

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO.	<i>NI-374-89-17</i>
1. FROM (Agency or establishment) <u>Defense Nuclear Agency</u>		DATE RECEIVED	<i>4/5/89</i>
2. MAJOR SUBDIVISION <u>Directorate for Command Services, Asst for Log &amp; Engr</u>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <u>Support Services Division</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER <u>Pauline E. Korpanty</u>	5. TELEPHONE EXT. <u>325-1162</u>	DATE	<i>6/20/89</i> ARCHIVIST OF THE UNITED STATES <i>Claudia J. ...</i>
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 unnecessary.

B. DATE <u>31 Mar 89</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	D. TITLE <u>DNA Records Management Officer</u>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>503</u> <b>PERSONNEL AND COUNTERINTELLIGENCE SECURITY FILES</b> (See attached pages 2 - 3 of revised schedule.)	NCI-374-81-22; 503.05 & 503.06 w/d; revised dispositions for 503.03 & 503.04; 503.07 added	

*Copy sent to Agency 6/23/89*

503 PERSONNEL AND COUNTERINTELLIGENCE SECURITY FILES. These files are accumulated from investigative activities in connection with military and civilian personnel. Additionally, forms are required to be completed prior to access to classified information. The files accumulate primarily in the office of Security and Operations Division, Headquarters, DNA. (NC1-374-81-22, 503) (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.)

503.01

503.02 COUNTERINTELLIGENCE SURVEY AND INSPECTION FILES. Documents relating to surveys and inspections of installations to determine necessary security measures against sabotage, espionage, subversion, and unauthorized use or access to classified information, to determine measures necessary to deter or neutralize clandestine audio and visual surveillance in locations where classified information is present; and to determine the effectiveness of established technical survey policies. Included are requests for surveys and inspections, survey and inspection reports, communications concerning surveys and inspections, and comparable papers. (NC1-374-81-22, 503.02) (Exception to GRS 18, \*Q)

**DESTROY AFTER NEXT COMPARABLE SURVEY OR INSPECTION.**

503.03 SECURITY CLEARANCE INFORMATION FILES. Documents containing information concerning clearance of individual personnel and the reports of investigation used to determine eligibility of personnel for security clearance and special access authorization. (NC1-374-81-22, 503.03) (GRS 18, #23)

**DESTROY WHEN SUPERSEDED OR UPON TERMINATION OF EMPLOYMENT/ASSIGNMENT WITH DNA.**

503.04 SECURITY BRIEFING AND DEBRIEFING FILES. Documents relating to security briefing and debriefing of personnel authorized access to classified material. Included are statements, certificates, and related papers. ~~(NC1-374-81-22, 503.04)~~

- BRIEFING DOCUMENTS WILL BE DESTROYED UPON TERMINATION OF ASSIGNMENT/EMPLOYMENT WITH DNA.
- TERMINATION STATEMENTS SHALL BE RETAINED FOR 2 YEARS.

503.05 (withdrawn)

503.06 (withdrawn)

~~503.07 **CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENTS.** (ref 32 CFR 2003) (a)  
SF 312 is a nondisclosure agreement between the United States and an individual that is to be executed as a condition prior to the United States Government authorizing that individual access to classified information. Copies of nondisclosure agreements, such as SF 312 (formerly SF 189 and SF 189A) are signed by employees with access to information which is classified or classifiable under standards set forth by Executive Order 12356. These forms shall be maintained separately from personnel security clearance files. (GRS 18, #25)~~

**DESTROY WHEN 50 YEARS OLD.**