

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Logistics Agency

2. MAJOR SUBDIVISION

Staff Director, Administration

3. MINOR SUBDIVISION

Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Peter Tomai

5. TEL. EXT.

274-6234

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <u>23 JAN 1978</u>	JOB NO.
<b>NC1 361 78 4</b>	
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 "with-drawn" in column 10.	
<u>2-9-78</u> (Date)	<u>James B. [Signature]</u> Archivist of the United States

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

16 JAN 1978  
[Signature]  
**WILLIAM A. SMITH**

Chief, Administrative Mgt Div

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<u>Industrial Personnel Security Clearance File (155.50)</u> An automated filing system which contains records indicating the types of clearance actions taken or in process on industrial personnel or facilities. This automated system includes data processing equipment for information storage and retrieval. Retain in the automated file and destroy 25 months following termination, immediately upon receipt of notification that an individual is deceased or when an individual reaches a chronological age of 80 years old, as appropriate.		
2	<u>Industrial Security Central Index File Cards - Personnel - Non-sensitive (155.52)</u> Delete this file number.  <u>Rationale:</u> The Industrial Security Central Index File Cards have been replaced by the automated Industrial Personnel Security Clearance File. The old Index File Cards comprised a manual system which has been supplanted by an automated information file. File numbers 155.50 and 155.52 have been combined to properly reflect the current storage medium which contains the personnel clearance information, thereby, deleting file number 155.52.		
3	<u>Industrial Personnel Security Case Files (155.55)</u> Documents accumulated in processing industrial personnel security clearances, which may include Personnel Security Questionnaires, and other related forms, as appropriate. Destroy after 5 years from the date of last clearance action.		

*sent to agency, NNR, & NNA - 2/14/78*  
**9 items**

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
2 OF 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	<p><u>Industrial Personnel Overseas Security Eligibility (OSE) Determinations (155.57)</u></p> <p>Delete this file number.</p> <p><u>Rationale:</u> Recent changes in the Defense Industrial Security Program have eliminated the requirement for Overseas Security Eligibility Determination; therefore, this file number is no longer appropriate.</p>		
5	<p><u>Industrial Personnel Security Assurances (155.59)</u></p> <p>Documents accumulated in providing U. S. assurances to foreign governments regarding U. S. industrial personnel, including copies of the foreign government letter requesting an assurance, PSQ (DD Form 48), other related file materials and the actual letter of assurance.</p> <p>Destroy 5 years from the date of last action.</p>		
6	<p><u>U. S. Assurances Regarding Nationals of NATO Countries (155.60)</u></p> <p>Documents accumulated relative to processing Certificates of Security Clearances for access to NATO classified information, including: the letter of request from the NATO Command, PSQ (DD Form 48), other related file materials, and letter of assurance to the requesting NATO Command.</p> <p>Destroy 5 years from the date of last action.</p>		
7	<p><u>Industrial Personnel Reciprocal Security Clearance (155.62)</u></p> <p>Documents accumulated relative to processing industrial personnel security clearance for Canadian and United Kingdom Nationals. This may include: applications for a reciprocal security clearance, DD Form 49, Personnel Security Questionnaire, other related forms as appropriate and security assurance from the United Kingdom or Canadian government.</p> <p>Destroy 5 years from the date of last action.</p>		
8	<p><u>Visits by U. S. Contractors to Foreign Activities Involving Authorized Disclosure of Classified Information (155.64)</u></p> <p>Documents accumulated relative to processing visit requests, including: letter authorizing disclosure (from either User Agency or the Department of State) and documents such as described under file number 155.59.</p> <p>Destroy after processed onto automated record - not to exceed 90 days.</p>		

**Request for Records Disposition Authority – Continuation**

JOB NO.

PAGE OF  
3 of 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9	<p><u>Visits by Foreign Nationals to U. S. Contractors in the U. S. When Access to Foreign Classified Information in Possession of U. S. Contractors is Involved (155.66)</u>                      Documents accumulated relative to processing visit requests, including: letter requesting visit authorization from the foreign governments, and related correspondence. Destroy after visit is completed - not to exceed 1 year.</p>		