REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)				JOB NUMBER V1 330 - 92-1			
1 FROM (Agency or establishment)				NOTIFICATION TO AGENCY			
	nt of Defense			In accord	lance with the pre	vusions of 44	
2 MAJOR SUBDIVISION Office of the Secretary				In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10			
3 MINOR SUBDIVISION							
Records Management Division, C&D, 4 NAME OF PERSON WITH WHOM TO CONFER		VHS 5 TELEPHONE	DATE 12/1		ARCHIVIST OF THE UNITED STATES		
Dan Cragg		703–695–0970		1/92	233		
and that the re of this agency the General A Agencies,	y that I am authorized to act for ecords proposed for disposal or or will not be needed after the accounting Office, under the pr	the attached page retention periods spectovisions of Title 8 of the ttached, or	e(s) afiec e G	are not n l, and tha	now needed for at written conc ual for Guidar	r the business currence from	
Jun301992	H. D. Neeley	Tella.		. .			
	n. b. neerey ///b/	Recor	as F	dminist			
TTEM 8 NO	DESCRIPTION OF ITEM AND PRO	POSED DISPOSITION		SUF	GRS OR PERSEDED 3 CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	Defense Protective Servi	ce (DPS)		New Jo	ď		
(See attached)							
	.) a. A NCE RAPAI	12/10/99					

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 investigations 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 DWHSP 420