

## 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Schedule Subject                This schedule updates schedule N1-446-03-3, which is now rescinded.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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	<b>Access briefing statements</b> Disposition Authority Number: DAA-0446-2016-0005-0001
2	<b>Foreign Travel Reports</b> Disposition Authority Number: DAA-0446-2016-0005-0002
3	<b>Access Requests</b> Disposition Authority Number: DAA-0446-2016-0005-0003
4	<b>Agreements and Understandings</b> Disposition Authority Number: DAA-0446-2016-0005-0004
5	<b>Investigations</b> Disposition Authority Number: DAA-0446-2016-0005-0005
6	<b>Security Reviews</b> Disposition Authority Number: DAA-0446-2016-0005-0006
7	<b>Training Records</b> Disposition Authority Number: DAA-0446-2016-0005-0007

Records Schedule Items

Sequence Number	Disposition Instruction	Retention Period	Additional Information	GAO Approval	Foreign Travel Reports	Disposition Authority Number	Final Disposition	Item Status	Is this item media neutral?	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Manual Citation	Disposition Instruction
1	Access briefing statements		Statements including pre-briefings, indoctrinations, and debriefings			DAA-0446-2016-0005-0001	Temporary	Active	Yes	No	Manual Citation	8-32.1
											DSSM 00-04	
2	Disposition Instruction		Destroy 5 year(s) after SAP is terminated or IAW Departmental directives or instructions	Not Required	Foreign Travel Reports	DAA-0446-2016-0005-0002	Temporary	Active	Yes	No	Manual Citation	8-32.2
											DSSM 00-04	Disposition Instruction

3

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

4

5

**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

6

**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
-----------------	--------------

8-32.6	DSSM 00-04
--------	------------

**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

7

## 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