

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

Job Number

NI-446-09-1

1 From (Agency or establishment)

Defense Security Service

Date Received

12/10/08

2 Major Subdivision

Counterintelligence

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

Robert Crepeau

5 Telephone (include area code)

703-325-5344

Date

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 7 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

is not required is attached has been requested

Signature of Agency Representative



Title

Records Manager

Date (mm/dd/yyyy)

12/05/2008

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	WITHDRAWN		

The following request for records disposition authority relates to the Department of Defense, Defense Security Service (DSS) and relates to all elements of DSS

The Counterintelligence Office is tasked to provide direct support to the National Industrial Security Program regarding counterintelligence and law enforcement investigations involving DoD personnel ~~or contractors~~ **WITHDRAWN** conducted by authorized investigative agencies of DoD, the DoD IG, the Federal Bureau of Investigation, or other Federal investigative agencies. Its professional staff of counterintelligence specialists and analysts combine their expertise to provide for early detection and referral of potential espionage cases, assist industry in the recognition and reporting of foreign intelligence, non-state collection attempts, the development of security countermeasures, and advise industry on their application.

The request applies to records created, received, and maintained by government staff and contractor personnel during the accomplishment of the DSS mission. This request adds new items to the DSS Manual 00-04, Schedule 12. Included are 3 permanent items and 10 temporary items. DSS also seeks authority to apply the proposed ~~disposition to records in any recordkeeping medium (media neutral)~~

	SCHEDULE 12 –Counterintelligence		
1	<p>Policy: Instructions, related correspondence and documentation which provide guidance and direction for administration of the DSS Counterintelligence Program.</p> <p>Disposition: Permanent For paper records, hold 5 years and transfer to the WNRC, then offer to NARA when 20 years old For electronic records, pre-accession annually to NARA in accordance with 36 CFR 1234 32, 36 CFR 1228 270, and current NARA guidance and including electronic record documentation Transfer legal custody 40 years after the date of the pre-accession</p>		
2	<p>Contributions to Other Agency Publications or Issuances. Records reflecting the consolidated inputs of and contributions to other agency publications or issuances File documentation may include memoranda, review/coordination materials, drafts with comments, e-mail, background data, reports, etc</p> <p><u>NOTE</u> A compiled listing of source materials is required to be retained with the record for documentation that is derivatively classified based on multiple sources</p> <p>Maintained by: All CI elements</p> <p>Disposition: Temporary Destroy/delete when no longer needed for reference</p>		

