



## SERIES 1000 – ASD (LEGISLATIVE AFFAIRS)

**SERIES TITLE:** ASSISTANT SECRETARY OF DEFENSE (LEGISLATIVE AFFAIRS) (ASD(LA)), DEPARTMENT OF DEFENSE

**SERIES DESCRIPTION:** The records described in this series relate to DoD relations with Congress, the designation and appearance of witnesses, coordination of the DoD-supported congressional travel, processing of security requests for congressional consideration of the legislative program of the Department of Defense.

**SERIES APPLIES TO THE FOLLOWING ORGANIZATIONS:** File Numbers within the 1000 Series reflect the mission of the Assistant Secretary of Defense (Legislative Affairs (ASD(LA))).

**RECORDS CATEGORY:** 1001 – RESERVED

**RECORDS CATEGORY:** 1002

**CATEGORY TITLE:** Legislative Program Files

**CATEGORY DESCRIPTION:** Records representing the legislative program of different organizations in the Department of Defense. They consist of legislative programs (in their particular areas), letters from and to congressional committees or individual members, monitoring of the programs, and coordination of legislative activities in consultation with the Office of Assistant Secretary of Defense for Legislative Affairs (OASD(LA)).

**FILE NUMBER:** 1002-01

**FILE TITLE:** Legislative Programs – DR&E/DARPA

**FILE DESCRIPTION:** Legislative programs pertaining to the Defense Research and Engineering (DR&E), Defense Advanced Research Projects Agency (DARPA), including letters from and to congressional committees or individual members, monitoring of the programs, and coordinating legislative activities in consultation with the OASD(LA).

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

**AUTHORITY:** NC1-330-77-008, item 1002-01

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1002-02

**FILE TITLE:** Legislative Programs – Comptroller, Defense Civil Preparedness

**FILE DESCRIPTION:** Legislative programs pertaining to the Comptroller, including letters from and to congressional committees or individual members, monitoring of the programs, and coordinating legislative activities in consultation with the OASD(LA).

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

**AUTHORITY:** NC1-330-77-008, item 1002-02

**PRIVACY ACT:** Not Applicable



## OSD Records Disposition Schedules

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**FILE NUMBER:** 1002-03

**FILE TITLE:** Legislative Programs – Installations and Logistics, Defense Supply, Defense Contract Audit, and Defense Mapping Agencies

**FILE DESCRIPTION:** Legislative programs pertaining to the Installations and Logistics, Defense Supply, Defense Contract Audit, and Defense Mapping Agencies, including letters from and to congressional committees or individual members, monitoring of the programs, and coordinating legislative activities in consultation with the OASD(LA).

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

**AUTHORITY:** NC1-330-77-008, item 1002-03

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1002-04

**FILE TITLE:** Legislative Programs – International Security, Program Analysis and Evaluation, Defense Security Cooperation Agency

**FILE DESCRIPTION:** Legislative programs pertaining to the International Security, Program Analysis and Evaluation, and Defense Security Cooperation Agency, including letters from and to congressional committees or individual members, monitoring of the programs, and coordinating legislative activities in consultation with the OASD(LA).

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

**AUTHORITY:** NC1-330-77-008, item 1002-04

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1002-05

**FILE TITLE:** Legislative Programs – Chairman of the Joint Chiefs of Staff, DIA, NSA, Intelligence, Public Affairs

**FILE DESCRIPTION:** Legislative programs pertaining to the Chairman of the Joint Chiefs of Staff, Defense Intelligence Agency (DIA), National Security Agency (NSA), Intelligence, and Public Affairs, including letters from and to congressional committees or individual members, monitoring of the programs, and coordinating legislative activities in consultation with the OASD(LA).

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

**AUTHORITY:** NC1-330-77-008, item 1002-05

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1002-06

**FILE TITLE:** Legislative Programs – Manpower, Reserve, and Health Affairs

**FILE DESCRIPTION:** Legislative programs pertaining to Manpower, Reserve, and Health Affairs, including letters from and to congressional committees or individual members, monitoring of the programs, and coordinating legislative activities in consultation with the OASD(LA).

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

**AUTHORITY:** NC1-330-77-008, item 1002-06

**PRIVACY ACT:** Not Applicable

Current as of 31 October 2024



## OSD Records Disposition Schedules

**FILE NUMBER:** 1002-07

**FILE TITLE:** Legislative Programs – Atomic Energy, Defense Threat Reduction Agency, Defense Information Systems Agency

**FILE DESCRIPTION:** Legislative programs pertaining to Atomic Energy, Defense Threat Reduction Agency, Defense Information Systems Agency, including letters from and to congressional committees or individual members, monitoring of the programs, and coordinating legislative activities in consultation with the OASD(LA).

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

**AUTHORITY:** NC1-330-77-008, item 1002-07

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1002-08

**FILE TITLE:** Research and Administration – DoD-Supported Congressional Travel

**FILE DESCRIPTION:** Documents on the arrangements for the DoD-supported travel for members of Congress and congressional staffs. Requests from Congress for support, support evaluation for conformance with policy and appropriate referral to Military Departments for execution.

**DISPOSITION:** Temporary. Cut off annually. Destroy 1 year after cutoff.

**AUTHORITY:** NC1-330-77-008, item 1002-08.1

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1002-08.1

**FILE NUMBER:** 1002-08.1 – Moved to 1002-08

**FILE NUMBER:** 1002-08.2 – Moved to 1002-09

**FILE NUMBER:** 1002-08.3.1 – Moved to 1002-10

**FILE NUMBER:** 1002-08.3.2 – Consolidated into 103-14

**FILE NUMBER:** 1002-08.3.3 – RESCINDED

**FILE NUMBER:** 1002-08.3.4 – Moved to 1002-11

**FILE NUMBER:** 1002-08.4 – Moved to 1002-12

**FILE NUMBER:** 1002-09

**FILE TITLE:** Research and Administration – Congressional Staff Security Clearances

**FILE DESCRIPTION:** Documents arranging security clearance of members of congressional staff.

**DISPOSITION:** Temporary. Cut off after staff member leaves his or her assignment. Destroy 1 year after cutoff.

**AUTHORITY:** NC1-330-77-008, item 1002-08.2

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1002-08.2

**FILE NUMBER:** 1002-10

**FILE TITLE:** Legislative Research Files – Proposed Legislation

**FILE DESCRIPTION:** Documents briefly describing history of proposed or impending legislature for edification of the DoD officials.

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

**AUTHORITY:** NC1-330-77-008, item 1002-08.3a



## OSD Records Disposition Schedules

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**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1002-08.3.1

**FILE NUMBER:** 1002-11

**FILE TITLE:** Legislative Research Files – Daily Summaries

**FILE DESCRIPTION:** Daily summaries of items of interest to the Secretary of Defense.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-77-008, item 1002-08.3d

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1002-08.3.4

**FILE NUMBER:** 1002-12

**FILE TITLE:** White House Staff Correspondence

**FILE DESCRIPTION:** Correspondence exchanged with White House staff on matters of legislative interest.

Weekly reports to the White House on status of the DoD legislation.

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

**AUTHORITY:** NC1-330-77-008, item 1002-08.5

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1002-08.4