

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0446-2018-0002

Status: APPROVED
Date Approved: 06/10/2019

General Information

Agency or Establishment	Defense Security Service
Record/Scheduling Group	0446 - Records of the Defense Security Service
Records Schedule Applies To	Agency-wide
Schedule Subject	Administrative Program Files
Additional Schedule Information	This schedule updates administrative program support files from NC1-446-76-1 items 1-1 and 2-9, which are now canceled.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0446-2018-0002

Status: APPROVED
Date Approved: 06/10/2019

Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 2

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0446-2018-0002

Status: APPROVED
Date Approved: 06/10/2019

Outline of Records Schedule Items for DAA-0446-2018-0002

Item #	Title	Disposition
0001	Administrative Publications (Permanent)	Permanent
0002	Administrative Publications (Action Officer copy)	Temporary
0003	File Plan	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0446-2018-0002

Status: APPROVED
Date Approved: 06/10/2019

Records Schedule Items

DAA-0446-2018-0002-0001		STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION			
Item Title	Administrative Publications (Permanent)		
Item Description	Record copies of formal maintained by the Logistics Management Division DSS publications, to include regulations, manuals and SOPs. Including the final version approved the Director or their designee and staff summary sheet showing coordination signatures and dates.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	205		
Manual Title	DSS Manual 00-04		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
Superseded Items			
Superseded Item	Item Superseded in Part?	Explanation	
NC1-446-76-1 /2/9/A	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0446-2024-0001-0001 on 07/15/2026.			
Final Disposition	Permanent		
Cutoff Instructions	Other: Electronic Records:Cutoff after publication has been revised or cancelled.		
Are there multiple instructions for this item?	Yes		
Instructions			
Records to which this instruction applies	Transfer Instruction		
Electronic Records	Records will not be pre-accessioned		
ADDITIONAL INFORMATION			
Current Records Format	Base Migration: Base Migration		
Date span of the initial transfer	From: --/--/2000 To: --/--/2013		
Frequency of transfer	1		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0446-2018-0002

Status: APPROVED
Date Approved: 06/10/2019

Are any of the records covered by
this item subject to a FOIA
exemption?

DAA-0446-2018-0002-0002

STATUS: INACTIVE - NOT FOR
USE

ITEM GENERAL INFORMATION

Item Title	Administrative Publications (Action Officer copy)
Item Description	Action Officer copies of files of formal DSS publications, to include regulations, manuals and SOPs. Including the final version approved the Director or designee with staff summary sheet showing coordination signatures and dates.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

MANUAL CITATION

Agency Code	205.1
Manual Title	DSS Manual 00-04

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
---	-----

	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
NC1-446-76-1 / 2/9/B	No
Is this item a deviation from the GRS?	No

DISPOSITION INSTRUCTION

DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0446-2024-0001-0002 on 07/15/2026.

Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff after publication has been revised or cancelled.
Retention Period	Other: Destroy when cancelled, revised, or no longer needed for reference purposes.

ADDITIONAL INFORMATION

Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0446-2018-0002-0003

STATUS: Active

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0446-2018-0002

Status: APPROVED
Date Approved: 06/10/2019

ITEM GENERAL INFORMATION		
Item Title	File Plan	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	1-1	
Manual Title	DSS Manual 00-04	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-446-76-1 / 1/1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy when no longer needed	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0446-2018-0002

Status: APPROVED
Date Approved: 06/10/2019

Signatory Information

Action	User	Date
Approve	David Ferriero	06/10/2019