

## Request for Records Disposition Authority

Records Schedule Number DAA-0446-2019-0001  
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 National Industrial Security Program Contract Classification System (NCCS)  
Internal agency concurrences will be provided No

Background Information The DD Form 254, "Contract Security Classification Specification," is used to convey security requirements regarding classified information to contractors and subcontractors when access to classified information is required in support of a classified contract. This requirement is reflected in the Federal Acquisition Regulation (FAR) at section 4.403, Contracting Officer's Responsibilities, and clause 52.204-2, Security Requirements. On average, approximately 13,000 DD Form 254s are received by DSS each year from 61 agencies/ components. These forms are submitted manually, electronically and emailed as a portable document format (pdf). There is no central repository for the form and no visibility regarding the number of forms currently in use within the federal government.

The National Industrial Security Program (NISP) Contracts Classification System (NCCS) is being deployed as an Enterprise Federal information system application that supports DoD and other Federal Agencies in the NISP by facilitating the processing and distribution of contract security classification specifications (DD Form 254s) for contracts requiring access to classified information. NCCS also provides a centralized repository for the collection of classified contract security requirements and supporting data while automating the DD Form 254 processes and workflows. DSS has partnered with the Office of Defense Procurement and Acquisition Policy within the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics, to expedite the deployment of NCCS within the existing Procurement Integrated Enterprise Environment (PIEE) platform . Development started in 2014, with the initial operating capability (IOC) deployment for the core system occurred 8 June 2015 and full operating capability (FOC) occurred December 2016.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

## Outline of Records Schedule Items for DAA-0446-2019-0001

Sequence Number	
1	<b>DD Form 254, Contract Security Classification Specification</b> <b>Disposition Authority Number: DAA-0446-2019-0001-0001</b>
2	<b>Contract Security Related Information</b> <b>Disposition Authority Number: DAA-0446-2019-0001-0002</b>
3	<b>Non-Contract Data (Security Data and Security Files)</b> <b>Disposition Authority Number: DAA-0446-2019-0001-0003</b>

Records Schedule Items

Sequence Number						
1	<p><b>DD Form 254, Contract Security Classification Specification</b></p> <p>Disposition Authority Number      <b>DAA-0446-2019-0001-0001</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <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>730</td> <td>DSS Manual 00-04</td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Retention Period                         <b>Destroy when superseded in accordance with DAA-0446-2017-0001-0009.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>		Manual Citation	Manual Title	730	DSS Manual 00-04
Manual Citation	Manual Title					
730	DSS Manual 00-04					
2	<p><b>Contract Security Related Information</b></p> <p>Disposition Authority Number      <b>DAA-0446-2019-0001-0002</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <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>731</td> <td>DSS Manual 00-04</td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p>		Manual Citation	Manual Title	731	DSS Manual 00-04
Manual Citation	Manual Title					
731	DSS Manual 00-04					

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**Retention Period** Destroy 6 year(s) after contract closeout

**Additional Information**

**GAO Approval** Not Required

**Non-Contract Data (Security Data and Security Files)**

**Disposition Authority Number** DAA-0446-2019-0001-0003

**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?** Yes

Manual Citation	Manual Title
732	DSS Manual 00-04

**Disposition Instruction**

**Retention Period** Destroy when superseded or 6 years after contract closeout

**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
12/06/2018	Certify	Ron White	Records Manager	DOD - OSD
08/12/2019	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/14/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/21/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/22/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist