

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0446-2016-0003**

## Request for Records Disposition Authority

Records Schedule Number: DAA-0446-2016-0003  
Schedule Status: Returned Without Action  
Agency or Establishment: Defense Security Service  
Record Group / Scheduling Group: Records of the Defense Security Service  
Records Schedule applies to: Major Subdivision  
Major Subdivision: Industrial Policy  
Minor Subdivision: International Programs  
Schedule Subject: International Security Oversight  
Internal agency concurrences will be provided: No

Background Information: This schedule updates prior schedule N1-446-03-2 items 1, 3, 4, and 6-11. And withdraws items 2, 5, 12, and 13 of schedule N1-446-03-2.

The International Division, an office within the Defense Security Service's Industrial Policy Program, ensures protection and oversight of secured international transfers of classified information by and between the U.S. and Foreign Governments and entities.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	9

### GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0446-2016-0003

## Outline of Records Schedule Items for DAA-0446-2016-0003

Sequence Number	
1	Embassy Liaison Visits Disposition Authority Number: DAA-0446-2016-0003-0001
2	Foreign Liaison Officer (FLO) Assignments Disposition Authority Number: DAA-0446-2016-0003-0002
3	Hand Carriage Requests Disposition Authority Number: DAA-0446-2016-0003-0003
4	Multinational Programs Disposition Authority Number: DAA-0446-2016-0003-0004
5	Program Security Instructions/Secured Communications Plans (PSI/SCP) Disposition Authority Number: DAA-0446-2016-0003-0005
6	Security Violations Disposition Authority Number: DAA-0446-2016-0003-0006
7	Transportation Plans Disposition Authority Number: DAA-0446-2016-0003-0007
8	User Agency Visit Trip Reports Disposition Authority Number: DAA-0446-2016-0003-0008
9	Briefing Material Disposition Authority Number: DAA-0446-2016-0003-0009

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0446-2016-0003

## Records Schedule Items

Sequence Number					
1	<p>Embassy Liaison Visits</p> <p>Disposition Authority Number      DAA-0446-2016-0003-0001</p> <p>Documents and trip reports related to liaison activity with foreign embassies and missions.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Withdrawn</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> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>8-30.1</td><td>DSS Manual 00-04</td></tr></tbody></table> <p>GRS or Superseded Authority Citation      N1-446-03-2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction                      Cutoff at the end of the calendar year.</p> <p>Retention Period                      Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval                          Not Required</p>	Manual Citation	Manual Title	8-30.1	DSS Manual 00-04
Manual Citation	Manual Title				
8-30.1	DSS Manual 00-04				
2	<p>Foreign Liaison Officer (FLO) Assignments</p> <p>Disposition Authority Number      DAA-0446-2016-0003-0002</p> <p>Documents related to FLO assignments to cleared defense contractors.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Withdrawn</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>				

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
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Records Schedule: DAA-0446-2016-0003

Manual Citation	Manual Title
8-30.3	DSSM 00-04

GRS or Superseded Authority Citation N1-446-03-2

#### Disposition Instruction

Retention Period Destroy 3 year(s) after expiration of assignment

#### Additional Information

GAO Approval Not Required

#### Hand Carriage Requests

Disposition Authority Number DAA-0446-2016-0003-0003

Documents relating to the arrangements approved for hand carrying classified information across international borders.

Final Disposition Temporary

Item Status Withdrawn

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

Manual Citation	Manual Title
8-30.4	DSS Manual 00-04

GRS or Superseded Authority Citation N1-446-03-2

#### Disposition Instruction

Retention Period Destroy immediately after expiration of contract

#### Additional Information

GAO Approval Not Required

#### Multinational Programs

Disposition Authority Number DAA-0446-2016-0003-0004

Material related to multinational programs that cannot be logically filed under one country. Material is filed alphabetically.

Final Disposition Temporary

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Request for Records Disposition Authority

Records Schedule: DAA-0446-2016-0003

Item Status Withdrawn

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

Manual Citation	Manual Title
8-30.6	DSS Manual 00-04

GRS or Superseded Authority Citation N1-446-03-2

## Disposition Instruction

Retention Period Destroy when no longer needed

## Additional Information

GAO Approval Not Required

Program Security Instructions/Secured Communications Plans (PSI/SCP)

Disposition Authority Number DAA-0446-2016-0003-0005

Agreements and instructions for secure electronic and other communications negotiated between two governments.

Final Disposition Temporary

Item Status Withdrawn

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

Manual Citation	Manual Title
8-30.7	DSS Manual 00-04

GRS or Superseded Authority Citation N1-446-03-2

## Disposition Instruction

Cutoff Instruction Cutoff after termination or supersession of plan.

Retention Period Destroy 6 months after cutoff.

## Additional Information

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GAO Approval Not Required

## Security Violations

Disposition Authority Number DAA-0446-2016-0003-0006

Documents related to security violations involving the mishandling of foreign government information entrusted to cleared U.S. facilities. Violations are filed in chronological order by country.

Final Disposition Temporary

Item Status Withdrawn

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

Manual Citation	Manual Title
8-30.8	DSS Manual 00-04

GRS or Superseded Authority Citation N1-446-03-2

## Disposition Instruction

Cutoff Instruction Cutoff on completion of the Action Officer's investigation of the violation case.

Retention Period Destroy 3 year(s) after cutoff

## Additional Information

GAO Approval Not Required

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## Transportation Plans

Disposition Authority Number DAA-0446-2016-0003-0007

Approved plans for transferring hardware or other classified material from one location to another. Also included in this file are Long-term Hand carriage plans.

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Manual Citation	Manual Title
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8-30.9	DSS Manual 00-04
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GRS or Superseded Authority Citation N1-446-03-2

### Disposition Instruction

Retention Period Destroy at the expiration of the contract.

### Additional Information

GAO Approval Not Required

### User Agency Visit Trip Reports

Disposition Authority Number DAA-0446-2016-0003-0008

### Documents relating to the User Agency visits.

Final Disposition Temporary

Item Status Withdrawn

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

Manual Citation	Manual Title
8-30.10	DSS Manual 00-04

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GRS or Superseded Authority Citation N1-446-03-2

### Disposition Instruction

Cutoff Instruction Cutoff annually.

Retention Period Destroy 1 year(s) after cutoff

### Additional Information

GAO Approval Not Required

### Briefing Material

Disposition Authority Number DAA-0446-2016-0003-0009

Presentations made by the Chief and Industrial Security Specialists. When applicable, a copy of the public release approval will be affixed to the presentation.

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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? No

Manual Citation	Manual Title
8-30.11	DSS Manual 00-04

GRS or Superseded Authority Citation N1-446-03-2

## Disposition Instruction

Retention Period Destroy when no longer needed

## 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
01/31/2018	Certify	Ron White	Records Manager	DOD - OSD
03/22/2018	Return Without Action	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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