

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-361-91-7

DATE RECEIVED

3-18-91

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

1. FROM (Agency or establishment)
Defense Logistics Agency

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION
Staff Director, Administration

3. MINOR SUBDIVISION
Planning and Resources Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Judith S. Saulnier


5. TELEPHONE EXT.

274-6234

DATE

6/14/91

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 11 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

13 Mar 91

C. SIGNATURE OF AGENCY REPRESENTATIVE

Preston B. Speed
PRESTON B. SPEED

D. TITLE

Chief, Administrative Management Branch

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

Disposal authority is requested for the items in the enclosed proposed revision to this Agency's Records Control Schedule. This revision will supersede series 150, 151, 153, 154, 158, 159, 160, 161, and 162 of DLAM 5015.1, Files Maintenance and Disposition.

Copies sent to Agency, NN-W, NNT 6/14/91

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>150 COMMAND SECURITY. Relates to the implementation of DLA programs relating to information security, personnel security, ADP security, intelligence/counterintelligence and foreign liaison, operations security, protective services (command security officer), law enforcement, physical security, and security education and training.</p>		
1	<p>150.01 Security Program Files. Documents related to the formulation, management, administration, and execution of individual security programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. <i>(Destroy 2 years after termination of program effort.)</i></p>	150.01a 158.10 160.01a	
2	<p>150.02 Security Policy/Correspondence Files. Documents providing general direction, staff guidance, and reporting in the management and administration of security functions including interpretations and decisions of applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents. <i>(Destroy when superseded or obsolete.)</i></p>	150.01b 151.10 153.01 158.10 159.10 160.01b	
3	<p>150.05 Designation of Security Officials. Documents relating to the designation or assignment of individuals as security control officers, documents control officers, and custodians of classified documents. <i>(Destroy when superseded or obsolete.)</i></p>	150.05	
4	<p>150.20 Security Violations. Documents relating to reports and investigations of security violations, including final disposition. <i>(Destroy 2 years after completion of final corrective or disciplinary action, except that records of violations of a sufficiently serious nature to be classed as felonies will be destroyed 10 years after all legal and disciplinary actions have been taken.)</i></p>	NN168-94	
5	<p>150.30 Security Inspections. Documents reflecting scheduling, implementation of and reports of security inspections.</p> <p>a. <u>Government owned facilities</u> - Destroy after 3 years.</p> <p>b. <u>Privately owned facilities</u> - Destroy after 4 years.</p>	150.30 GRS18/9 GRS18/10	

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6	<p>150.40 PLFA Security Profiles. Documents reflecting status of security of PLFA and secondary and tertiary field activities, including internal inspection reports, reports of preliminary inquiry, violation reports, correspondence on special security matters of problems within the activity, and reports of investigation. <i>(Destroy when superseded, obsolete, or no longer needed for reference.)</i></p> <p>151 INFORMATION SECURITY. Relates to the general administration of the security classification system and the measures required to safeguard military information as contained in documents.</p>	N1-361-87-1	
7	<p>151.21 Security Regrading Cases. Documents relating to the review of specific case files of classified documents or equipment for the purpose of regrading the document or the equipment. <i>(Destroy after 3 years.)</i></p>	151/21	
8	<p>151.65 Top Secret Inventories. Registers, lists comparable documents, and related paper accumulated in connection with the periodic inventory of Top Secret documents. <i>(Destroy 1 year after completion of the next inventory, provided all material has been accounted for at that time.)</i></p> <p>153 PERSONNEL SECURITY. Relates to the administration of the personnel security program involving the clearance of military and civilian personnel of DLA.</p>	151.65	
9	<p>153.10 Classified Nondisclosure Agreements. Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreements, signed by employees with access to information which is classified or classifiable under standards put forth by Executive Order 12356. These forms should be maintained <u>separately</u> from personnel security clearance files. <i>(Destroy when 50 years old.)</i></p>	GRS 18/25	

