

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-446-03-2</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) 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 International Programs			
4. NAME OF PERSON WITH WHOM TO CONFER Janice Savoy	5. TELEPHONE NUMBER 703-325-6182	DATE <i>4-3-03</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>2</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>James James McCormick</i>		TITLE <i>Brand Hamt</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	8-30 International Programs 8-30(1) Embassy Liaison Visits: Documents and trip reports related to liaison activity with foreign embassies and missions. Disposition: Destroy after 1 year.		
2.	8-30(2) Foreign Government Points of Contact: This file contains lists of points of contact, phone, fax, and email addresses of foreign government officials that ISB has interactions with. Disposition: Delete/destroy when superseded, obsolete, or no longer needed for reference, whichever is later.		
3.	8-30(3) Foreign Liaison Officer (FLO) Assignments: Documents related to FLO assignments to cleared defense contractors. Disposition: Destroy 3 years after expiration of assignment. <i>cc Agency, NR, NARA</i>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

Page

2 of 3

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4.	<p>8-30(4) Hand Carriage Requests: Documents relating to the arrangements approved for hand carrying classified information across international borders.</p> <p>Disposition: Destroy 6 months after event occurs.</p>		
5.	<p>8-30(5) International agreements: Reference copies of international agreements and MOUs, GSOIAs, Bilateral Agreements, and country reference material, e.g. surveys, historical and background information. The Office of the Secretary of Defense (OSD) negotiates these agreements and maintains the record copy.</p> <p>Disposition: Review agreements annually. Destroy when superseded by an updated agreement or when obsolete, whichever is later.</p>		
6.	<p>8-30(6) Multinational Programs: This file includes material related to multinational programs that cannot be logically filed under one country. Material is filed alphabetically.</p> <p>Disposition: Destroy when superseded, obsolete or no longer needed for reference, whichever is later.</p>		
7.	<p>8-30(7) Program Security Instructions/Secured Communications Plans (PSI/SCP): Agreements and instructions for secure electronic and other communications negotiated between two governments.</p> <p>Disposition: Destroy 6 months after termination or supersession of plan.</p>		
8.	<p>8-30(8) Security Violations: This file contains documents related to security violations involving the mishandling of foreign government information entrusted to cleared U.S. facilities. Violations are filed in chronological order by country.</p> <p>Disposition: Cutoff on completion of the ISB Action Officer's investigation of the violation case. Maintain in inactive files for 3 years and destroy.</p>		
9.	<p>8-30(9) Transportation Plans (TP): Approved plans for transferring hardware or other classified material from one international location to another. Also included in this file are Long-term Hand carriage plans.</p> <p>Disposition: Destroy six months after termination or supersession of the plan.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

Page

3 of 3

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10.	<p>8-30(10) User Agency Visit Trip Reports: Documents relating to the User Agency visits.</p> <p>Disposition: Destroy after one year.</p>		
11.	<p>8-30(11) Briefing material: Presentations made by the Chief and IS Specialists of the ISB. When applicable, a copy of the public release approval will be affixed to the presentation.</p> <p>Disposition: Destroy when superseded, obsolete or no longer needed for reference, whichever is later.</p>		
12.	<p>8-30(13) Government to Government Representative Delegations: This file contains information regarding DCMA personnel and U.S. military liaison officers assigned overseas who are authorized to perform government to government transmissions on behalf of DSS.</p> <p>Disposition: Destroy 2 years after expiration of the delegation of authority.</p>		
13.	<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>Record Keeping Copy: Media Neutral</i> Note: File number 8-30(12) pertains to non-record reference copies and is not included on this SF 115.</p>		<p><i>agency concurrence 4/3/03 tee</i></p>