

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

10 items (See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED <i>12 MAY 1977</i>	JOB NO.
NC 1 373 77 4	
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.	
<i>6-2-77</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Intelligence Agency
2. MAJOR SUBDIVISION
Assistant Deputy Director for Support and Services
3. MINOR SUBDIVISION
Administrative Management Section
4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Helen E. Shuford
5. TEL. EXT.
692-5844
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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

10 MAR 1977

Helen E. Shuford

Management Analyst

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
600	SECURITY POLICY AND PLANNING RECORDS Records reflecting the formulation and establishment of internal security policy, planning, and procedural developments governing security matters. TEMPORARY - Hold 2 years after revision and retire to DNRC; destroy when 12 years old.		filed chronologically
610	SECURITY INFORMATION EXCHANGE RECORDS Documents containing data relating to the evaluation and overall policy of U.S. foreign disclosure with specific countries and other governmental agencies. These documents include exchange agreements and information relating to same between the U.S. and other countries. a. Agreements with foreign governments and Federal agencies and poli- Record Copy maintained by the Foreign Disclosure cy documentation. Division - PERMANENT - Retire to DNRC 2 years after file becomes inactive. When records are ²⁰ 15 years old		filed chronologically except for policies and agreements which are filed alphabetically <i>Sent to agency, etc NICW, NAB 6/7/77 B</i>

5/27/77. Changes with approval of H. E. Shuford.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	ACTION
615	<p>Other materials:</p> <p>b. XXXXXXXXXX - TEMPORARY - Destroy when superseded or recalled. <i>2 years after file becomes inactive.</i></p> <p>RELEASE AND DISCLOSURE RECORDS Records reflecting action taken in the release or disclosure of DoD/DIA information, including the request, justification, and authorization.</p> <p>a. Record Copy maintained in the Foreign Disclosure Division - XXXXXXXXXX - Retire to WIRC 1 year after file Destroy becomes inactive. When records are 10 years old XXXXXXXXXX XXXXXXXXXX.</p>	<p><i>2 years after file becomes inactive.</i></p> <p>filed alphabetically</p>	
626	<p>b. Reference Copy - TEMPORARY - Destroy after 2 years.</p> <p>CERTIFICATES OF DESTRUCTION FOR TOP SECRET NATO, CENSO, SEATO DOCUMENTS Documentary evidence reflecting destruction of these records by the DIA Top Secret Control Officer.</p> <p>DISPOSITION: Maintain in accordance with treaty agreements as implemented by DIA security regulations.</p> <p>a. CENSO: TEMPORARY - Must be hold 10 years prior to destruction.</p> <p>b. NATO: TEMPORARY - Must be hold 10 years prior to destruction. If volume warrants, records may be cut off and transferred to WIRC at 2 year intervals (DIAR 50-32).</p> <p>c. SEATO: TEMPORARY - Cut off annually, hold 2 years in current files area and destroy (DIAR II 50-34).</p>	<p>filed by date</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	ACTION
660	<p>SECURITY VIOLATIONS Documentation pertaining to alleged security violations, unauthorized divulgence of classified information, results of findings, and final corrective action taken.</p> <p>a. TEMPORARY - Destroy 2 years after completion of the final corrective or disciplinary action.</p>	filed chronologically	
670	<p>SECURITY INSPECTIONS AND SURVEYS Documentation pertaining to inspections and surveys of DIA areas conducted by or at the discretion of the Counterintelligence and Security Office.</p> <p>TEMPORARY - Destroy 2 years after final corrective actions have been taken.</p>	filed chronologically	