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10	<p>153.15 Personnel Security Folders.</p> <p>a. Copies of requests for and certificates of personnel security clearance related transactions, and certificates of security briefing/debriefing, authorized for maintenance by Command Security Officers, and superseded forms serving related purposes; documents pertaining to limited access authorizations; case resumes and other documents relating to the processing of security clearances. Includes comparable transcripts of data in lieu of retaining copies of documents. <i>(Upon transfer to another DLA activity, forward to gaining activity. Upon separation or transfer to a non-DLA organization, place in inactive file, cut off at end of calendar year, retain in current files area, and destroy after 2 years.)</i></p> <p>b. Case resumes of reports of investigation, when relating to cases where derogatory information is involved, including documents reflecting actions taken and copies of documents similar to those described in subparagraph a. above. Records documenting personnel clearances by HQ DLA will have the same disposition as similar records described. <i>(Upon separation, place remaining documents in inactive file, cut off at end of calendar year, retain in a current files area, and destroy after 2 years.)</i></p>	153.15	
11	<p>153.20 Record Activity Clearance Eligibility Listing (RACEL) Clearance Suspense or Status Files. Lists of personnel security information, or copies of clearance requests held by security offices as a suspense or control record of the status of personnel security clearances or as a record of clearance/access status of individuals, <u>excluding</u> copies of clearances included in 330.50 (Official Personnel Folders) or in 153.15 (Personnel Security Folders). <i>(Destroy after transfer or separation of the individual, or when superseded or obsolete.)</i></p>	153.20	
12	<p>153.30 Security Awareness. Documents accumulated in connection with systems designed to obtain compliance with security regulations by all personnel, such as a system requiring that each individual periodically read applicable security regulations and sign a statement indicating that he understands them. <i>(Destroy after the next periodic application of the system or upon inactivation of the office or system, whichever occurs first.)</i></p>	153.30	

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13	<p>153.50 Foreign Visitors. Documents accumulated in connection with visit of foreign nationals to military installations and activities, including documents such as requests and authorizations to visit or receive training, notifications of security clearances, itineraries, reports, and related documents. <i>(Retain in current files area and destroy 2 years after expiration of approval.)</i></p> <p>154 ADP SECURITY. Relates to the implementation of the DLA ADP Security Program.</p>	153.50	
14	<p>154.05 ADP Security Arrangements. Documents relating to arrangements to provide DLA activities with ADP security facilities and countermeasures. <i>(Destroy when superseded, obsolete or no longer needed for reference purposes.)</i></p>	NEW	
15	<p>154.30 ADP Security Risk Analysis Files. Documents pertaining to risk analysis including risk analysis questionnaires, risk analysis reports and related correspondence. <i>(Destroy after 3 years or when PLFA's issue new risk analysis reports).</i></p>	154.10 N1-361-87-1	
16	<p>154.40 Accreditation Files. Documents summarizing Data Processing Installations (DPI) or Automated Information Systems (AIS) goals and objectives, detailed descriptions of proposed operations, plans for acquisition and implementation of additional security test and evaluation, statements of continuing problem areas, resource requirements and impacts, and milestone schedules, correspondence relating to certification requests and certifications. <i>(Destroy 2 years after supersession.)</i></p> <p>155 COUNTERINTELLIGENCE FILES. Relates to the implementation of the Counterintelligence (CI) Program.</p>	154.20 N1-361-87-1	
17	<p>155.20 Counterintelligence Investigative Files. Documents reflecting results of counterintelligence complaint or incident investigations involving DLA personnel or facilities, including reports of investigations from DoD and U.S. Government agencies. <i>(Destroy 5 years after date of last action.)</i></p>	158.20 N1-361-87-1	

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18	<p>155.30 Counterintelligence Information Files. Documents including counterintelligence threat assessments, reports on organization, mission, and modus operandi of hostile intelligence services, periodic counterintelligence summaries and similar noninvestigative reports. <i>(Destroy upon supersession or obsolescence.)</i></p>	158.30 N1-361-87-1	
19	<p>155.50 Technical Surveillance Countermeasures (TSCM) Surveys/Correspondence. Documents relating to the requesting, scheduling, coordinating, conducting and reporting of results of inspections and surveys accomplished to determine vulnerability of DLA facilities to technical surveillance, including documents reflecting follow-up action to comply with recommendations. <i>(Destroy 2 years after next comparable survey or inspection.)</i></p>	158.50 N1-361-87-1	
20	<p>155.60 Antiterrorism Reports. Documents concerning reports on terrorism, counterterrorism originated by DoD and other Government agencies and by private sector organizations, including hard copy and electrical messages. <i>(Destroy when superseded, obsolete or no longer needed for reference purposes.)</i></p>	158.60 N1-361-87-1	
21	<p>155.62 Terrorism Threat Requests/Assessments. Documents concerning terrorism threat assessment requests and assessments originated and disseminated by Headquarters, Office of Command Security to DLA facilities or to DLA personnel assigned to, temporarily detailed to, or in transit to a particular area. <i>(Destroy after 2 years.)</i></p>	158.62 N1-361-87-1	
22	<p>155.63 Terrorist Threat Assessment Information Files. Terrorist threat assessments originated outside DLA and transmitted to DLA for information. <i>(Destroy when superseded, obsolete or no longer needed for reference purposes.)</i></p>	158.63 N1-361-87-1	
23	<p>155.64 Antiterrorism Action. Documents reflecting actions in implementation of DoD and DLA antiterrorism programs and related materials.</p> <p>a. <u>Documents reflecting DLA involvement in actual terrorist incidents.</u> <i>(Destroy 7 years after incident is closed. Retain in CFA 5 years then retire to FRC.)</i></p> <p>b. <u>Other Documents.</u> <i>(Destroy when superseded, obsolete or no longer needed for reference purposes.)</i></p>	158.64 N1-361-87-1	

