

OSD RDS FILE NUMBER REVISION FORM

PRIVACY ADVISORY: When completed, this form contains personally identifiable information and is protected in accordance with the Privacy Act of 1974, as amended and DoD 5400.11-R "DoD Privacy Program."

Name of OSD Component:

Office of Primary Responsibility (OPR):

Full Office Name

Records Owner (Must be Government):

Full Name

Title

Phone

Email

OPR Records Liaison/Custodian (Government or Contractor):

Full Name

Phone

Email

Identify File Number for Amendment:

File Number

Subject

Type of Revision (see instructions):

Pen and Ink Change

Identify which element of change:

File Title

File Description

Cut Off

Were these records replaced by an information system?

Total Revision

Why is this File Number is being revised:

Reorganization reassignment of function

Disestablishment of Office/Component

New Program of Record

Replaced by Information System

Records description no longer adequately describes content

Change of record value

Change in scope of the records

Change to Retention Period

Is the proposed retention 30 years or more? If yes, provide completed copy of ["NARA's Checklist for Proposing the Late Legal Transfer of Permanent Records?"](#)

Provide general description of the request and the "reasons" behind the change request.

Is the proposed retention mandated IAW Federal law, DoD regulation and/or DoD Issuance? If so, by whom? Provide copy or link:

What effect would denial of this retention request have upon the organization's capability to meet administrative, mission, operational, legal or fiscal requirements?

Has this request been coordinated with the Component General Counsel? Yes No
If yes, did the Component GC concur, provide copy of documentation.

What media are these records in? Paper Electronic Federal Information System

If a Federal Information System (FIS) has replaced the hardcopy records, identify the FIS.

Where are these records currently located?

Electronic

Organizational Share Drives DISA/JSP Cloud Commercial Cloud (Identify vendor) _____ Hybrid Cloud (Identify vendor) _____

Contractor Hosted Information System (Identify name of information system) _____ Federal Information System (Identify name of information system) _____

Paper

On-hand (Provide address below) NARA Federal Records Center Contractor Facility

Contracted Records Storage Facility (i.e. Iron Mountain) Other _____

Provide address:

OPR Records Liaison/Custodian:

Name:	Title:	Date:
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OSD Component Head or Designated Authority:

Name:	Title:	Date:
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Component/DAFA Records Management Officer Signature

OSD Component Head or Designated Authority Signature:

Purpose: The purpose of this form is to assist WHS Serviced Components with the review and submission of updates to their organizational file numbers. Per 36 CFR 1225 and Administrative Instruction 15, WHS Serviced Components are responsible for ensuring the file title(s), file descriptions, cutoffs and retention periods meet the organizations mission, operational, legal, fiscal, and administrative requirements and reflect the OPR's current operations.

Note: The OSD Records and Information management program recommends the WHS Serviced Components coordinates with their local GC or DoD GC to ensure proposed amendments to retention periods meet legal, fiscal, and administrative obligations.

Instructions:

There are two types of amendments an OSD Component can submit. The OPR will determine which type of update is required.

- (1) Type 1: "Pen and Ink changes."
- (2) Type 2: "Total Revisions."

Type 1: Pen and Ink changes.

Pen and ink changes are not total revisions or rewrites of the record descriptions. Any edits of a file description and disposition are required to be submitted to NARA via RDD for concurrence.

WHS Serviced Components may submit "pen and ink" changes, which consists of the following:

- (1) Revisions to the wording of the file title or file description without substantially altering the content, function, and subject matter of the records.
- (2) Removal of instructions for retiring records to a Federal Records Center or other inactive records storage facility for records will not be applicable after 31 January 2024.
- (3) Substituting the new name of a re-named electronic system.
- (4) Changing the names of Components to reflect organizational realignments.
- (5) Updating or identifying Privacy Act SORN.

WHS Serviced Components cannot change the disposition or value of records in this process. As this is considered a Total Revision.

Type 2: Total Revision of File Numbers.

Total revisions may be required when:

- (1) The reorganization of a reassigns a function(s), program(s) or federal information systems to another OSD Component, DOD agency/field activity, or non-OSD Component.

Example: The transfer of the Defense Activity for Non-Traditional Education Support program (DANTES) from the Department of Navy to Office of the Under Secretary of Defense for Personnel & Readiness.

- (2) An OSD Component assumes functions from an existing OSD/DoD Component or disestablishing component. The new Component must schedule records documenting the acquired functions and all other records not covered by a National Archives approved General Records Schedule.
- (3) Requesting a change to retention periods (increase or decrease) for records previously appraised as temporary by the National Archives.
- (4) Requesting a change to the records value from permanent to temporary or vice versa.
- (5) Modifying the description of records due to the addition or subtraction of content, responsibilities, change in mission scope, or the function of the information system has changed.

Questions can be referred to your WHS Serviced Components Records Management Personnel or the OSD Records and Information Management Program at whs.mc-alex.esd.mbx.records-and-declassification@mail.mil.