

Request for Records Disposition Authority

Records Schedule Number DAA-0446-2018-0003
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 Agency Inspector General Records
Internal agency concurrences will be provided No

Background Information This schedule updates DSS IG records from NC1-446-76-1 to reflect current IG processes.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0446-2018-0003

Sequence Number	
1	Inspector General Planning Files Disposition Authority Number: DAA-0446-2018-0003-0001
2	Reports of IG Inspections, Investigations, and Special Case Inquiries Disposition Authority Number: DAA-0446-2018-0003-0002
3	Complaints (Inspector General) Disposition Authority Number: DAA-0446-2018-0003-0003
4	Intelligence Oversight Reports Disposition Authority Number: DAA-0446-2018-0003-0004

Records Schedule Items

Sequence Number					
1	<p>Inspector General Planning Files</p> <p>Disposition Authority Number DAA-0446-2018-0003-0001</p> <p>Documents related to plans for the management and conduct of inspections performed by the DSS Office of the Inspector General (OIG) and other authorized agencies.</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="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>2-10</td> <td>DSS Manual 00-04</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff annually (Dec 31)</p> <p>Retention Period Destroy immediately after programming the next cyclical inspection coverage</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	2-10	DSS Manual 00-04
Manual Citation	Manual Title				
2-10	DSS Manual 00-04				
2	<p>Reports of IG Inspections, Investigations, and Special Case Inquiries</p> <p>Disposition Authority Number DAA-0446-2018-0003-0002</p> <p>Records created as a result of inspections, investigations, and inquiries conducted or directed by the Office of the Inspector General, including records of interviews, actions taken, and all supporting documentation. Special case inquiries, including Questionable Intelligence Activities, and related documentation.</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 Yes</p>				

electronic format(s) other than e-mail and word processing?

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

Manual Citation	Manual Title
2-11	DSS Manual 00-04

GRS or Superseded Authority Citation **NC1-446-76-1 / 2-27/A
NC1-446-76-1 / 2-27/B**

Disposition Instruction

Cutoff Instruction **Cutoff annually (Dec 31)**

Retention Period **Destroy after 3 years or after next cyclical inspection, if sooner.**

Additional Information

GAO Approval **Not Required**

Complaints (Inspector General)

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

Formal and informal complaints, locally produced forms reflecting a record of interviews, personal conference reports, and results that do not require formal investigation. Documents accumulated because of processing complaints made by, or about, DSS employees, programs, and processes.

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
2-13	DSS Manual 00-04

GRS or Superseded Authority Citation **NC1-446-76-1 / 2-33/A
NC1-446-76-1 / 2-33/B**

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Disposition Instruction

Cutoff Instruction Cutoff after last entry
Retention Period Destroy 2 year(s) after cutoff

Additional Information

GAO Approval Not Required

Intelligence Oversight Reports

Disposition Authority Number DAA-0446-2018-0003-0004

Quarterly reports to the DoD Senior Intelligence Oversight Official (SIOO)

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
2-12	DSS Manual 00-04

GRS or Superseded Authority Citation N1-446-92-2 / 1

Disposition Instruction

Cutoff Instruction Cutoff annually (Sept 30)
Retention Period Destroy 5 year(s) after cutoff or when discontinued occurs, whichever is sooner

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
10/22/2018	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/22/2018	Concur	Sébastien Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
11/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/05/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist