

Request for Records Disposition Authority

Records Schedule Number DAA-0446-2018-0002

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 Administrative Program Files

Internal agency concurrences will be provided No

Background Information This schedule updates administrative program support files from NC1-446-76-1 items 1-1 and 2-9, which are now canceled.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0446-2018-0002

Sequence Number	
1	Administrative Publications (Permanent) Disposition Authority Number: DAA-0446-2018-0002-0001
2	Administrative Publications (Action Officer copy) Disposition Authority Number: DAA-0446-2018-0002-0002
3	File Plan Disposition Authority Number: DAA-0446-2018-0002-0003

Records Schedule Items

Sequence Number		
1	<p>Administrative Publications (Permanent)</p> <p>Disposition Authority Number DAA-0446-2018-0002-0001</p> <p>Record copies of formal maintained by the Logistics Management Division DSS publications, to include regulations, manuals and SOPs. Including the final version approved the Director or their designee and staff summary sheet showing coordination signatures and dates.</p> <p>Final Disposition Permanent</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p>	
	Manual Citation	Manual Title
	205	DSS Manual 00-04
	<p>GRS or Superseded Authority Citation NC1-446-76-1 /2/9/A</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Cutoff after publication has been revised or cancelled.</p> <p>Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning immediately after cutoff</p> <p>Transfer to the National Archives for Accessioning Retire to FRC 1 year after cutoff, offer to NARA when 15 years old.</p> <p>Additional Information</p>	

What will be the date span of the initial transfer of records to the National Archives? **From 2000 To 2013**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	25 MB	
Paper	4 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

Administrative Publications (Action Officer copy)

Disposition Authority Number **DAA-0446-2018-0002-0002**

Action Officer copies of files of formal DSS publications, to include regulations, manuals and SOPs. Including the final version approved the Director or designee with staff summary sheet showing coordination signatures and dates.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
205.1	DSS Manual 00-04

GRS or Superseded Authority Citation **NC1-446-76-1 / 2/9/B**

Disposition Instruction

3

Cutoff Instruction Cutoff after publication has been revised or cancelled.

Retention Period Destroy when cancelled, revised, or no longer needed for reference purposes.

Additional Information

GAO Approval Not Required

File Plan

Disposition Authority Number DAA-0446-2018-0002-0003

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
1-1	DSS Manual 00-04

GRS or Superseded Authority Citation NC1-446-76-1 / 1/1

Disposition Instruction

Retention Period Destroy when no longer needed

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
04/18/2018	Certify	Ron White	Records Manager	DOD - OSD
08/13/2018	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/27/2018	Submit For Certification	Ron White	Records Manager	DOD - OSD
09/27/2018	Certify	Ron White	Records Manager	DOD - OSD
11/02/2018	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/06/2018	Submit For Certification	Ron White	Records Manager	DOD - OSD
11/06/2018	Certify	Ron White	Records Manager	DOD - OSD
05/31/2019	Submit for Concurrence	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