Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1. From: (Agency or establishment)
DEFENSE SECURITY SERVICE

2. Major Subdivision

3. Minor Subdivision

4. Name of Person with whom to confer	5. Telephone (include area code)
ROBERT CREPEAU	703-325-5344

Leave Blank (NARA Use Only)

Job Number N1-446-06-1

Date Received 9-25-2006

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date	Archivist of the United States
6/12/07	_[signature]_

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 ___2___ page(s) are not now needed for the business of 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:

[X] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
[signature]	Records Manager	09/22/2006

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	SEE ATTACHED		

[handwritten notation] 6/20/07 Copies Sent to Agcy, NWMD, NWME, NWMW, NR, NWCTM

The following schedule relates to the Security Education, Training and Awareness Directorate of the Defense Security Service (DSS) which oversees the missions of the DSS Academy and the Education and Awareness (E&A) organization. The SETA E&A is tasked with developing security awareness products and providing professional development services for the Department of Defense in addition to conducting outreach and performing marketing efforts on behalf of SETA and the DSS Academy.

The DSS Academy provides security education and training to Department of Defense (DoD) security program professionals, DoD contractors, employees of other Federal agencies and selected foreign governments. Its professional staff of instructors, technology professionals, and education support personnel combine expertise to create, collaborate and facilitate delivery of quality education and training across the security disciplines.

The schedule applies to records created/received/maintained by DSS staff and contractor instructors, technology professionals, and education support personnel accomplishing the mission of the SETA Directorate. This schedule adds new items as it also supersedes training records previously scheduled according to NC1-446-81-2 and documented in the DSS 00-4-M Manual, Schedule 9.

Included are 1 permanent item and 5 temporary items. The schedule is a big-bucket flexible schedule. Excluded from this schedule are routine, general correspondence and administrative records, including tracking files, that are covered by the GRS.

[*Inactive files are defined as files that are no longer needed for agency business unless more specific instructions are given in this schedule.]

1. **Program Management Records.**
    Official record is the electronic file. Documentation relates to the management of the training program. Included are correspondence, memoranda agreements, authorization reports, requirements reviews, progress/quota reports, plans, and evaluation reports that relate to the establishment, management, and operation of the training program and its courses. Included are financial transaction records, contracts, course announcements, notices, facility reservations, course evaluation comments, evaluation reports, and related management/scheduling records. Also included are speaker/instructor credential files and financial files related to course fees, facility use, and/or payment for services.

Item 1   *Disposition:* Temporary. Cut off inactive files annually. Destroy 7 years after cutoff.
Item 2   Destroy paper copies immediately upon verification of data input.

2. **Registration Records.**
    Electronic record is the official record. Included are records that are required for accreditation. Documentation relates to registration, enrollment, course completion, competency levels, training histories, and other related activities. Individual data elements may relate to a participant's profile (i.e., name, agency and contractor of

employment, attendance), completion of pre-requisite coursework, course history, completion of certifications, special access documentation, and related information.

Item 3
Item 4

Disposition: Temporary. Cut off inactive files annually. Destroy 10 years after cutoff. Destroy paper copies and/or input records immediately upon verification of data input.

3. Curriculum Development and Delivery Records.

Documentation relates to the development and delivery of course content or educational materials/publications. Subjects may relate to security guidance, awareness, recruitment, vulnerabilities, travel, intelligence, espionage, and related activities. Records are those created by DSS staff and contractor instructors, technology professionals, and education support personnel in their accomplishment of the SETA mission.. Included are curriculum courses, descriptions, and requirements; lesson plans; printed materials, briefing materials, handouts, and other presentation documentation; examinations; interactive training opportunities; and related records. Official records include master files of the materials, including complete sets of all versions delivered to the public, and documentation/directories related to electronic records and their format, information, and use. Official records must be in compliance with current NARA transfer guidance.

a. Master copy.

Item 5

Disposition: PERMANENT. Cut off inactive files annually. For paper records, transfer to NARA 20 years after cutoff. For audio visual, transfer to NARA when 5 years old in accordance with 36 CFR 1228.266 and current NARA media and format guidance. For electronic records, pre-accession annually to NARA in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance and including electronic record documentation. Transfer legal custody 20 years after the date of the pre-accession.

b. Other copies and/or working drafts.

Item 6

Disposition: Temporary. Destroy when no longer needed for reference.

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Included are 1 permanent item and 3 temporary items. The schedule is a media neutral, big-bucket flexible schedule. Excluded from this schedule are routine, general correspondence and administrative records, including tracking files, that are covered by the GRS.

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   Disposition: Temporary. Cut off inactive files annually. Destroy 7 years after cutoff. Destroy paper copies immediately upon verification of data input.

2. **Registration Records.**
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Per e-mail

3/1/2007

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Disposition: Temporary. Cut off inactive files annually. Destroy 10 years after cutoff. Destroy paper copies and/or input records immediately upon verification of data input.

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b. Other copies and/or working drafts.
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Per e-mail,

3/1/2007