The records disposition schedules contained in these documents are collected from the General Records Schedules (GRS) and National Archives and Records Administration (NARA) approved OSD-specific schedules, as of June 2019. 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.

- General Office Records
- Management and Operations Records
- Policy Records
- Health and Affairs Records
- Legislative Affairs Records
- Chief Information Officer Records
- Acquisition and Sustainment Records
- General IT Management Records
- DoD/DoDEA Schools and Institutions Records

Authority & Guidance

- DoDEA Regulation 5015.01 (DoDEA Records Management Program)
- DoDEA RIM Reference Guide (Records Management Guidance)
- Transition to Electronic Records (M-19-21)
- 41 USC Chap 102, Part 102-193 CREATION, MAINTENANCE, AND USE OF RECORDS
- 44 USC Chap 31 Records Management by Federal Agencies
● 44 USC Chap 33 Disposal of Records
● 36 CFR 1220 - 1236 RECORDS MANAGEMENT
● Presidential Memorandum -- Managing Government Records
● OMB Circular A-130 Managing Information as a Strategic Resource
● Managing Government Records Directive (M-12-18)
● Executive Order 13526- Classified National Security Information
● DOD I 5015.02 DoD Records Management Program
● DoD 5015.02 STD Records Management Application Standard
● OSD RIM Procedures for Archiving Social Media Sites 18 Jan 17
● NARA White Paper on Capture of Social Media Records (2013)
● SECDEF_Memo_Retention of Social Media 6 Jan 2017
● White House Memo to Federal Agencies_Social Media Accounts (31 Oct 16)

Forms

● SD821 PRESIDENTIAL APPOINTEES AND SENIOR OFFICIALS
● SD822 DEPARTING EMPLOYEE CHECKLIST
● SD823 STANDIRIZED RECORDKEEPING CHECKLIST
● SD828 ELECTRONIC INFORMATION SYSTEM APPRAISAL
● SD831 RECORDS INVENTORY TO ESTABLISH NEW RECORDS SERIES
● SD832 RECORDS INVENTORY FORM
● SD833 TRANSFER OF RECORDS BETWEEN DoDOSD COMPONENTS
● SF115 REQUEST FOR RECORDS DISPOSITION AUTHORITY
● SF135 RECORDS TRANSMITTAL AND RECEIPT

Social Media Guidance

● DoD Social Media Hub
● NARA Guidance on Managing Social Media Records
● DoD Internet Services and Internet-Based Capabilities (IbC) (DoDI 8550.01)
● Joint Ethics Regulation (DoD 5500.7-R)
● Standards of Conduct as Applied to Personal Social Media Use (Office of Government Ethics Legal Advisory)
● White House Memo to Federal Agencies_Social Media Accounts (31 Oct 16)
● NARA White Paper on Capture of Social Media Records (2013)
● SECDEF_Memo_Retention of Social Media 6 Jan 2017
● OSD RIM Procedures for Archiving Social Media Sites 18 Jan 17

Related Links
• **Electronic Records Archives (ERA)**  
  ○ ERA manages the transfer of all permanent records, in all formats and media, transferred to NARA through the Annual Move or by direct offer.

• **FOIA.Gov**  
  ○ FOIA.Gov is the United States Government's central website for FOIA resources and information, as well as filing initial FOIA requests.

• **FOIA Regulations**  

• **DoDEA FOIA**  
  ○ The Freedom of Information Act Office supports all actions related to Freedom of Information requests submitted by the public for access to records under the control of the Offices of the Department of Defense Education Activity.

• **DoDEA Privacy & Forms Management**  
  ○ Administers and provides guidance and direction to employees of the Department of Defense Education Activity as it relates to the Privacy Act, Information Collection, and Forms Management Programs.

• **DoDEA Correspondence Management**  
  ○ The Executive Services Division administers the correspondence management policies and processes designed to efficiently and effectively capture and preserve documents for the Department of Defense Education Activity Headquarters.

• **Defense Office of Prepublication and Security Review**  
  ○ DOPSR is responsible for managing the Department of Defense security review program, reviewing written materials both for public and controlled release.

• **DoD Directives Division**  
  ○ The Directives Division administers and operates the DoD Issuances Program, the DoD Information Collections Program, DOD Forms Management Program, GAO Affairs, and the DoD Plain Language Program for the Office of the Secretary of Defense.

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**Training**

• NARA Federal Records Management Professional Development (Resources)  
• Documenting Your Public Service  
• ARMA Training  
• ICRM CRM & CRA Training  
• AIIM Training

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**Supported Elements**


Student Records

DoDEA Student Records Center

The DoDEA Student Records Center provides High School transcripts for graduates and High School students who previously attended a DoDEA High School. Elementary and Middle School records requests should be forwarded directly to the student's last school of attendance. You can find the Elementary and Middle school's contact information on our website at www.dodea.edu by clicking the down arrow on the "FIND YOUR SCHOOL" link in the upper right-hand corner of the website.

!!DoDEA DOES NOT MAINTAIN COPIES OR RE-ISSUE HIGH SCHOOL DIPLOMAS!!

Capstone Records

DoDEA Capstone Official

Capstone (permanent) officials are senior officials (e.g., those high on the organization chart) generally responsible for agency program policy and mission-related actions. Capstone officials vary by agency depending on an agency's organization and how it carries out agency roles. Some agencies will have more Capstone officials than others. (NARA, 2019)

Contact Us

Department of Defense Education Activity (DoDEA)
Executive Services Division
Records Management Branch