

Request for Records Disposition Authority

Records Schedule Number DAA-0446-2017-0003

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 Congressional Inquiries

Internal agency concurrences will be provided No

Background Information This schedule updates NC1-446-81-1 item 1 Congressional Inquiries.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0446-2017-0003

Sequence Number

1

Congressional Inquiries

Disposition Authority Number: DAA-0446-2017-0003-0001

Records Schedule Items

Sequence Number						
1	Congressional Inquiries					
	Disposition Authority Number	DAA-0446-2017-0003-0001				
	Correspondence, copy of requests, responses, reports, and other documents accumulated as a result of inquiries from members of Congressional Committees.					
	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				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>2-30.1</td> <td>DSS Manual 00-04</td> </tr> </tbody> </table>		Manual Citation	Manual Title	2-30.1	DSS Manual 00-04
Manual Citation	Manual Title					
2-30.1	DSS Manual 00-04					
	GRS or Superseded Authority Citation	NC1-446-81-1 / 1/1 NC1-446-81-1 / 1/2/A NC1-446-81-1 / 1/2/B				
	Disposition Instruction					
	Cutoff Instruction	Cutoff at the end of the year (December 31)				
	Retention Period	Destroy 2 year(s) after cutoff				
	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
08/28/2018	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/29/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/29/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist