

## Request for Records Disposition Authority

Records Schedule Number      DAA-0446-2013-0001  
 Schedule Status                  Approved  
  
 Agency or Establishment        Defense Security Service  
 Record Group / Scheduling Group   Records of the Defense Security Service  
 Records Schedule applies to    Agency-wide  
 Schedule Subject                Training Division Course Records  
 Internal agency concurrences will be provided      No

Background Information                      DSS Center for Development of Security Excellence (CDSE) develops education courses and workshops for DoD security professionals who are advancing their professional growth, provides security training to Department of Defense (DoD) and other U.S. Government personnel, employees of U.S. Government contractors, and when sponsored by authorized DoD Components, employees of foreign governments. Training is delivered through a variety of formats to include resident courses conducted at the DSS facility in Linthicum, MD, mobile courses delivered at activities located within or outside of the United States, and distance learning courses, audio podcasts and performance support tools accessed online via the CDSE website and Learning Management System, STEPP.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
13	0	13	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0446-2013-0001

Sequence Number	
1	Original Grade Sheets Disposition Authority Number: DAA-0446-2013-0001-0001
2	Class Roster Disposition Authority Number: DAA-0446-2013-0001-0002
3	Course Reference Material Disposition Authority Number: DAA-0446-2013-0001-0003
4	Course Critique/Comments and Evaluations Disposition Authority Number: DAA-0446-2013-0001-0004
5	Student Failure Exams Disposition Authority Number: DAA-0446-2013-0001-0005
6	Student Completed Practical Exercises Disposition Authority Number: DAA-0446-2013-0001-0006
7	Student Completed Quizzes Disposition Authority Number: DAA-0446-2013-0001-0007
8	Distinguished Graduate Paperwork Disposition Authority Number: DAA-0446-2013-0001-0008
9	SOR Worksheets Disposition Authority Number: DAA-0446-2013-0001-0009
10	ISSC Student Info Sheet Disposition Authority Number: DAA-0446-2013-0001-0010
11	Instructor Syllabus Disposition Authority Number: DAA-0446-2013-0001-0011
12	SSC Student Summaries Disposition Authority Number: DAA-0446-2013-0001-0012
13	NCMS Workshop Materials Disposition Authority Number: DAA-0446-2013-0001-0013

## Records Schedule Items

Sequence Number	
1	<p><b>Original Grade Sheets</b></p> <p>Disposition Authority Number      DAA-0446-2013-0001-0001</p> <p>Included are students name, class title, date, grade and location</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?          No</p> <p>Disposition Instruction</p> <p>Retention Period                      Destroy 1 year(s) after</p> <p>Additional Information</p> <p>GAO Approval                          Not Required</p>
2	<p><b>Class Roster</b></p> <p>Disposition Authority Number      DAA-0446-2013-0001-0002</p> <p>Included are class name, names of attendies, location of the training and status of completion.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?          No</p> <p>Disposition Instruction</p> <p>Retention Period                      Destroy 1 year(s) after</p> <p>Additional Information</p> <p>GAO Approval                          Not Required</p>
3	<p><b>Course Reference Material</b></p>

Disposition Authority Number DAA-0446-2013-0001-0003  
Included are reseach materials such as newspaper, background studies, case reports and internet articles,

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Course Critique/Comments and Evaluations

Disposition Authority Number DAA-0446-2013-0001-0004

Includes supplemental course critiques and end of course critiques.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Student Failure Exams

Disposition Authority Number DAA-0446-2013-0001-0005

Exams of students who did not receive a passing grade.

Final Disposition Temporary

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Item Status Active  
Is this item media neutral? Yes  
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes  
Do any of the records covered by this item exist as structured electronic data? No  
Disposition Instruction  
Retention Period Destroy 1 year(s) after  
Additional Information  
GAO Approval Not Required  
Student Completed Practical Exercises  
Disposition Authority Number DAA-0446-2013-0001-0006

Includes name of student, date of exercise, and grade.

Final Disposition Temporary  
Item Status Active  
Is this item media neutral? Yes  
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes  
Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction  
Retention Period Destroy 1 year(s) after

Additional Information  
GAO Approval Not Required

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Student Completed Quizzes  
Disposition Authority Number DAA-0446-2013-0001-0007

Includes student name, quizz title, date and grade.

Final Disposition Temporary  
Item Status Active

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Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

**Disposition Instruction**

Retention Period Destroy 1 year(s) after

**Additional Information**

GAO Approval Not Required

**Distinguished Graduate Paperwork**

Disposition Authority Number DAA-0446-2013-0001-0008

All cumulative paperwork in the nominating process of identifying a student as a distinguished graduate.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

**Disposition Instruction**

Retention Period Destroy 1 year(s) after

**Additional Information**

GAO Approval Not Required

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**SOR Worksheets**

Disposition Authority Number DAA-0446-2013-0001-0009

Included are training practice worksheets supporting non approval of security clearanc. The worksheet includes name, reason for disapproval, date and name of personel completing the worksheet.

Final Disposition Temporary

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Item Status Active  
Is this item media neutral? Yes  
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No  
Disposition Instruction  
Retention Period Destroy when no longer needed  
Additional Information  
GAO Approval Not Required  
ISSC Student Info Sheet  
Disposition Authority Number DAA-0446-2013-0001-0010

Industrial Security Specialist Course (ISSC) Student Information Sheet, files containing information on students enrolled in the ISSC. Included are names of students enrolled, address, date of course and instructor.

Final Disposition Temporary  
Item Status Active  
Is this item media neutral? Yes  
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction  
Retention Period Destroy when no longer needed  
Additional Information  
GAO Approval Not Required

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Instructor Syllabus  
Disposition Authority Number DAA-0446-2013-0001-0011  
Final Disposition Temporary  
Item Status Active  
Is this item media neutral? Yes  
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

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Disposition Instruction

Retention Period Destroy 1 year(s) after

Additional Information

GAO Approval Not Required

SSC Student Summaries

Disposition Authority Number DAA-0446-2013-0001-0012

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

NCMS Workshop Materials

Disposition Authority Number DAA-0446-2013-0001-0013

Included are handouts, background information, and points of reference

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy 1 year(s) after

Additional Information

GAO Approval Not Required

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### Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

### Signatory Information

Date	Action	By	Title	Organization
07/02/2013	Certify	Ron White	Records Manager	DOD - OSD
06/12/2014	Submit for Concurrency	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
06/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/19/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist