



**DEPARTMENT OF DEFENSE
OFFICE OF DEPENDENTS SCHOOLS
2461 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22331-1100**

EXECUTIVE SERVICES

OS Regulation 1100.2
January 19, 1989

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
RECORDS MANAGEMENT SYSTEM

- References:
- (a) DoD Directive 1342.6, subject: Department of Defense Dependents Schools, August, 26, 1976, as amended
 - (b) OSD Administrative Instruction 15, Records Management, April 1981, as amended
 - (c) DS Regulation 1100.1, Maintenance and Disposition of Education Functional Files, May 29, 1981, as amended (enclosure 1)
 - (d) DS Manual 1100.3, DoDDS Records Management Procedures and Schedules, January 1989
 - (e) DS Regulation 1100.2, Records Management System, October 29, 1985, as amended (hereby cancelled)

A. PURPOSE

This regulation establishes policy and uniform procedures for the management of all records originated and/or maintained by the Department of Defense Dependents Schools (DoDDS). It authorizes the publication of a procedures and schedules manual. The DoDDS functional files system and numbers have been established to best suit the needs of DoDDS offices and schools. The DoDDS numbers, as such, are finding aids. The disposition of DoDDS records is authorized by reference (b) and appropriate OSD disposition numbers will appear on all files and will be used as the authority for all disposition and/or retirement actions.

B. APPLICABILITY AND SCOPE

This regulation is applicable to all DoDDS offices and schools for the purposes of identification, maintenance, and disposition of records.

C. DEFINITIONS

1. Records. As defined in the Records Disposal Act of 1943, records are:

... books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved

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or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them . . .

2. File. For the purposes of this regulation, a file refers to the physical separation of a group of records by functional area, in a folder. .

3. Federal Records Center (FRC). FRC's are designated storage areas for Government records as established by the National Archives and Records Administration. In order to transfer records to an FRC, the transfer must be part of an approved records maintenance and disposition schedule. The Washington National Records Center is the designated FRC for DoDDS; however, due to space limitations, DoDDS-Panama records are transferred to the FRC at East Point, Georgia.

4. National Archives and Records Administration (NARA). NARA is a recently established Government agency with the ultimate authority for approving all records maintenance and disposition schedules. This function was previously under the control of the General Services Administration's National Archives and Records Service (NARS).

5. School Year (SY). For the purposes of this regulation, the school year will be August 1 to July 31 of the following year.

6. DoDDS File Numbers, also referred to as Finding Aids. The numbers that are assigned by DoDDS to each file, in accordance with reference (d), for organization purposes.

7. OSD Disposition Number. This is the official disposition number assigned by reference (b). It will appear on all file labels in parentheses, will be cross-referenced on all file plans, and will be used as the authority for all disposition and/or retirement actions.

D. POLICY AND PROCEDURES

Records originated after the effective date of this regulation will be maintained in accordance with the schedules outlined in reference (d).

2. DoDDS records encompass the following functional file categories:

a. Common files (100 series): These files generally accumulate in all offices, but are not considered to be the files of the office of primary responsibility.

b. Administration files (200 series): These files pertain to policies, functions, and activities assigned to administrative offices and Executive Services Divisions.

c. Education Files (300 series): These files pertain to the policies and administration of educational programs.

d. Logistics Files (400 series): These files pertain to supply; property accountability, construction, and other logistics programs.

e. Personnel Files (500 series): These files pertain to personnel administration and management.

f. Management Information Systems (MIS) Files (600 series): These files pertain to automated systems policies, procedures, and operations.

g. Fiscal Files (700 series): These files pertain to budget and accounting policies, procedures, and operations.

h. Internal Control Files (800 series): These files pertain to internal control, vulnerability assessments, audit reports, and inspections.

i. Student/Teacher Files (900 series): These are individual student records maintained at schools and regional offices.

3. The addition of a new maintenance and disposition schedule must be approved by NARA, through the Director, DoDDS, and the Office of the Secretary of Defense.

4. Any established schedule may be broken down into subcategories, as required by the using office or school.

5. Guidance contained herein may be supplemented by the regional office, if required; however, any such supplementation will be accomplished in accordance with the provisions of references (b) and (d).

6. All files containing information about individuals (i.e., students, teachers, or employees) will be maintained in accordance with the Privacy Act of 1974.

7. Files may be maintained by school year (SY), fiscal year (FY), or calendar year (CY), depending upon the use of the file and the using office.

8. All records originated before October 29, 1985, will be maintained and disposed of in accordance with enclosure-1. If desired, groups of existing records may be disposed of in accordance with this regulation and reference (d). Enclosure 1 should be maintained with all records for which it is used as the disposition schedule.

E. RESPONSIBILITIES

1. The Director, DoDDS, will:

Have final approval-authority for all proposed maintenance and disposition schedules prepared for submission to NARA.

- b. Appoint a DoDDS records management officer.

2. Regional directors "will" appoint a regional records management officer.

3. The DoDDS records management officer will:

a. Prepare proposed maintenance and disposition schedules for approval.

b. Monitor implementation of this regulation and reference (d), worldwide.

- c. Provide training, as appropriate.

- d. Act as liaison with NARA for all records management issues.

4. Regional records management officers will:

a. Monitor the-implementation of this regulation and reference (d) within their region.

b. Submit requests for additions, deletions, and/or modifications to the schedules to ODS for approval.

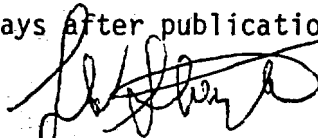
- c. Provide training, as appropriate.

5. Principals, district superintendents, and division chiefs will ensure that records maintenance and disposition are accomplished in accordance with this regulation and reference (d) within their areas of responsibility.

6. Functional managers at all levels will be responsible for working with their support personnel to ensure that their individual records plan meets their unique needs and complies with this regulation and reference (d).

F. EFFECTIVE DATE

This regulation is effective ~~60 days~~ **after publication**



John L. Stremple
Director

Enclosure