

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*NI-374-89-14*

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

DATE RECEIVED

*4/5/89*

1. FROM (Agency or establishment)

Defense Nuclear Agency

2. MAJOR SUBDIVISION

Directorate for Command Services, Asst for Log & Engr

3. MINOR SUBDIVISION

Support Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpanty

5. TELEPHONE EXT.

325-1162

DATE

*6/20/89*

ARCHIVIST OF THE UNITED STATES

*Claudia Freiden*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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, 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 ~~not~~ necessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
31 Mar 89	<i>Pauline E. Korpanty</i>	DNA Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<u>502</u> <b><u>PHYSICAL SECURITY/FACILITY CONTROL FILES</u></b> (See attached pages 2 - 3 of revised schedule.)	new sub- mission.	

*Copy sent to agency  
6/26/89*

PHYSICAL SECURITY/FACILITY CONTROL FILES

(This 502 section replaces a 502 section (different category) which was withdrawn.)

(NOTE: All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.)

**502.01 FACILITY CONTROL FILES.** Documents relating to the control and operation of the facilities protection program. Included are diagrams, layouts, and photos of restricted and exclusion areas, along with justification for special status and procedures for their operation. Also included are facilities modification; key and lock controls; conduct of physical security surveys, and related documents.

- a. For areas under maximum security

Proposed Disposition

**DESTROY 3 YEARS AFTER SUPERSESION OF CONTROL PROCEDURES, COMPLETION OF AREA MODIFICATION OR TURN-IN OF KEYS AND/OR LOCKING DEVICES.**

- b. For other areas

Proposed Disposition

**DESTROY 6 MONTHS AFTER SUPERSESION OF CONTROL PROCEDURES, COMPLETION OF AREA MODIFICATION OR TURN IN OF KEYS AND/OR LOCKING DEVICES.**

**502.02 PHYSICAL SECURITY CONTROL AND POLICY FILES.** Documents determining policy and procedure for control of classified defense information; special controls required for sensitive compartmentalized information; destruction and removal of classified and sensitive waste materials; investigations of security incidents; and related documents.

- a. ~~Documents relating to investigation of security incidents:~~

~~DESTROY WHEN 2 YEARS OLD. (GRS 18, #11)~~

- b. Other:

Proposed Disposition

**DESTROY WHEN SUPERSEDED OR NO LONGER NEEDED FOR REFERENCE.**

**502.03 SECURITY RESPONSIBILITIES AND PROCEDURES FILES.** Documents relating to internal security operating procedures to include appointment of security officials; policy and procedures for handcarrying classified materials and removal of government property.

a. ~~Property Passes (OF 7s)~~

~~DESTROY 3 MONTHS AFTER EXPIRATION OR REVOCATION. (GRS 18, #12)~~

b. Other:

Proposed Disposition

DESTROY WHEN SUPERSEDED OR NO LONGER NEEDED FOR REFERENCE.

**502.04 FACILITY ACCESS CONTROL FILES.** Documents relating to the policy and procedures used to facilitate access control and badging for personnel assigned to Headquarters, DNA.

Proposed Disposition

DESTROY WHEN SUPERSEDED OR NO LONGER NEEDED FOR REFERENCE.

**502.05 FACILITY PARKING CONTROL FILES.** Documents governing policy for control of employee parking spaces at Headquarters, DNA. Included are diagrams, photos, identification of special designated areas; registration of personal vehicles; and related documents.

Proposed Disposition

DESTROY WHEN SUPERSEDED OR OBSOLETE.

**502.06 SECURITY EDUCATION FILES.** Documents relating to the training, education, and briefings given to Agency personnel on various security-related topics.

Proposed Disposition

DESTROY WHEN 2 YEARS OLD OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS LATER.