

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-330-88-2

DATE RECEIVED

1/20/88

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM *(Agency or establishment)*

Office of the Secretary of Defense

2. MAJOR SUBDIVISION

Washington Headquarters Services, C&D Directorate

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Dan Cragg

5. TELEPHONE EXT.

695-0970

DATE

3/25/88

ARCHIVIST OF THE UNITED STATES

[Signature]

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 8 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
19Jan88	H. D. NEELEY <i>[Signature]</i>	Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
d	<u>Defense Protective Service</u> The attached records descriptions and proposed dispositions will be promulgated as records series 217, Administrative Instruction 15, Records Management.		

Copies sent to agency NCF

4/26/88

1. 217-01 Staff inspection records. Records of staff, general, spot, special inspections and guard contracts.

Disposition: Cut off annually, destroy after 2 years.
2. 217-02 Line inspection records. Line and quarterly line inspections and completed checklists.

Disposition: Cut off annually, destroy after 1 year.
3. 217-03 Field office inspections. Documents prepared by the staff inspector from surveys, inspections, or evaluations of DPS operations to promote coordination, detect problems, ensure compliance with operating procedures, policies, schedules and orders. Included are the staff inspectors' reports, area commanders' replies, and related reports. Inspection reports on contracts are excluded from this file.

Disposition: Cut off after completion of inspection; destroy after 2 years.
4. 217-04 Safety agreement files. Documents relating to accident and fire prevention, disaster control, or civil defense. Included are proposals, coordination actions, copies of agreements, and related records.

Disposition: Cut off when superseded or terminated; destroy after 2 years.
5. 217-05 Safety meetings files. Documents relating to accident and fire prevention meetings, protection meetings, or comparable group meetings.

Disposition: Cut off annually, destroy after 1 year.

6. 217-06 Safety, occupational health, and fire prevention council files. Documents reflecting deliberations and activities of field office councils on safety, occupational health, and fire prevention. Included are listings of members, agenda, minutes, copies of program documents or schedules and related records.

Disposition: Cut off annually, destroy after 2 years.

7. 217-07 Fire report files. Documents concerning fires on DoD-owned or -leased premises, or other property for which DoD is accountable. Included are fire reports, investigative reports, ad hoc committee investigations of serious fires, and related records.
- Exception to
GRS 18, item
12*

Disposition: Cut off annually, destroy after 3 years.

8. 217-08 Accident and fire prevention promotion files. Documents resulting from efforts to stimulate supervisory and employee interest in accident and fire prevention. Included are charts, and other materials used in publicizing safety achievements and special events.

Disposition: Cut off annually, destroy after 2 years.

9. 217-09 Disaster and Civil Defense status report files. Reports and records showing the self-protection, shelter, stocking, radiological training, and preparedness of government buildings against enemy attack, natural disaster, and other emergencies.

Disposition: Cut off annually, destroy after 5 years.

10. 217-10 Security log files. Logs kept when recorder tapes are changed, when used to record radio transmissions; records recording opening and closing of secured cabinets and safes; log books containing alarm system codes for various buildings; and tapes maintained to provide a record of alarms and authorized entry into buildings after duty hours.

Disposition: 1. Recording tape logs of radio transmissions: Cut off after 30 days, extract information needed for further reference, re-record, and destroy when no longer needed. 2. All other logs: Cut off annually, destroy after 2 years.

11. 217-11 Physical Security Surveys. Documents relating to the physical security hazards or deficiencies and recommendations for remedial action. Included are: survey reports, facility and occupant data, threats, and findings and recommendations.

*Exception to
GRS 18, Item 10*

Disposition: Destroy when superseded or obsolete.

12. 217-12 Federal Radio Frequency Management Program. Documents relating to the policies, rules, and regulations governing the allocation of radio frequencies. These consist of the following files: 1. Frequency Assignment Subcommittee (FAS). Included are applications for frequency assignments, modifications, corrections, and the 5-year review; regional requests for action; regional frequency authorizations; government master file; and administrative agenda and minutes. 2. Interdepartment Radio Advisory Committee. Included are National Telecommunications and Information Administration Manual and the weekly agenda and summary of minutes.

Disposition: Destroy when superseded or obsolete.

13. 217-13 Telecommunications program. These records consist of the following files: 1: Control Center. Documents relating to the design, installation, and maintenance of telecommunications equipment used in the zone, district, and regional control center. 2. National Crime and Information Center (NCIC). Documents such as the NCIC Operating Manual, Code Manual, Update, and Newsletter; control terminal officer assignments; and originating agency identifier applications. 3. National Law Enforcement Telecommunications Systems (NLETS). Documents such as the NLETS Operating Manual, Code Manual, Update, and Newsletter.

Disposition: Destroy when superseded or obsolete.

14. 217-14 Occupant letters files. Letters from occupants of DoD-owned or -leased space that has a DPS protection and safety response. They contain correspondence on service, systems, crime, protection, parking, and related records.

Disposition: Cut off annually, destroy after 1 year.

15. 217-15 Firearm and badge record files. Card files of employees issued firearms and badges. This file is organized by employee name and serial number of equipment.

Disposition: 1. Name: Destroy when employee leaves position and equipment is turned in. 2. Serial Number: Update card as equipment is reassigned.

16. 217-16 Assignment record files. Documents reflecting tour of duty schedule, days off, and post assignments for DPOs and contract guards. Records include forms recording hours of duty schedule and related documents.

