

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-446-03-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12-13-2002</i>	
1. FROM (Agency or establishment) Department of Defense, Defense Security Service		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Industrial Security Program			
3. MINOR SUBDIVISION Special Access Program			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Savoy-McCormick	5. TELEPHONE NUMBER 703-325-6182	DATE <i>5-2-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6. 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 on the attached <u> 1 </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>12/10/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice Savoy-McCormick</i>		TITLE <i>Records Mgmt</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	8-31 Information Assurance 8-31 (2) Information Assurance Planning and Program Management: Documents related to Information Assurance strategic plans, personnel resources, budget, studies, and projects. Disposition: Destroy after 10 years.		
2.	8-31 (3) Defense Information System Network (DISN): Correspondence related to contractor access granted to the DoD DISN. Disposition: Destroy one year after system access is terminated, canceled, or superseded.		
<i>cc Agency, DR, NARA</i>			

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3.	<p>8-31 (4) Information Assurance Laboratory: Information relating to the laboratory's inventory, operating plan, projects, and reports.</p> <p>Disposition: Destroy one year after supersession, termination, obsolescence, or when no longer needed for reference purposes.</p>		
4.	<p>Electronic Mail and Word Processing System Copies: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p style="padding-left: 40px;">Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Destroy/delete when dissemination, revision, or updating is completed.</p> <p><i>Note: File number 8-31 (5) is covered by the GRS and is not included on this SF 115.</i></p> <p><i>Recordkeeping Copy: Media Neutral</i></p>		

*agency concurrence 1/3/03
tes*