

(See Instructions on reverse)

703-695-0970

ARCHIVIST OF THE UNITED STATES

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Records Administrator

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Defense Protective Service (DPS)</p> <p>(See attached)</p> <p><i>Copies sent NCF, agency 12/10/92</i></p>	<p>New Job</p>	

217-36 Incident Reporting and Investigative Case Files

1. Reports related to specific incidents concerning facility problems, property damage, fire drills, and similar matters as well as preliminary and other reports of criminal investigations maintained from the opening of a case until case closure. May include information on sources and evidence, information on non-criminal matters (such as internal affairs investigations, incidents where investigators and police officers are requested to assist the public in emergencies, etc.), and information collected on the following Secretary of Defense (SD) forms (or their successors): SD 541 Complaint Record; SD 545 Incident Report; SD 545-1 Interview Sheet; SD 542 Accident Report; SD 550 Arrest Report; SD 547 Defendant/Suspect Statement; and all narrative information related to cases under investigation.

Disposition: a. Non-criminal activity reports. Place in inactive file upon case closure. Review files at least once a year and destroy all files closed for at least one year.

b. Criminal activity reports. Cut off when case is closed and place in inactive file area for three years. Retire to WNRC three years after cutoff; destroy 15 years after cut off.

2. Contingency planning and analysis files pertaining to regional, nationwide, and worldwide terrorist organizations and their potential effects on the security of DoD facilities. These files contain intelligence briefs; tactical, operational and strategic information reports; regional and nationwide contingency analyses; contingency action plans; and information on patterns and trends of potential or actual terrorists or terrorist groups and other activities that could disrupt the orderly operations of DoD-owned or -controlled facilities over which DPS has jurisdiction.

Disposition: Destroy when superseded, obsolete, or no longer needed.

Privacy Act System DW HSP 420