Disposition: Cut off annually, destroy after 3 years.

17. 217-17 Special operating procedures files. Staff and supervisory Defense Protective Service Officers may issue their rules and regulations to DPOs for guidance during the performance of individual duties.

Disposition: Destroy when superseded or obsolete.

18. 217-18 Flag records. Documents relating to regulations, proclamations and notices to fly the flag at half staff. Included are requests concerning the notification list, proclamations, and related records.

Disposition: Cut off annually, destroy after 1 year.

19. 217-19 Record of time of arrival and departure from buildings (during security hours) files. Register used to record the time of arrival, departure, destination of personnel, packages, visitors and vehicles entering or leaving premises. Included are forms recording times of arrivals and departures; these forms are also used by supervisory DPOs when conducting inspection. Forms used by contract guards should be files under 217-26, Contract Guard Records.

*Exception to
GRS 18, Item
21a*

Disposition: Cut off annually, destroy after 4 years.

20. 217-20 Lost and found property files. Documents concerning the reporting, receiving, accounting for, and disposing of lost and found property.

Disposition: 1. For found property, destroy cards and tags when property is restored to its owner. 2. All other records: Cut off annually, destroy after 3 years.

21. 217-21 Physical evidence files. Documents pertaining to the preservation and accountability of physical evidence.

Disposition: Cut off when property is returned to owner or disposed of, destroy after 2 years.

22. 217-22 Evidence log files. Log books or registers of physical evidence obtained during the investigation of crimes.
- Disposition: Cut off when all property has been returned to owner or otherwise disposed of, then destroy after 2 years.
23. 217-23 Report of excess personal property files. Included are forms used when accounting for the disposal of lost, abandoned, unclaimed or excess government or personal property.
- Disposition: Cut off annually, destroy after 3 years.
24. 217-24 DPO equipment record files. Documents on each DPO for equipment and uniforms issued. Included are measurements, property receipts, and related records.
- Disposition: Cut off^f when employee returns equipment, destroy after 6 months.
25. 217-25 Defense Protective Officer Log Files. Included are: 1. Security Logs, which are records of notices to agencies concerning a security or energy violation found by DPS, e.g., open safes, open security areas. 2. Report Logs, or log books on the number assigned to reports written by DPS units. 3. Ticket Logs, or log books of traffic tickets issued. 4. Ticket Log on Thefts, or log books on stop-theft tickets issued. 5. Mobile Reports, or forms used by DPS mobile units as checklists showing the times that a facility was checked. 6. Code 44, or records on transport of prisoners, bank escorts, etc. 7. Activity Logs, or logs documenting daily activities at guard posts. 8. Building logs, or monthly logs of daily activities within buildings; included are copies of activity log forms.
- Disposition: Cut off annually, destroy after 2 years.

26. 217-26 Contract Guard Record Files. Records dealing with all aspects of DPS. Included is information on guards, firearms, qualifications, training certification, sign-in and -out sheets, technical manager and monitor inspections and related records.
- GS
- Disposition: Cut off at expiration of contract, hold 1 year and transfer to FRC; destroy when 6 years and 3 months old.
27. 217-27 Special Protection Measures Files. Documents accumulated covering physical security measures planned and taken to protect VIPs visiting DoD-controlled facilities.
- Disposition: Cut off annually, destroy after 2 years
28. 217-28 Crime Prevention Assessment Files. Documents accumulated from conducting assessments and inspections to evaluate physical protection services, facilities, equipment, and activities. Included are checklists, assessment forms and recommendations, reports, corrective and followup actions, and related records.
- Disposition: Destroy when superseded or obsolete.
29. 217-29 Crime Prevention Program Files. Correspondence forms from the Crime Prevention Unit. Included are questionnaires, bulletins, notices, and related records.
- Disposition: Destroy when obsolete or no longer needed for reference.
30. 217-30 Law Enforcement Agreement Files. Copies of agreements and related records dealing with the relationships between, responsibilities of, and actions to be taken by protection officers, groups, and law enforcement officials.
- Disposition: Cut off when agreement expires or is terminated, destroy after 2 years.

31. 217-31 Reimbursable Work Authorization Files. Records include GSA Form 2957, Reimbursable Work Authorization, from agencies to request that GSA perform work on a reimbursable basis. This form authorizes the work, controls the amount of work performed, and the dollar value. Included are backup estimates and requests for changes, bills, purchase orders, travel documents and related records.
- Disposition: Cut off annually or on completion of work; destroy after 1 year.
32. 217-32 Staff Hours Distribution Files. Records of staff hours spent by craft employees on any activity or assignment. Included are daily time reports, time sheets, time summaries, and related records.
- Disposition: Cut off annually, destroy after 1 year.
33. 217-33 Training Record Files. Documents relating to the continuing program of providing training for uniformed and other FPS protection and safety personnel in the field including programmed training, sight and sound packages, and instructions by supervisory officers. Included are course curriculums, qualification records, schedules, rosters, training bulletins, and related records.
- Disposition: Destroy after 5 years or 5 years after completion of specific training program.
34. 217-34 FPS Academy Records. Documents relating to training of students at FPS Academy. Included are course curriculums, schedules, rosters, testing records, attendance records, firearm training and certification, and training aids.
- Disposition: Cut off annually, destroy after 5 years.
35. 217-35 Firearms Files. Documents relating to firearms and firing ranges.
- Disposition: Cut off annually, destroy after 2 years.