

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NCJ copy

Rec'd in NCD 29 Jun 78

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Commerce

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Ofc. of Investigations and Security

4. NAME OF PERSON WITH WHOM TO CONFER
Ivy V. Parr

5. TEL. EXT
377-3630

LEAVE BLANK

JOB NO
NCI 40 78 2

DATE RECEIVED
5 JUN 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

JUN 14 1978 *James P. O'Heil*
Date *Archivist of the United States*

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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 6/2/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ivy V. Parr</i>	E. TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	(See Attached)		23 items

Sent to agency, NCW, NMF & SSCI - 6/16/78

OFFICE OF INVESTIGATIONS AND SECURITY

1. Personnel Security Investigation Case Files. Case files containing investigation reports and related papers pertaining to personnel security investigations. Such investigations are undertaken for security purposes and to insure compliance with laws and regulations by employees and other persons obligated to the Department, in terms of their activities affecting their official duties or obligations. Pertinent information on such investigations is available in the U.S. Civil Service Commission or other governmental investigative agencies, and is carded and indexed in files maintained by the Office.

- a. Cases requiring no further action - Dispose of cases after carding and upon determination that the information indicates that no further action is required.
- b. Cases requiring further action - Dispose of cases 15 years after initiation of a case. *NN 172-107
Item 442*

2. Criminal Investigation Case Files. Case files containing results of actions taken involving alleged criminal activities by employees or other persons or firms obligated to the Department.

a. Cases requiring no further action - Dispose of cases after carding and upon determination that the information indicates that no further action is required.

b. Cases requiring further action - Retire to SHA 5 years after completion of actions taken, for transfer to WNRC. Dispose of 10 years thereafter.

3. Equal Employment Opportunity Investigation Case Files.

Case files containing investigative reports and related papers on complaints of alleged discrimination by employees or job applicants.

Retire to SHA upon completion of investigation. Transfer to WNRC 2 years later. Dispose of 4 years after ~~completion of investigation~~ close of case. RCF/IP 6/06/78

4. Card Index to Investigative Cases. A card file arranged alphabetically by names of employees, or job applicants, or persons or firms having obligations to the Department containing the case file number, if applicable, and a carding of all actions taken in a case.

Dispose of cards when 15 years old or upon separation of the person or firm, whichever comes sooner. NN 172-107 Item 493

5. General Physical and Documentary Security File. General documentation generated by the Office pertaining to the operation of the program to maintain plant and informational security.

Start a new file every 3 years. Bring forward active material. Retire to SHA 2 years later for transfer to WNRC. Dispose when 10 years old. *NN 172-107
Item 495*

6. Interdepartmental Committee on Internal Security. Papers of the Departmental representative showing the deliberations of the Committee to resolve security problems confronting Government agencies.

Retire to SHA when there is a change of Departmental representative, transfer to WNRC 5 years later. Dispose when 15 years old. *NN 172-107
Item 496*

7. National Security Program Subject File. The files contain external and internal directives and other documents involving various national security programs in which the Department is involved.

Dispose of when program or activity is completed, or when 25 years old, whichever comes sooner. *NN 172-107
Item 497*

8. Department Security Correspondence File. The file contains correspondence with offices and bureaus of the Department, Congressional correspondence, correspondence with other

agencies, and with private investigation firms relating to the specifics of the Department's security program.

Start a new file every 5 years. Bring forward active material. Retire to SHA for transfer to WNRRC. Dispose when 10 years old. *NN 172-107 Item 498*

9. Administrative Subject File. These are office copies of housekeeping papers on matters such as budget, internal personnel matters of the Office, requisitions for services and other objects, time and attendance, space, equipment, travel, and other similar housekeeping activities.

Dispose of when 2 years old.

10. Top Secret Accounting and Control Files.

a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.

Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.

b. Forms accompanying documents to insure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.

Destroy when related document is downgraded, transferred, or destroyed.

11. Classified Document Container Security Files. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.

Destroy when superseded by a new form or list, or upon turn-in of containers.

12. Document Receipt Files. Classified documents receipts, relating to the receipt and issue of classified documents.

Destroy when 2 years old.

13. Classified Document Register (Form CD-297 or equivalent). This is a register of the receipt and issue of classified documents.

Dispose of when registered documents have been disposed of.

*MM 172-167
Item 499*

14. Building Pass and Credential Files. The files consist of materials pertaining to the issuance of building passes and investigative credentials.

- a. OIS employee inventory cards covering passes and credentials - Dispose of upon separation of employee.
- b. Correspondence and related documents - Dispose of when 2 years old.

c. Department inventory of passes and credentials issued - Dispose of when passes or credentials covered have been superseded.

15. Daily Visitor Log Files. The files consist of logs for recording visitors admitted to the buildings.

Retain only the current and previous month's logs.

16. Family Visitor Logs (Form CD-328 or equivalent). These are logs recording the visits of families of employees.

a. VIP employee visitors - Retain until separation of employee; *then destroy.*

b. All Others - Retain only current and previous month's log.

17. Request for Admittance After Hours (Form CD-165 or equivalent).

Dispose of when 6 months old.