

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-446-03-3</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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. Paul</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 GRS OR SUPERSEDED JOB CITATION	10.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.	8-29 Special Access Program 8-29 (1) Site visits: Reports on visits to Cleared Industrial Facilities to ensure compliance. Disposition: Destroy 1 year after next cyclical inspection.		
2.	8-29 (2) International Arms Control Agreements: Records of activities associated with arms control agreements which impact DSS and Industry. Files include specific agreements, and records of meetings, and proposed actions pertaining to each agreement. Disposition: Destroy 2 years after the agreement has terminated.	<i>copies of</i>	<i>agency concurrence (Michael McDaniel) 1/2/03 tes</i>
3.	8-29 (2b) Field Activities: Records of field activities relating to the International Arms Control Agreements. Included are after action reports, treaty awareness visits, and telephone notifications. Disposition: Destroy 2 years after the agreement has terminated.		
<i>cc Agency, NA, NARA</i>			

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
4.	<p>8-29 (2c) Defense Treaty Inspection Readiness Program (DTIRP): Consists of educational and informational material relating to specific treaties.</p> <p>Disposition: Destroy 2 years after the agreement has terminated.</p>		
5.	<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: 8-29(2a) and (2d) are covered by existing DSS and GRS authorities and are not included on this SF115.</i></p> <p><i>Record Keeping Copy: Media Neutral</i></p>		

*agency concurrence
1/3/03 tes*