WITHDRAWN

<p>3</p> <p>3 1</p> <p>3 2</p>	<p>Suspicious Activity Case Files. Information consisting of reports of actual or suspected instances of suspicious activities of special counterintelligence interest. These files include copies of Suspicious Contact Reports (SCR), Intelligence Information Reports (IIR), Finding and Closure Summaries, and other related documents.</p> <p><u>NOTE</u> A compiled listing of source materials is required to be retained with the record for documentation that is derivatively classified based on multiple sources.</p> <p>Maintained by: CI Analysis and Production Division (Record copy)</p> <p>For all non U S persons and U S person who are affiliated, or considered for affiliation with the Department of Defense</p> <p style="text-align: center;">WITHDRAWN</p> <p>Disposition:</p> <ul style="list-style-type: none"> a Official File Permanent For paper records, hold 10 years and transfer to the WNRC, then offer to NARA when 25 years old For electronic records, pre-accession annually to NARA in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance and including electronic record documentation. Transfer legal custody 25 years after the date of the pre-accession. b Copies Temporary, destroy when no longer needed. c Scanned copies Temporary Destroy when original record scanned into an electronic system and no longer needed for reference. <p>Records containing information on U S persons who are not affiliated, or considered for affiliation with the Department of Defense</p> <p>Disposition: Destroy/delete within 90 days of acquisition of information unless its retention is required by law or unless its retention is specifically authorized under criteria established by the Secretary of Defense, or his designee, then follow disposition as 3 1 above</p>		
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<p>4</p> <p>4 1</p> <p>4 2</p>	<p>Suspicious Activity Case Index. Electronic finding aid containing information derived from the documentation contained in suspicious activity case files. Included are case control numbers, names of subjects, IIR references and summarized case information. The database is used for location of files, analytical and research purposes. Also included are hard copy and electronic reports generated from the database.</p> <p>Maintained by: a CI Analysis and Production Division (Record copy) b Other CI elements (Reference only)</p> <p>For all non U S persons and U S person who are affiliated, or considered for affiliation with the Department of Defense</p> <p>Disposition: Permanent. Transfer to NARA with each accession of Suspicious Activity Case Files</p> <p>Records containing information on U S persons who are not affiliated, or considered for affiliation with the Department of Defense</p> <p>Disposition: Destroy/delete within 90 days of acquisition of information unless its retention is required by law or unless its retention is specifically authorized under criteria established by the Secretary of Defense, or his designee, then follow disposition as 4 1 above</p>		
<p>5</p>	<p>Counterintelligence Briefings. Requests for and records of counterintelligence briefings. The record copy of these files will be accompanied by all source and coordination materials, to include review drafts with comments, e-mail, etc</p> <p>Maintained by: a CI Analysis and Production Division (Record copy) b Other CI elements (Reference only)</p> <p>Disposition: Temporary a Cutoff when superseded, obsolete or no longer needed for agency business. Destroy or delete 5 years after cutoff b Destroy when superseded, obsolete or no longer needed for agency business</p>		

WITHDRAWN

6	<p>Counterintelligence Information Requests. Information of actions taken on requests from other agencies for information on counterintelligence and security matters. Included are requests for information (RFI), replies to these requests, registers/logs, tracking systems, and other related information.</p> <p><u>NOTE:</u> A compiled listing of source materials is required to be retained with the record for documentation that is derivatively classified based on multiple sources.</p> <p>Maintained by: All CI elements</p> <p>Disposition: Temporary. Cutoff annually (Sep 30). Destroy/delete when two years old.</p>		
7	<p>Counterintelligence Products and Publications. Specialized counterintelligence publications. Products may include analyses, country and technology assessments, estimates, evaluations, and studies that cover general, substantive and technical data, with supporting background materials. The record copy of these files will be accompanied by all source and coordination materials, to include review drafts with comments, e-mail, etc. Examples include the unclassified and classified versions of the "Technology Collection Trends in the U S Defense Industry" publication, and Foreign Ownership Control and Influence (FOCI) threat assessments.</p> <p><u>NOTE:</u> A compiled listing of source materials is required to be retained with the record for documentation that is derivatively classified based on multiple sources.</p> <p>Maintained by:</p> <ul style="list-style-type: none"> a CI Analysis and Production Division (Record copy) b Other offices (Reference copy) c FOCI Branch <p>Disposition:</p> <ul style="list-style-type: none"> a Master copy Permanent. Cutoff annually (Sep 30). For paper records, hold 10 years and transfer to the WNRC, then offer to NARA when 35 years old. For electronic records, pre-accession annually to NARA in accordance with 36 CFR 1234.32, 36 CFR 1228.270, and current NARA guidance and including electronic record documentation. Transfer legal custody 35 years after the date of the pre-accession. b Reference copy Temporary. Destroy when no longer needed for reference. c Supporting documents related to coordination sign off. Temporary. Destroy when 10 years old. 	WITHDRAWN	

