

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0446-2025-0002

Status: APPROVED
Date Approved: 05/19/2026

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	Agreement Records
Additional Schedule Information	This schedule covers records related to agreements DCSA enters with other organizations.
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: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Records Schedule Number: DAA-0446-2025-0002

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Outline of Records Schedule Items for DAA-0446-2025-0002

Item #	Title	Disposition
0001	Agreement Records	Temporary

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Records Schedule Number: DAA-0446-2025-0002

Status: APPROVED
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Records Schedule Items

DAA-0446-2025-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Agreement Records	
Item Description	<p>Records related to DCSA agreements, including but not limited to memoranda of agreement (MOA), memoranda of understanding (MOU), and similar agreements between DCSA, Defense Agencies, Federal Agencies, and educational institutions, negotiated to provide and obtain various types of support services and to pursue activities of mutual interest. Included are the agreements, agreement checklists, amendments to agreements, management plans, and related correspondence.</p> <p>Excluded are agreements related to funding, contracts, financial transactions, and agreements that are part of the National Industrial Security System (NISS).</p>	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after agreement expires, is 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	

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	05/19/2026



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.