

Request for Records Disposition Authority

Records Schedule Number DAA-0446-2016-0004
Schedule Status Approved

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
Schedule Subject International Programs
Internal agency concurrences will be provided No

Background Information This schedule updates schedule N1-446-03-2 which is now rescinded.

These records ensure 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	0	11	0

GAO Approval

Outline of Records Schedule Items for DAA-0446-2016-0004

Sequence Number	
1	Embassy Liaison Visits Disposition Authority Number: DAA-0446-2016-0004-0001
2	Foreign Liaison Officer Assignments Disposition Authority Number: DAA-0446-2016-0004-0002
3	Hand Carriage Requests Disposition Authority Number: DAA-0446-2016-0004-0003
4	International Agreements Disposition Authority Number: DAA-0446-2016-0004-0004
5	Multinational Programs Disposition Authority Number: DAA-0446-2016-0004-0005
6	Program Security Instructions/Secured Communications Plans Disposition Authority Number: DAA-0446-2016-0004-0006
7	Security Violations Disposition Authority Number: DAA-0446-2016-0004-0007
8	Transportation Plans Disposition Authority Number: DAA-0446-2016-0004-0008
9	User Agency Visit Trip Reports Disposition Authority Number: DAA-0446-2016-0004-0009
10	Briefing Material Disposition Authority Number: DAA-0446-2016-0004-0010
11	Designated Government Representative Disposition Authority Number: DAA-0446-2016-0004-0011

Records Schedule Items

Sequence Number					
1	<p>Embassy Liaison Visits</p> <p>Disposition Authority Number DAA-0446-2016-0004-0001</p> <p>Documents and trip reports related to liaison activity with foreign embassies and missions.</p> <p>Final Disposition Temporary</p> <p>Item Status 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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>8-30.1</td> <td>DSSM 00-04</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-446-03-2 / 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff annually (31 Dec)</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	DSSM 00-04
Manual Citation	Manual Title				
8-30.1	DSSM 00-04				
2	<p>Foreign Liaison Officer Assignments</p> <p>Disposition Authority Number DAA-0446-2016-0004-0002</p> <p>Documents related to FLO assignments to cleared defense contractors.</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>				

Manual Citation	Manual Title
8-30.3	DSSM 00-04

GRS or Superseded Authority Citation N1-446-03-2 / 3

Disposition Instruction

Cutoff Instruction Cutoff annually (31 Dec)

Retention Period Destroy 3 year(s) after assignment expires

Additional Information

GAO Approval Not Required

Hand Carriage Requests

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

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

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

Manual Citation	Manual Title
8-30.4	DSSM 00-04

GRS or Superseded Authority Citation N1-446-03-2 / 4

Disposition Instruction

Retention Period Destroy immediately after expiration

Additional Information

GAO Approval Not Required

International Agreements

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

Reference copies of international agreements and MOUs, General Security of Information Agreements, Bilateral Agreements, and country reference material,

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e.g. surveys, historical and background information. The Office of the Secretary of Defense negotiates these agreements and maintains the record copy.

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

Manual Citation	Manual Title
8-30.5	DSSM 00-04

GRS or Superseded Authority Citation N1-446-03-2 / 5

Disposition Instruction

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Multinational Programs

Disposition Authority Number DAA-0446-2016-0004-0005

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

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

Manual Citation	Manual Title
8-30.6	DSSM 00-04

GRS or Superseded Authority Citation N1-446-03-2 / 6

Disposition Instruction

Retention Period Destroy when no longer needed

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Additional Information

GAO Approval Not Required

Program Security Instructions/Secured Communications Plans

Disposition Authority Number DAA-0446-2016-0004-0006

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

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

Manual Citation	Manual Title
8-30.7	DSSM 00-04

GRS or Superseded Authority Citation N1-446-03-2 / 7

Disposition Instruction

Cutoff Instruction Cutoff after termination of plan

Retention Period Destroy 6 Months after cutoff or upon expiration.

Additional Information

GAO Approval Not Required

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Security Violations

Disposition Authority Number DAA-0446-2016-0004-0007

This file contains documents related to security violations involving the mishandling of foreign government information entrusted to cleared U.S.

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

Manual Citation	Manual Title
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8-30.8	DSSM 00-04
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GRS or Superseded Authority Citation N1-446-03-2 / 8

Disposition Instruction

Cutoff Instruction Cutoff on completion of investigation of the violation case.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Transportation Plans

Disposition Authority Number DAA-0446-2016-0004-0008

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.

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

Manual Citation	Manual Title
8-30.9	DSSM 00-04

GRS or Superseded Authority Citation N1-446-03-2 / 9

Disposition Instruction

Cutoff Instruction Cutoff after termination of plan

Retention Period Destroy 6 months after cutoff

Additional Information

GAO Approval Not Required

User Agency Visit Trip Reports

Disposition Authority Number DAA-0446-2016-0004-0009

Documents relating to the User Agency visits.

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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

Manual Citation	Manual Title
8-30.10	DSSM 00-04

GRS or Superseded Authority Citation N1-446-03-2 / 10

Disposition Instruction

Cutoff Instruction Cutoff annually (31 Dec)

Retention Period Destroy 1 year(s) after cutoff

Additional Information

GAO Approval Not Required

Briefing Material

Disposition Authority Number DAA-0446-2016-0004-0010

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

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

Manual Citation	Manual Title
8-30.11	DSSM 00-04

GRS or Superseded Authority Citation N1-446-03-2 / 11

Disposition Instruction

Retention Period Destroy when no longer needed

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Additional Information

GAO Approval **Not Required**

Designated Government Representative

Disposition Authority Number **DAA-0446-2016-0004-0011**

Information regarding Defense Contract Management Agency personnel & U.S. military liaison officers assigned overseas who are authorized to perform government to government transmissions on behalf of DSS.

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**

Manual Citation	Manual Title
8-30.12	DSSM 00-04

GRS or Superseded Authority Citation **N1-446-03-2 / 13**

Disposition Instruction

Retention Period **Destroy when superseded or obsolete**

Additional Information

GAO Approval **Not Required**

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
07/25/2018	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/25/2018	Concur	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
07/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist