Request for Records Disposition Authority

(See Instructions on reverse)

To   National Archives and Records Administration (NIR)
     Washington, DC 20408

Leave Blank (NARA Use Only)

Job Number

NI-446-09-4

Date Received *6/1/09*

1   From (Agency or establishment)
Defense Security Service

2   Major Subdivision
Office of the Director

3   Minor Subdivision

Notification to Agency

In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 Name of Person with whom to confer	5 Telephone (include area code)
Robert Crepeau	703-325-5344

Date *6/14/2010*   Archivist of the United States

6   Agency Certification

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 on the attached ___0___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

[x] is not required	[ ] is attached	[ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
	Records Manager	*05/21/2069*

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1.	**Director's Schedules of Daily Activities** Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Director, DSS and staff assistants to the Director, such as special assistants, confidential assistants, and administrative assistants while serving in an official capacity, EXCLUDING materials determined to be personal and those that have been incorporated into other recordkeeping systems. Disposition: Permanent. Cutoff at the end of Director's tenure, hold 2 years, then transfer to NARA.		