

## OSD RECORDS SCHEDULING 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."

<b>(1) Name of OSD Component</b>	Name and Background Information of the Component submitting the SF-115	
<b>(2) Office of Primary Responsibility (OPR)</b>	Program office or functional proponent delegated responsibilities for creating or receiving records.	
<b>(3) Type of Records Disposition Schedule</b>	Identify Type of Schedule <input type="checkbox"/> Media Neutral <input type="checkbox"/> Federal Information System (FIS) If FIS, is this system replacing existing records disposition schedule? If yes identify file number being replaced below.	
	Insert OSD Records Disposition Schedule File Number	
<b>(4) Scope of Program/Function</b>	(a) Internal to component <input type="checkbox"/> Yes <input type="checkbox"/> No	(b) OSD wide? <input type="checkbox"/> Yes <input type="checkbox"/> No  DoD wide? <input type="checkbox"/> Yes <input type="checkbox"/> No
	(c) Joint (2 or more OSD/DoD components – Identify Component and OPRs)	
<b>(5) Purpose</b>	Describe the purpose of records or FIS is designed to meet	
<b>(6) Identify Legal Authorities</b>	Cite U.S.C., CFR or DoD issuance governing the program or FIS	

**Blocks 6 through 10 are only applicable to FIS – Media Neutral go to Block 11**

<b>(7) System Interfaces</b>	Identify sources ( <i>inputs</i> ) and outputs ( <i>feeds</i> ) to and from DoD and non-DoD information systems ( <i>if applicable</i> ). Includes manual inputs provided by users and system staff.	
	Input:	Output:
<b>(8) Master File</b>	Provide example of data fields, data elements or metadata applicable to the application, database, or information system.	
<b>(9) Identify Reports Produced from FIS</b>	Provide Summarized list of Reports	
<b>(10)(a) FIS Volume and Accumulation</b>	Volume – total size of FIS	Accumulation – annual volume accumulated
	<b>(10)(b) Date Span</b> Identify starting date of accumulation or inclusive dates of records within FIS	
<b>(10)(c) Identify Host Environment</b>	<input type="checkbox"/> Government server ( <i>including MilDep, JCS, DISA</i> ) <input type="checkbox"/> Private server ( <i>Contractor/Non-Government include FFDRCs/UARCs</i> ) <input type="checkbox"/> Cloud Service, and Software Platform If Private server, does the contract identifies the government as owner of records or have records management clauses? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>(11) Proposed Disposition Instructions</b>	
<b>(11)(a) Identify Records Value</b>	<input type="checkbox"/> Permanent: Warrants preservation by the National Archives once the agency no -- longer needs them to conduct regular current business. Records proposed as permanent must meet NARA criteria for preservation <a href="https://www.archives.gov/records-mgmt/scheduling/appraisal">https://www.archives.gov/records-mgmt/scheduling/appraisal</a> and complete block 11.	
	<input type="checkbox"/> Temporary: Destruction or Deletion after a Specified Time Period.	

<b>(11)(b) Identify Proposed Lifecycle</b>	Identify how long records will be retained by OPR to meet: <ul style="list-style-type: none"> <li>■ Current mission, business, or operational requirements</li> <li>■ Meeting legal, regulatory, administrative, or fiscal requirements or prior to disposition</li> </ul> <input type="checkbox"/> _____ years. Proposals: <ul style="list-style-type: none"> <li>■ Less than 3 years require GAO approval</li> <li>■ 30 years or more - OPR must complete and submit NARA Checklist for Proposing the Late Legal Transfer of Permanent Records <a href="https://www.archives.gov/files/records-mgmt/bulletins/2020/nara-late-legal-transfer-fillable.pdf">https://www.archives.gov/files/records-mgmt/bulletins/2020/nara-late-legal-transfer-fillable.pdf</a></li> </ul>
<b>(11)(c) Identify Disposition Instructions (Cutoff)</b>	Action(s) that transitions business records within FIS from active to inactive, completes or closes transactions. <ul style="list-style-type: none"> <li>■ Ex. Cut off at end of investigation, retain for 2 years after cutoff, then transferred to storage array.</li> </ul>

**(12) If Proposed as Permanent Identify Release Restrictions**

**(12)(a) Records Exempt from Release under FOIA, 5 U.S.C 552**

B1 - Classified Information

Confidential     Secret     Top Secret

B2 - Internal Personnel Matters

B3 - Information Protected by Other Statutes

B4 - Business or Trade Information

B5 - Privileged Information/Deliberative Process

B6 - Personal Privacy Identify System of Records Notice (SORN) below

B7 - Law Enforcement Records

B8 - Financial Regulatory Records

B9 - Geological and Geophysical Information

Record not subject to FOIA exemption

**(12)(b) Records Exempt from Release due to Controlled Unclassified Information (CUI). The DoD CUI Registry is located at <https://www.dodcui.mil/Home/DoD-CUI-Registry/>**

Critical Infrastructure

Export Control

Financial

Intelligence

International Agreements

Law Enforcement

Natural and Cultural Resources

North Atlantic Treaty Organization (NATO)

Nuclear

Patents

Privacy

Procurement and Acquisition

Proprietary Business Information

Provisional (OPSEC)

Statistical

Tax

Transportation

Record not subject to CUI exemption

**Component/DAFA Records Management Officer Signature**
**OSD Component Head or Designated Authority Signature**