

RG 167  
 item

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(For instructions on the use of this form see National Archives Manual  
 on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,  
 NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT) DEPARTMENT OF COMMERCE  
 National Bureau of Standards

2. MAJOR SUBDIVISION

Administrative Services Division

3. MINOR SUBDIVISION

Security Office

4. NAME OF PERSON WITH WHOM TO CONFER

Philip V. Proulx

5. TEL. EXT.

921-2308

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

2-1-74

(Date)

*Philip V. Proulx*  
 (Signature of Agency Representative)

Records Mgmt. Officer  
 (Title)

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DATE RECEIVED FEB 6 1974 NC	JOB NO. 174-141
DATE APPROVED	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
2-20-74 DATE	<i>James E. O'Neill</i> ARCHIVIST OF THE UNITED STATES

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Revise the National Bureau of Standards Records Control Schedule, Item 1, to provide and read as follows:  Item 1. Classified Document Receipts. Dispose after 2 years.	II-NNA-2781	

GENERAL RECORDS SCHEDULE 18

Security and Protective Services Records

Security and protective services records include the various files created by agencies to control and protect security classified information; to protect Government facilities from unauthorized entry, sabotage, or loss; to insure the adequacy of protective measures at privately-owned plants given security cognizance by the Government; to determine loyalty and fitness of individuals employed by, or seeking employment from, the Government; and to develop and implement plans for the protection of life and property under emergency conditions. Included are files of offices having Government-wide or agency-wide responsibilities for security and protective services programs. Also included are files of security units, guard forces, and other organizational elements documenting the control of classified information, access to facilities, and like matters.

This schedule authorizes for disposal records, dated after January 1, 1921, documenting administrative actions relating to the above functions. Records documenting Government-wide or agency-wide security and protective services planning and programming, reflecting basic over-all policies and determinations (Item 1), are not authorized for disposal by this schedule. Variations among agencies in methods of implementing statutory requirements for security and protective services result in dissimilarities in program documentation. The application of standard techniques of filing and disposition to such records through the media of a General Records Schedule is therefore impractical.

Security and Protective Services Program Records

Records accumulated by organizational elements having Government-wide or agency-wide responsibilities for administration of security and protective services programs. They relate to classified information accounting and control, facilities security and protective services, personnel security clearance, and emergency planning.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
1.	Manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed in the administration and direction of security and protective services programs.	Conform to agency practice.	Disposal not authorized by this schedule. Close file every 2 years. Transfer closed file to Federal Records Center after 2 years.

Classified Information Accounting and Control Records

Records accumulating from measures taken by agencies to protect classified information from unauthorized disclosure in accordance with Executive Order 10501, other Executive orders, or statutory or regulatory requirements.

2.	Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered in Item 1 or elsewhere in this schedule.	Conform to agency practice.	Dispose after 2 years.
3.	Classified document receipts, relating to the receipt and issue of classified documents.	Chronologically.	<u>Dispose after 2 years.</u>
4.	Classified document destruction certificates relating to the destruction of classified documents.	Chronologically.	Dispose after 2 years.