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	<p>156 OPERATIONS SECURITY (OPSEC). Relates to DLA actions to implement the Joint Chiefs of Staff OPSEC Program.</p>		
24	<p>156.20 OPSEC Survey Files. Documents relating to preparation for and participation in OPSEC surveys within DLA Headquarters and Primary Level Field Activities. <i>(Destroy upon obsolescence or supersession.)</i></p>	159.20 N1-361-87-1	-1
25	<p>156.30 OPSEC Training Files. Documents relating to the preparation, conduct and follow-up analysis of formal and informal training and awareness instruction designed to acquaint individuals with the objectives, principles and methods of OPSEC programs and to maintain a sense of OPSEC awareness among military and civilian personnel assigned to DLA and PLFAs. <i>(Destroy after 5 years or upon obsolescence or supersession.)</i></p>	159.30 N1-361-87-1	-1
	<p>157 PROTECTIVE SERVICES (COMMAND SECURITY OFFICER). Relates to the overall planning for and execution of the functions normally performed by the Command Security Officer in the execution of his mission as it relates to law enforcement, physical security, and criminal investigation.</p>		
26	<p>157.20 Protective Services Agreements and Authorizations. Documents reflecting memorandums of understanding agreements, and authorizations concerning physical security, law enforcement, and criminal investigative matters with Military Departments and Federal and State agencies. <i>(Destroy 3 years after supersession or obsolescence.)</i></p>	160.20 N1-361-76-17	-17
27	<p>157.40 Protective Services Special Equipment. Documents relating to requirements for procurement and use of equipment, other than those discussed in 159.20 and 159.50, such as speed detection radars, identification cameras and related equipment, tear gas masks, and specialized transportation equipment. <i>(Destroy 3 years after acquisition of the equipment to which the documents relate or when no longer needed if equipment is not obtained.)</i></p>	160.40 N1-361-76-17	-17

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28	<p>157.50 Criminal Incident/Investigations File. Reports of investigation; messages; statements of witnesses, subjects and victims; photographs; laboratory reports; data collection reports; and other related papers. Records pertain to civilian and military personnel of DLA, contractor employees and other persons who committed or are suspected of having committed a felony or misdemeanor on DLA controlled activities or facilities; or outside of those areas in cases where DLA is or may be a party of interest.</p> <p>a. <u>HQ DLA Office of Command Security:</u> Destroy 5 years after the receipt of a final report (see exceptions).</p> <p>b. <u>Other Offices:</u> Destroy 1 year after the receipt of a final report.</p> <p>c. <u>Exceptions:</u></p> <p>(1). <u>Criminal investigation reports generated and entered into the DCII by DLA criminal investigators, detectives and Command Security Officers:</u> Retain for 25 years (10 years in hard copy and then on microfiche for the balance of 25 years).</p> <p>(2). <u>Reports of Polygraph examination:</u> Destroy within 3 months after close of the investigation which included the relevant examinations.</p> <p>(3). <u>Documents related to legal or disciplinary actions:</u> Transfer to file documenting such actions.</p>	160.50 NCI-361-89-3	
29	<p>157.60 Analysis of Criminal Offenses and Trends. Summaries, charts, graphs and statistical data reflecting trends in crime. (Destroy after 3 years.)</p>	160.51 NCI-361-76-17	

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30	<p>158 LAW ENFORCEMENT. Relates to the function of providing law enforcement services.</p> <p>158.20 Visitors and Vehicle Temporary Passes and Permits Files. Documents which reflect the request for, issuance of, and use of visitor passes and vehicle permits to gain access to and exit from Government facilities on a onetime basis, including visitor registers and personal property passes. <u>Exclude</u> passes or permits authorizing the entry of or removal of Government property (see 159.70).</p> <p>a. <u>For areas under maximum security.</u> (Destroy 5 years after final entry or 5 years after date of document, as appropriate.)</p> <p>b. <u>For other areas.</u> (Destroy 2 years after final entry or 2 years after date of document, as appropriate.)</p>	<p>161.20 NC1-361-80-7</p> <p>GRS 18/17a</p> <p>GRS 18/17b</p>	
31	<p>158.25 Individual Access Files. Documents relating to the request for, authorization, issue receipt surrender and accountability records pertaining to identification badges, cards and passes (other than visitor). (Destroy 1 year after obsolete or no longer needed except that individual badges, photographs, or passes will be destroyed upon revocation, cancellation, or expiration and except that credentials relating to personnel barred from a facility will be destroyed 5 years after final action to bar from facility.)</p>	<p>161.25 NC1-361-76-17</p>	
32	<p>158.30 Motor Vehicle Registration. Documents and records relating to permanent registration of private vehicles to include commercial vehicles. (Destroy upon normal expiration or supersession of registration or 3 years after revocation of registration.)</p>	<p>161.30 NC1-361-76-17</p>	
33	<p>158.35 Motor Vehicle Liability Insurance. Documents pertaining to requirements for motor vehicle liability insurance coverage accepted and accredited insurers, solicitation and sale, suspension or withdrawal of solicitation or accreditation privileges, reports, notices, certificates and other related documents. (Destroy after 1 year, or when superseded or no longer needed, whichever is later <u>except</u> that documents pertaining to suspension or withdrawal actions initiated by DLA activities will be retained and destroyed after 3 years.)</p>	<p>161.35 NC1-361-76-17</p>	

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34	158.40 Vehicle Accident Investigation. Reports, sketches, and related papers concerning accident investigations. <i>(Destroy after 2 years.)</i>	161.40 NC1-361-76	-17
35	158.50 Traffic Violations. Documents relating to traffic tickets for moving and nonmoving violations, withdrawal of driver permits, and related papers. <i>(Destroy after 2 years.)</i>	161.50 NC1-361-76	-17
36	158.60 Seizure and Disposition of Property. Documents pertaining to acquisition and disposition of contraband and physical evidence. <i>(Destroy 3 years after final action, except criminal cases in which retention and disposition will be as in 157.50.)</i>	161.60 NC1-361-76	-17
37	158.70 Firearms Registration. Documents relating to registration of privately owned weapons and firearms. <i>(Destroy 6 months after cancellation of registration or departure of registrant from jurisdiction of the registering activity.)</i>	161.70 NC1-361-76	-17
38	158.75 Loss and Recovery of Firearms and Ammunition. Documents and reports relating to the loss and recovery of firearms and ammunition including equipment designed to increase the efficiency or destructiveness of firearms. Includes reports made by HQ DLA to the National Crime Information Center. a. <u>HQ DLA Command Security Office:</u> <i>Destroy after 10 years.</i> b. <u>Other Offices:</u> <i>Destroy after 3 years.</i>	161.72 NC1-361-76	-17
39	159 PHYSICAL SECURITY. Relates to the function of providing physical security at activities and facilities. 159.10 Physical Security Area. Documents, plans, and related papers pertaining to classification designation, procedures, and requirements for sensitive areas requiring special protective measures. <i>(Retain in CFA. Destroy after 3 years or when the area no longer requires special protective measures, whichever is later.)</i>	162.10 NC1-361-76	-17
40	159.20 Physical Barriers. Documents relating to use, design, installation, and maintenance of physical barriers. <i>(Retain in CFA. Destroy after 3 years or when barrier is removed, whichever is later.)</i>	162.20 NC1-361-76	-17

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41	<p>159.30 Protective Lighting. Documents relating to use, design, installation, and maintenance of protective and emergency lighting. <i>(Retain in CFA. Destroy after 3 years or when lighting is removed, whichever is later.)</i></p>	162.30 NC1-361-76	-17
42	<p>159.40 Protective Alarm System. Documents relating to use, design, installation, and maintenance of alarms and intrusion detection systems. <i>(Retain in CFA. Destroy after 3 years or when the alarm system is removed, whichever is later.)</i></p>	162.40 NC1-361-76	-17
43	<p>159.50 Protective Communications. Documents relating to use, design, installation, maintenance, and security of communications nets used by protective services forces. <i>(Retain in CFA. Destroy after 3 years or when the communications net is removed whichever is later.)</i></p>	162.50 NC1-361-76	-17
44	<p>159.60 Police Force Records. Documents relating to operation and use of a police force; clearances, qualifications, training, examination, uniforms, and weapons of personnel; and order, supervision, records, and reports. <i>(Destroy after 1 year or when superseded or obsolete, as applicable.)</i></p>	162.50 NC1-361-76	-17
45	<p>159.70 Security of Material. Documents relating to the use of locks, keys, and combinations; security storage areas and bins; and inspections and movements of vehicles with Government materiel onto, within, and off of installations or facilities.</p>	162.70 NC1-361-76	-17
	<p>a. For areas under maximum security. <i>(Destroy 3 years after turn-in of key, lock, combination change, etc.)</i></p>	GRS18/16a	
46	<p>b. For other areas. <i>(Destroy 6 months after turn-in of key, lock, combination change, etc.)</i></p>	GRS18/16b	
	<p>159.80 Physical Security Surveys. Documents including schedules pertaining to annual, semiannual, or special surveys to determine adequacy of physical security of activities, facilities, or sensitive areas or operations. <i>(Retain in CFA. Destroy after 3 years or when obsolete or no longer needed, whichever is later.)</i></p>	162.80 NC1-361-76	-17