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."

(1) Name of OSD Component	Name and Background Information of the Component submitting the SF-115
(2) Office of Primary Responsibility (OPR)	Program office or functional proponent delegated responsibilities for creating or receiving records.

(3) Type of Records Disposition Schedule

Identify Type of Schedule

☐ Media Neutral   ☐ 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

(4) Scope of Program/ Function

(a) Internal to component	(b) OSD wide? ☐ Yes ☐ No	(c) Joint *(2 or more OSD/DoD components – Identify Component and OPRs)*
☐ Yes		
☐ No	DoD wide? ☐ Yes ☐ No	

(5) Purpose

Describe the purpose of records or FIS is designed to meet

(6) Identify Legal Authorities

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

(7) System Interfaces

Identify sources *(inputs)* and outputs *(feeds)* to and from DoD and non-DoD information systems *(if applicable).* Includes manual inputs provided by users and system staff.

Input:	Output:

(8) Master File

Provide example of data fields, data elements or metadata applicable to the application, database, or information system.

(9) Identify Reports Produced from FIS

Provide Summarized list of Reports

(10)(a) FIS Volume and Accumulation

Volume – total size of FIS	Accumulation – annual volume accumulated

(10)(b) Date Span

Identify starting date of accumulation or inclusive dates of records within FIS

(10)(c) Identify Host Environment

☐ Government server *(including MilDep, JCS, DISA)*

☐ Private server *(Contractor/Non-Government include FFDRCs/UARCs)*

☐ Cloud Service, and Software Platform

If Private server, does the contract identifies the government as owner of records or have records management clauses?

☐ Yes   ☐ No

(11) Proposed Disposition Instructions

(11)(a) Identify Records Value

☐ 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 https://www.archives.gov/records-mgmt/scheduling/appraisal and complete block 11.

☐ Temporary: Destruction or Deletion after a Specified Time Period.

(11)(b) Identify Proposed Lifecycle	Identify how long records will be retained by OPR to meet: ■ Current mission, business, or operational requirements ■ Meeting legal, regulatory, administrative, or fiscal requirements or prior to disposition ☐ _____ years. Proposals: ■ Less than 3 years require GAO approval ■ 30 years or more - OPR must complete and submit NARA Checklist for Proposing the Late Legal Transfer of Permanent Records https://www.archives.gov/files/records-mgmt/bulletins/2020/nara-late-legal-transfer-fillable.pdf
(11)(c) Identify Disposition Instructions (Cutoff)	Action(s) that transitions business records within FIS from active to inactive, completes or closes transactions. ■ Ex. Cut off at end of investigation, retain for 2 years after cutoff, then transferred to storage array.

(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