Request for Records Disposition Authority

Records Schedule Number

DAA-0446-2017-0003

Schedule Status

Approved

Agency or Establishment

Defense Security Service

Record Group / Scheduling Group

Records of the Defense Security Service

Records Schedule applies to

Agency-wide

Schedule Subject

Congressional Inquiries

Internal agency concurrences will

be provided

No

Background Information

This schedule updates NC1-446-81-1 item 1 Congressional Inquiries.

Item Count

Number of Total Disposition Items		Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval



Outline of Records Schedule Items for DAA-0446-2017-0003

Sequence Number	
1	Congressional Inquiries
	Disposition Authority Number: DAA-0446-2017-0003-0001

Records Schedule Items

1

Congressional Inquiries

Disposition Authority Number

DAA-0446-2017-0003-0001

Correspondence, copy of requests, responses, reports, and other documents accumulated as a result of inquiries from members of Congressional Committees.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? No

Manual Citation	Manual Title
2-30.1	DSS Manual 00-04

GRS or Superseded Authority

NC1-446-81-1 / 1/1

Citation

NC1-446-81-1 / 1/2/A NC1-446-81-1 / 1/2/B

Disposition Instruction

Cutoff Instruction

Cutoff at the end of the year (December 31)

Retention Period

Destroy 2 year(s) after cutoff

Additional Information

GAO Approval

Not Required



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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	Ву	Title	Organization
01/31/2018	Certify	Ron White	Records Manager	DOD - OSD
08/28/2018	Submit for Concur rence	Steven Rhodes	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
08/29/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
08/29/2018	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
08/30/2018	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist