

Request for Records Disposition Authority

Records Schedule Number DAA-0446-2018-0004
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 Strategic Management Office
Schedule Subject Strategic Management
Internal agency concurrences will be provided No

Background Information The Defense Security Service Strategic Management Office's mission is to support the agency through development and implementation of the strategic plan, oversight of the governance process, and implementation of various agency-wide initiatives.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0446-2018-0004

Sequence Number	
1	Strategic Management Files Disposition Authority Number: DAA-0446-2018-0004-0001
2	Governance Files Disposition Authority Number: DAA-0446-2018-0004-0002
3	Senior Officials Workforce Planning Files Disposition Authority Number: DAA-0446-2018-0004-0003

Records Schedule Items

Sequence Number

1

Strategic Management Files

Disposition Authority Number DAA-0446-2018-0004-0001

Records maintained by the agency Strategic Management Office, consisting of approved and published agency Strategic Plans. Relates to short, mid, and long-range planning records intended to provide the direction for taking the agency through the next five to ten years. Strategic Management records include activities associated with the strategic plan. Records include reference files that Strategic Planning utilizes for benchmarking purposes.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic in nature

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? Yes

Manual Citation	Manual Title
201	DSSM 00-04

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Electronic Records

Cutoff Instruction Cut off at the end of the fiscal year in which the strategic plan is superseded or obsolete.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff

Additional Information

First year of records accumulation 2015

What will be the date span of the initial transfer of records to the National Archives? **From 2015 To 2019**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	10 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

Governance Files

Disposition Authority Number **DAA-0446-2018-0004-0002**

Documents created throughout all levels of the governance process including; working documents, agendas, briefings, minutes, information papers, and other documentation supporting the prioritization and analysis of agency-wide initiatives requiring decisions from senior officials, councils, stakeholders, and steering 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**

Manual Citation	Manual Title
201	DSSM 00-04

Disposition Instruction

Cutoff Instruction **Cutoff at end of fiscal year**

Retention Period **Destroy 10 year(s) after cutoff**

3

Additional Information

GAO Approval Not Required

Senior Officials Workforce Planning Files

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

Records maintained by senior officials about workforce planning and analysis, including succession planning, received and developed in support of agency initiatives. Includes: • planning and analysis models • planning data • briefing materials • studies and surveys • lists of functions and staff at key locations

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
203	DSSM 00-04

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year.

Retention Period Destroy 5 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
08/15/2018	Certify	Ron White	Records Manager	DOD - OSD
05/31/2019	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