

Request for Records Disposition Authority

Records Schedule Number DAA-0446-2016-0005
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 Security Integration and Application
Minor Subdivision Special Access Program (SAP)
Schedule Subject This schedule updates schedule N1-446-03-3, which is now rescinded.

Internal agency concurrences will be provided No

Background Information Industrial Security Integration & Application (IP) administers the National Industrial Security Program (NISP) pursuant to Executive Order (EO) 12829 to ensure the protection of Federal Government classified information provided to industry. IP also manages the security oversight function of DSS' direct and indirect support to the Special Access Program community.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

GAO Approval

Outline of Records Schedule Items for DAA-0446-2016-0005

Sequence Number	
1	Access briefing statements Disposition Authority Number: DAA-0446-2016-0005-0001
2	Foreign Travel Reports Disposition Authority Number: DAA-0446-2016-0005-0002
3	Access Requests Disposition Authority Number: DAA-0446-2016-0005-0003
4	Agreements and Understandings Disposition Authority Number: DAA-0446-2016-0005-0004
5	Investigations Disposition Authority Number: DAA-0446-2016-0005-0005
6	Security Reviews Disposition Authority Number: DAA-0446-2016-0005-0006
7	Training Records Disposition Authority Number: DAA-0446-2016-0005-0007

Records Schedule Items

Sequence Number		
1	Access briefing statements	
	Disposition Authority Number	DAA-0446-2016-0005-0001
	Statements including pre-briefings, indoctrinations, and debriefings	
	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
	8-32.1	DSSM 00-04
	Disposition Instruction	
	Retention Period	Destroy 5 year(s) after SAP is terminated or IAW Departmental directives or instructions
	Additional Information	
	GAO Approval	Not Required
2	Foreign Travel Reports	
	Disposition Authority Number	DAA-0446-2016-0005-0002
	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
	8-32.2	DSSM 00-04
	Disposition Instruction	

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Retention Period Destroy 5 year(s) after SAP is terminated

Additional Information

GAO Approval Not Required

Access Requests

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

Approved Program

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
8-32.3	DSSM 00-04

Disposition Instruction

Retention Period Destroy immediately after individual is debriefed

Additional Information

GAO Approval Not Required

Agreements and Understandings

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

Memorandums of Agreements (MOAs) or Memorandums of Understandings (MOUs) between government agencies or organizations

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
8-32.4	DSSM 00-04

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Disposition Instruction

Retention Period **Destroy 5 year(s) after SAP is terminated**

Additional Information

GAO Approval **Not Required**

Investigations

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

Investigations involving compromises or suspected compromises.

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
8-32.5	DSSM 00-04

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Disposition Instruction

Retention Period **Destroy 5 year(s) after SAP is terminated**

Additional Information

GAO Approval **Not Required**

Security Reviews

Disposition Authority Number **DAA-0446-2016-0005-0006**

Annual or scheduled security review reports maintained by the oversight authority.

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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8-32.6	DSSM 00-04
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Disposition Instruction

Retention Period Destroy 5 year(s) after security review

Additional Information

GAO Approval Not Required

Training Records

Disposition Authority Number DAA-0446-2016-0005-0007

All individual SAP training records including training attendance logs.

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
8-32.7	DSSM 00-04

Disposition Instruction

Retention Period Destroy immediately after individual is debriefed

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
09/24/2018	Certify	Ron White	Records Manager	DOD - OSD
05/24/2019	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/05/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/06/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist