents providing policy and guidelines, compatible interfaces between systems, and computerized data format standards. Networks configuration and systems designs.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

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**AUTHORITY:** NC1-330-77-006, item 1102-02

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1102-03

**FILE TITLE:** Combat Support

**FILE DESCRIPTION:** Plans for the allocation of development and acquisition resources between the various areas comprising Combat Support. Documents of the Research and Development Subgroups of the DoD Advisory Committee on Federal Aviation, which coordinates programs of interest to the FAA, Department of Defense, and the Military Departments.

**DISPOSITION:** Permanent. Cut off upon completion of action. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-80-006, item 2

**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 1103

**CATEGORY TITLE:** Management

**CATEGORY DESCRIPTION:** Files pertaining to the management of Command-and-Control Information Technology resources.

**FILE NUMBER:** 1103-01

**FILE TITLE:** Development and Acquisition – Telecommunications

**FILE DESCRIPTION:** Documents developing telecommunications objectives, policies, plans and programs. These are in the form of National Communications System (NCS) instructions pertaining to the unified technical planning and operational guidance. Procedural arrangements and reports necessary to develop the NCS.

**DISPOSITION:** Permanent. Cut off when superseded. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-006, item 1103-01a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1103-01.1

**FILE NUMBER:** 1103-02

**FILE TITLE:** Development and Acquisition – 10 Year Plan

**FILE DESCRIPTION:** The development of a 10-year DoD plan to implement the National Communications System (NCS) plan, including the budgetary requirement to acquire equipment and operate the system.

**DISPOSITION:** Permanent. Cut off when superseded. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-006, item 1103-01b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1103-01.2

**FILE NUMBER:** 1103-03

**FILE TITLE:** Development and Acquisition – Evaluation Criteria

**FILE DESCRIPTION:** The development of evaluation criteria to measure the effectiveness of the equipment (hardware), the programs which operate the equipment (software), and the system from the standpoint of reliability, survivability, and security.

**DISPOSITION:** Permanent. Cut off when superseded. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-006, item 1103-01c





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**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1103-01.3

**FILE NUMBER:** 1103-04 – RESERVED

**FILE NUMBER:** 1103-05

**FILE TITLE:** Teleprocessing

**FILE DESCRIPTION:** Policy on the computer science aspect of teleprocessing. Data terminal standards and operational procedures. Modem or Data Set criteria and selection. Networking (the technique of optimizing service through the intelligent linking or remote stations by communications lines).

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-006, item 1103-05.1

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1103-05.1

**FILE NUMBER:** 1103-05.2 – RESCINDED

**RECORDS CATEGORY:** 1104

**CATEGORY TITLE:** Technical Policy Operations

**CATEGORY DESCRIPTION:** Files pertaining to the operations pertaining to Technology Policy Programs.

**FILE NUMBER:** 1104-01

**FILE TITLE:** Policy and Operations – Overall Aspects of Telecommunications besides WWMCCS

**FILE DESCRIPTION:** Documents that establish DoD policy with respect to overall aspects of telecommunications besides WWMCCS. This includes such telecommunications matters as camp, post, base, and station telecommunications; fixed and/or transportable non-DCS telecommunications not organic to military forces, telecommunications security (COMSEC), radio navigation, and special cases.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-006, item 1104-01a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1104-01.1

**FILE NUMBER:** 1104-02

**FILE TITLE:** Policy and Operations – Telecommunications Communications with External Organizations

**FILE DESCRIPTION:** Files documenting contact on telecommunications matters with organizations external to the Department of Defense such as the FCC. These documents include such matters as assignment of frequencies, interference, availability of commercial networks, policy and procedures for national communications and similar matters.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-006, item 1104-01b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1104-01.2



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**FILE NUMBER:** 1104-03

**FILE TITLE:** Plans and Operations – Reviews, Evaluations and Coordination

**FILE DESCRIPTION:** Reviews, evaluations, and coordination of DoD operations plans and programs in all areas or telecommunications.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-006, item 1104-01c

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1104-01.3

**RECORDS CATEGORY:** 1105

**CATEGORY TITLE:** Chief Information Officer (CIO) Files

**CATEGORY DESCRIPTION:** Files of the DoD CIO that pertain to the administration of the DoD IT Program.

**NOTE:** CIOs of DoD Components other than the DoD CIO may use File Numbers in this Records Category that apply to their role as a CIO.