<p>8</p> <p>8-1</p> <p>8-2</p>	<p>Suspicious Contact Reports (SCRs) Reports of actual or presumed instances of suspicious activities of counterintelligence (CI) interest under DoD Manual 5220 22 that are not referred to the CI Analysis and Production Division or to DSS headquarters</p> <p>SCRs which are of potential CI and significant national defense value are referred to higher organizational CI elements for evaluation and are maintained in the suspicious activity case files</p> <p>Maintained by Industrial Security Representatives (ISR), CI Field elements</p> <p>For all non U S persons and U S person who are affiliated, or considered for affiliation with the Department of Defense</p> <p>Disposition Temporary Cutoff annually (Sep 30) Destroy/delete when 1 year old or when no longer needed</p> <p>Records containing information on U S persons who are not affiliated, or considered for affiliation with the Department of Defense</p> <p>Disposition: Destroy/delete within 90 days of acquisition of information unless its retention is required by law or unless its retention is specifically authorized under criteria established by the Secretary of Defense, or his designee, then follow disposition as 8-1 above</p>	<p>WITHDRAWN</p>	
<p>9</p>	<p>Intelligence Information Reports (IIRs) Reports gathered in counterintelligence elements resulting from receipt, collection, evaluation, and analysis on domestic, foreign, scientific, and technology matters IIRs are electronic files with or without enclosures to the report Files include copies of IIRs and office registers/logs Record copies of IIRs are kept by the Defense Intelligence Agency</p> <p>Maintained by</p> <ul style="list-style-type: none"> a CI Collections Division (Record copy) b Other CI elements (Reference only) <p>Disposition Temporary Cutoff annually (Sep 30) Destroy or Delete when six years old or sooner if no longer needed for business</p>		

<p>10</p> <p>10-1</p> <p>10-2</p>	<p>Coordination and Referral of Counterintelligence/Personnel Security Matters Reports, correspondence, assessments, and related documentation created or received by DSS regarding the coordination and referral of counterintelligence (CI) and personnel security matters with other CI, security, or law enforcement agencies. Files include information pertaining to inquiries into and replies to queries regarding misconduct or crimes such as espionage, sabotage, sedition, and improper handling or disclosure of classified information.</p> <p>Maintained by CI Collections Division, CI Insider Threat Division, and CI Field elements</p> <p>For all non U S persons and U S person who are affiliated, or considered for affiliation with the Department of Defense</p> <p>Disposition Temporary Destroy/Delete 15 years after date of last action</p> <p>Records containing information on U S persons who are not affiliated, or considered for affiliation with the Department of Defense</p> <p>Disposition: Destroy/delete within 90 days of acquisition of information unless its retention is required by law or unless its retention is specifically authorized under criteria established by the Secretary of Defense, or his designee, then follow disposition as 10-1 above</p> <p style="text-align: right;">WITHDRAWN</p>		
<p>11</p> <p>11-1</p> <p>11-2</p>	<p>Threat Information Reports or Notices. Reports or notices containing non-validated counterintelligence threat information</p> <p>Maintained by CI Collections Division</p> <p>For all non U S persons and U S person who are affiliated, or considered for affiliation with the Department of Defense</p> <p>Disposition Temporary Cutoff annually (Sep 30) Hold 1 year then destroy/delete</p> <p>Records containing information on U S persons who are not affiliated, or considered for affiliation with the Department of Defense</p> <p>Disposition: Destroy/delete within 90 days of acquisition of information unless its retention is required by law or unless its retention is specifically authorized under criteria established by the Secretary of Defense, or his designee, then follow disposition as 11-1 above</p>		

12	<p>Counterintelligence Management Reports. Reports on the management of counterintelligence mission activities Included are reports on special activities and mission performance data, feeder reports, and other related information</p> <p>Maintained by All CI elements</p> <p>Disposition Temporary Cutoff annually (Sep 30) Hold in current files area until records is 7 years old, then destroy/delete</p>		
13	<p>Intelligence Collection Requirements. Correspondence, messages, and documents pertaining to the tasking and collection of intelligence in accordance with intelligence requirements Records may include collection guidance and instruction, liaison on collection matters, and other related material</p> <p>Maintained by All CI elements</p> <p>Disposition Temporary a Destroy/delete when superseded b Tasking documents, destroy/delete 90 days after expiration of requirement</p>	WITHDRAWN	