

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0446-2024-0001

Status: APPROVED
Date Approved: 07/15/2026

General Information

Agency or Establishment	Defense Counterintelligence and Security Agency
Record/Scheduling Group	0446 - Records of the Defense Security Service
Records Schedule Applies To	Agency-wide
Schedule Subject	Enterprise Policy
Additional Schedule Information	This schedule updates schedule DAA-0446-2018-0002. DCSA policies are organized into a tiered policy issuance framework, and are further organized by the span of impact (e.g. agency-wide or specific to a mission/staff function) and who is the approving authority on the policy (e.g. DCSA Director versus Mission/Staff Directors or delegates). The Enterprise Policy Program (EPPO) provides centralized management and oversight of DCSA policy activities. The EPPO serves as the agency’s focal point for the development, coordination, and synchronization of policy activities across the enterprise. Capabilities include program management, policy operations, policy analysis, reporting, and maintenance activities.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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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: 0

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Outline of Records Schedule Items for DAA-0446-2024-0001

Item #	Title	Disposition
0001	Tier 1 Policy	Permanent
0002	Tier 2 Policy	Temporary
0003	Tier 3 Policy	Temporary

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Records Schedule Items

DAA-0446-2024-0001-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Tier 1 Policy		
Item Description	Directives, Interim Policy Memorandum (IPM), and Instructions approved by the DCSA Director, or delegate. Also included is the appropriate coordination package.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
DAA-0446-2018-0002-0001	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Cutoff Instructions	Cut off after policy has been canceled, revised, or superseded.		
Are there multiple instructions for this item?	No		
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff		
ADDITIONAL INFORMATION			
Current Records Format	Textual data:50MB		
Approximate first year of records covered by this authority	1976		
End year of records covered by this authority	Still being created		
Date span of the initial transfer	From: 01/01/1976 To: 12/31/2016		
Frequency of transfer	1		
Are any of the records covered by this item subject to a FOIA exemption?	No		

DAA-0446-2024-0001-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Tier 2 Policy		

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Item Description	Guidance that either supplements or expands upon existing DoD or DCSA policy. Generally specific to mission/ staff, but in some instances may have agency wide applicability, approved by DCSA Mission, Staff Directors, or delegate.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0446-2018-0002-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when canceled or superseded.	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0446-2024-0001-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Tier 3 Policy
Item Description	Internal organizational implementation guidance for a higher-level DCSA issued policy, e.g., handbooks, operating manuals, etc.. Approved by Mission or Staff Leads, or delegates, as applicable.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	

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Final Disposition	Temporary
Cutoff Instructions	Cut off when canceled or superseded
Retention Period	Destroy 2 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	07/15/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.