**FILE NUMBER:** 1105-01

**FILE TITLE:** Information Technology (IT) Program and Capital Investment Planning Records

**FILE DESCRIPTION:** Records of agency IT program development and capital investment planning that document goals and milestones to achieve them; planning principles and activities; performance and evaluation measures such as TechStat reviews; and compliance with requirements such as OMB Circular A-130, the Federal Information Technology Acquisition Reform Act, and other laws. Includes:

- Strategic and tactical plans
- Records of internal agency governance boards supporting formally issued plans, including comments, concurrences, clearances, and justifications
- Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the Chief Information Officer (CIO) has sponsorship, leadership, or recordkeeping responsibilities
- Reports and statistics documenting quantitative and qualitative performance measures, such as Government Performance and Results Act (GPRA) reporting
- Portfolio management records, including clearance and review
- Reports on IT capital investments, such as OMB Exhibit 300 Major IT Business Cases (MITBCs) and IT Portfolio Summaries (ITPS), including IT Dashboard Exhibit 300 MITBC submissions
- Business case development, review, and clearance records regarding major investments, systems, acquisitions, or operational assets

**DISPOSITION:** Temporary. Cut off annually. Destroy 7 years after cutoff.

**NOTE:** This item does not apply to CIO Policy records, which are covered by File Number 103-01.1 or 103-01.2, as applicable.

**AUTHORITY:** GRS 6.3, item 010 (DAA-GRS-2017-0009-0001)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 1607-01, 1607-03, 1607-05

**FILE NUMBER:** 1105-02

**FILE TITLE:** Enterprise Architecture Records

**FILE DESCRIPTION:** Records that describe the agency's baseline or target enterprise or its information architecture, including technical reference models, diagrams, graphics, models, sequencing plans, and narratives.



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**DISPOSITION:** Temporary. Cut off when superseded by a new iteration of the enterprise architecture. Destroy 7 years after cutoff.

**AUTHORITY:** GRS 6.3, item 020 (DAA-GRS-2017-0009-0002)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1607-02

**FILE NUMBER:** 1105-03

**FILE TITLE:** Information Resource Management (IRM) Legal and Regulatory Compliance Reporting Records – Annual Reports by Agency CIO, Inspector General or Senior Agency Official for Privacy

**FILE DESCRIPTION:** Annual reports prepared by agency CIO, Inspector General, or Senior Agency Official for Privacy in compliance with IRM Federal laws and regulations, such as the E-Government Act (Public Law 107-347), Title III (Federal Security Information Management Act (FISMA)), and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 40 USC 101. **NOTE:** See File Number 1105-04 for all other IRM compliance reports.

**DISPOSITION:** Temporary. Cut off after submission of report. Destroy 5 years after cutoff.

**AUTHORITY:** GRS 4.2, item 080 (DAA-GRS-2013-0007-0022)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1607-04

**FILE NUMBER:** 1105-04

**FILE TITLE:** Information Resource Management (IRM) Legal and Compliance Reporting Records – All Other Reports (than Annual Reports by Agency CIO, Inspector General or Senior Agency Official for Privacy)

**FILE DESCRIPTION:** All other agency IRM reports and internal reports by individual system owners to the Senior Agency Official for Privacy, other than those covered by FN 1105-03, prepared in compliance with Federal laws and regulation, such as the E-Government Act (Public Law 107-347), Title III (Federal Security Information Management Act (FISMA)), and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 40 USC 101.

**DISPOSITION:** Temporary. Cut off after submission of report. Destroy 2 years after cutoff.

**AUTHORITY:** GRS 4.2, item 081 (DAA-GRS-2013-0007-0023)

**PRIVACY ACT:** Not applicable

**FILE NUMBER:** 1105-05

**FILE TITLE:** Defense Industrial Base (DIB) Cyber Security/Information Assurance System Database

**FILE DESCRIPTION:** Records used to assess vulnerabilities and threat to the elements of the defense and supporting non-defense information infrastructures that are essential to the operations of the Department. Purpose is for DoD Cyber Crime Center (DC3) personnel to analyze the information for cyber threats and vulnerabilities when cyber incident reports are received, in order to develop response measures as well as improve U.S. Government and DIB understanding of advanced cyber threat activity. DoD may work with a DIB company or a more detailed, digital forensics analysis or damage assessment, which may include sharing of additional electronic media/files or information regarding the incident or the affected systems, networks, or information. Records includes, but not limited to:

- Company points of contact information (known as DIB Participant Information) such as
  - Name
  - Company name and mailing address
  - Work division/group, work email, and work telephone number
- Cyber Intrusion Damage Assessments, including Initial and Follow-up incident reports



## OSD Records Disposition Schedules

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**DISPOSITION:** Temporary. Cut off when the participating company withdraws from the program, closes, or goes out of business. Destroy 3 years after cutoff.

**AUTHORITY:** DAA-0330-2015-0005-0001

**PRIVACY ACT:** DCIO 01

**FILE NUMBER:** 1105-06

**FILE TITLE:** Cybersecurity Assessments

**FILE DESCRIPTION:** Initial, Follow-up incident reports and Cyber Intrusion Damage Assessments.

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2015-0005-0002

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1105-07

**FILE TITLE:** Cyber Incident Response and Analysis

**FILE DESCRIPTION:** Reports consisting of assessments, analysis of incident report data information relevant to the potential or known compromise of DIS partner information systems including trend analysis and extrapolation.

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2015-0005-0003

**PRIVACY ACT:** Not Applicable