

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **N1-374-89-15**

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

DATE RECEIVED **4/5/89**

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

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

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Pauline E. Korpanty
6. CERTIFICATE OF AGENCY REPRESENTATIVE

325-1162

7/21/89

[Signature]

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 4 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 | 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 (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|-------------|---|---|-------------------------------------|
| 1 | 505 <u>INFORMATION SECURITY FILES</u> (See attached pages 2 - 4 of revised schedule.) | N01-374-81-24; rewrite of 505.07 & 505.08; added 505.11 | |

copies: DNA

505 **INFORMATION SECURITY FILES.** These records are created from the processing of safeguarded defense information in the interest of national security. Such processes relate to the dissemination of classified information; the systems for classification, regrading, and declassification; and the safekeeping and control of classified information. They are accumulated in elements of the Directorate for Command Services, Headquarters, DNA. [NOTE: With the exception of Items 505.01 and 505.07, 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.] (NC1-374-81-24, 505)

505.01 **SECURITY CLASSIFICATION FILES.** Documents relating to the security classification/grading systems involving the classification or downgrading of documents. Included is correspondence on downgrading and reports on security classification, but exclusive of other files described in this section. Also included are files relating to specific release, access, or downgrading cases that establish policy or are otherwise significant. (NC1-374-81-24, 505.01)

PERMANENT. RETIRE TO WRRC WHEN VOLUME WARRANTS (MORE THAN 1 CUBIC FOOT). OFFER TO NATIONAL ARCHIVES IN 10-YEAR BLOCKS WHEN 20-30 YEARS OLD.

505.02 **ROUTINE SECURITY REGRADING CASE FILES.** Documents relating to the review of specific classified documents or equipment for the purpose of regrading the documents or equipment, exclusive of those filed under File No. 505.01. (NC1-374-81-24, 505.02)

DESTROY AFTER 5 YEARS. EARLIER DISPOSAL IS AUTHORIZED.

505.03 **CLASSIFIED MATERIAL ACCESS FILES.** Documents reflecting authorization to have access to classified files. They include forms containing individual's name and signature, classification of files concerned, information desired, and signature of an official authorizing access. (NC1-374-81-24, 505.03) (Exception to GRS 18, #6)

DESTROY ON TRANSFER, REASSIGNMENT, OR SEPARATION OF THE INDIVIDUAL.

505.04 **ROUTINE SECURITY INFORMATION ACCESS CASE FILES.** Documents relating to the review of specific requests for access to classified files or equipment for purposes of research and study, exclusive of records filed under File No. 505.01. (NC1-374-81-24, 505.04)

CUT OFF ON COMPLETION OF ACTION FOR ACCESS. SCREEN AT END OF YEAR FOR COMPLETED ACTIONS. FILE BY DATE TO BE DESTROYED. MAINTAIN IN CFA AND DESTROY 15 YEARS AFTER CUTOFF.

~~505.05 ROUTINE SECURITY INFORMATION RELEASE FILES. Documents relating to the review of classified or potentially classified documentary materials for purposes of dissemination or release of information to sources outside DNA, such as the review of manuscripts, photography, lecture, radio, television scripts, and other materials, exclusive of records filed under File No. 505.01 (NC1-374-81-24, 505.05)~~

~~DESTROY AFTER 5 YEARS. EARLIER DISPOSAL IS AUTHORIZED.~~

~~505.06 SECURITY INFORMATION EXCHANGE FILES. Documents relating to the exchange of security classified information with other Government agencies, industry, and foreign governments, exclusive of records filed under File No. 505.01. Included is correspondence relating to the exchange of information, exchange agreements, and related documents. (NC1-374-81-24, 505.06)~~

~~DESTROY WHEN 20 YEARS OLD, OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS LATER.~~

~~505.07 TOP SECRET MATERIAL ACCOUNTABILITY FILES (NC1-374-81-24, 505.07)~~

- ~~a. Documents reflecting the identity, receipt, dispatch, or destruction of all TOP SECRET material for which the TOP SECRET control officer is responsible.~~

~~DESTROY ⁵ YEARS AFTER ALL ITEMS ON INDIVIDUAL PAGES HAVE BEEN DESTROYED, DOWNGRADED, DISPATCHED OR ENTRIES ARE TRANSFERRED TO A NEW PAGE. (Exception to GRS 18, #5a)~~

- ~~b. Forms accompanying documents to ensure continuing control, showing name of persons handling the documents, intra-office routing, and comparable data.~~

~~DESTROY WHEN RELATED DOCUMENT IS DOWNGRADED, TRANSFERRED, OR DESTROYED. (GRS 18, #5b)~~

~~505.08 SECURITY VIOLATIONS CASE FILES. Documents relating to investigations of alleged security violations, such as missing documents, unauthorized disclosure of information, unattended open security containers, as well as documents not properly safeguarded. Additionally, there may be documentation of minor incidents at contractor facilities; and questions concerning inhouse incidents that are resolved without major processing.~~

- ~~a. GRS 18, #24b~~

~~DESTROY 2 YEARS AFTER COMPLETION OF FINAL CORRECTIVE OR DISCIPLINARY ACTION, EXCEPT THAT~~

b. GRS 18, #24a

RECORDS OF VIOLATIONS OF A SUFFICIENTLY SERIOUS NATURE TO BE CLASSIFIED AS FELONIES WILL BE DISPOSED OF IN ACCORDANCE WITH NCI-330-76-1.

505.09 SECURITY INSPECTION AND SURVEY FILES. Documents relating to inspections and surveys primarily conducted by security officers. Included are reports, recommendations, and other documents relating to routine during- and after-duty-hours security inspections conducted to determine the adequacy of measures taken to protect security information against the hazards of fire, explosion, sabotage, and unauthorized access. (NCI-374-81-24, 505.09) (Exception to GRS 18, #10)

DESTROY AFTER NEXT COMPARABLE INSPECTION OR SURVEY.

505.10 CLASSIFICATION GUIDES. Formal classification guidance published by DOE, DOD, and Military Services relating to specific programs and projects under their jurisdiction and which are required by DNA or its contractors to properly classify reports prepared for use and distribution by DNA. (NCI-374-81-24, 505.10)

DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE.

505.11 CLASSIFICATION REVIEW FILES. Documents describing a review of proposed DNA budgets (R&D or operational) for security classification purposes prior to submission to Congress.

Proposed Disposition

CUT OFF AT CLOSE OF FY; DESTROY 2 YEARS AFTER CUTOFF.