



Records Disposition Schedules

Record Group 330: Office
of the Secretary of Defense

January 2023





OSD Records Disposition Schedules

Overview

The records disposition schedules contained in this document are collected from the General Records Schedules (GRS) and National Archives and Records Administration (NARA) approved OSD-specific schedules, as of January 2023. They are arranged by Series, according to a 'functional' file system; that is, by major functions within OSD and the components falling under the purview of OSD for Records and Information Management.

The OSD RecordsDisposition Schedules will be revised periodically; as NARA approves new schedules and as the GRS is updated. The records described in this schedule are created and maintained in different media and formats. In some cases, the file description will specify the media/formats of the records. Unless the media/format is specified, the remaining file numbers are considered to be media neutral, i.e., they were written to authorize the disposition of records in any media or format.



SERIES LIST

SERIES 100 – GENERAL OFFICE RECORDS	1
SERIES 200 – MANAGEMENT AND OPERATIONS.....	23
SERIES 300 – USD(COMPTROLLER)	155
SERIES 400 – DoD GENERAL COUNSEL.....	164
SERIES 500 – USD(INTELLIGENCE AND SECURITY)	176
SERIES 600 – RESERVED	182
SERIES 700 – ATSD(PUBLIC AFFAIRS)	183
SERIES 800 – USD(POLICY)	211
SERIES 900 – ASD(HEALTH AFFAIRS).....	230
SERIES 1000 – ASD(LEGISLATIVE AFFAIRS)	260
SERIES 1100 – DoD CIO	264
SERIES 1200 – USD(ACQUISITION & SUSTAINMENT)	276
SERIES 1300 – USD(RESEARCH & ENGINEERING)	296
SERIES 1400 – CAPE	311
SERIES 1500 – ASD(NUCLEAR, CHEMICAL & BIOLOGICAL)	317
SERIES 1600 – GENERAL IT MANAGEMENT	320
SERIES 1700 – UNITED STATES COURT OF APPEALS FOR THE ARMED FORCES	336
SERIES 1800 – USD(PERSONNEL & READINESS).....	338
SERIES 1900 – DOD SCHOOLS AND INSTITUTIONS	370
SERIES 2000 – DOT&E	417
SERIES 2100 – RESERVED	420
SERIES 2200 – DRUG ENFORCEMENT AND SUPPORT.....	421
APPENDIX A: ACRONYMS.....	424
APPENDIX B: APPROVED SCHEDULES NOT USED IN OSD RDS.....	425