

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0446-2018-0003

Status: APPROVED
Date Approved: 11/05/2018

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	Agency Inspector General Records
Additional Schedule Information	This schedule updates DSS IG records from NC1-446-76-1 to reflect current IG processes.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 4

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

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Outline of Records Schedule Items for DAA-0446-2018-0003

Item #	Title	Disposition
0001	Inspector General Planning Files	Temporary
0002	Reports of IG Inspections, Investigations, and Special Case Inquiries	Temporary
0003	Complaints (Inspector General)	Temporary
0004	Intelligence Oversight Reports	Temporary

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Records Schedule Items

DAA-0446-2018-0003-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Inspector General Planning Files		
Item Description	Documents related to plans for the management and conduct of inspections performed by the DSS Office of the Inspector General (OIG) and other authorized agencies.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	2-10		
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			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	Superseded Items		
Superseded Item	Item Superseded in Part?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 / 2-26	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Cutoff annually (Dec 31)		
Retention Period	Destroy immediately after programming the next cyclical inspection coverage		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?			
GAO Approval Required	No		

DAA-0446-2018-0003-0002		STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION			
Item Title	Reports of IG Inspections, Investigations, and Special Case Inquiries		

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Item Description	Records created as a result of inspections, investigations, and inquiries conducted or directed by the Office of the Inspector General, including records of interviews, actions taken, and all supporting documentation. Special case inquiries, including Questionable Intelligence Activities, and related documentation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	2-11	
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 / 2-27/A	No	
NC1-446-76-1 / 2-27/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded by DAA-0446-2022-0002-0001 on 05/15/2024.		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff annually (Dec 31)	
Retention Period	Other: Destroy after 3 years or after next cyclical inspection, if sooner.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0446-2018-0003-0003	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Complaints (Inspector General)

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Item Description	Formal and informal complaints, locally produced forms reflecting a record of interviews, personal conference reports, and results that do not require formal investigation. Documents accumulated because of processing complaints made by, or about, DSS employees, programs, and processes.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	2-13	
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 / 2-33/A	No	
NC1-446-76-1 / 2-33/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded by DAA-0446-2022-0002-0003 on 05/15/2024.		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff after last entry	
Retention Period	Destroy 2 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0446-2018-0003-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Intelligence Oversight Reports
Item Description	Quarterly reports to the DoD Senior Intelligence Oversight Official (SIOO)
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	2-12

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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
N1-446-92-2 / 1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff annually (Sept 30)	
Retention Period	Destroy 5 year(s) after cutoff or when discontinued occurs, whichever is sooner	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Accept	Data Migration	04/18/2018
Approve	David Ferriero	11/05/2018