



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
HEADQUARTERS  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22350-1400**

July 22, 2019

**MEMORANDUM FOR DODEA RECORDS LIAISONS**

**SUBJECT: Guidance on New Records Disposition Schedules Implementation**

In June 2019, The Office of the Secretary of Defense, in collaboration with the Executive Services Division, Records and Information Management Section, published the latest and most comprehensive version of the OSD Records Disposition Schedules.

In August 2019, the Records and Information Management Section will host a training session for the Records Liaisons, as well as any division representative who would like to attend. The training will cover major changes, usability, functionality, crosswalk, and revision and implementation. An initial training/kickoff notice will be sent out to the respective individuals the first week of August with all the pertinent details. Additionally, a subsequent one-on-one training session will take place in order to address specific procedural and substantive records requirements for each division.

The new records disposition schedules were collected from the General Records Schedules (GRS) and National Archives and Records Administration (NARA) approved OSD-specific schedules. They are arranged by Series, according to their respective functional file systems; that is, by major functions within OSD and the components falling under the purview of OSD for Records and Information Management. The records described in the new 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.

Consistent with the new records disposition schedules, each division will revise their Office File Plan and Electronic Folder Structures. A second notice will be sent out the first week of September outlining provisional timetables, actions, and responsibilities. The Records Management Officer and the Records Liaisons will develop project timetables that includes specific goals and milestones. The timetables should be approved by the division chiefs, and they must be communicated to all the division members. Timetables and milestones will be developed post training/kickoff. Moreover, revision will commence the last week of September, and implementation should take no more than 60 calendar days.

If you have any questions or need additional information, please contact me at 571-372-1891, or by email at [samuel.gotti@dodea.edu](mailto:samuel.gotti@dodea.edu).

  
Samuel Gotti  
Records Management Officer