

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-374-81-22

DATE RECEIVED OCT 1980

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

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Nuclear Agency

2. MAJOR SUBDIVISION

Personnel/Administration Directorate

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpanty

5. TEL. EXT.

325-7058

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-30-81

Date

Deborah Mae
Archivist of the United States

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE SEP 24 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	E. TITLE Records Administrator
------------------------	---	-----------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
503 (503, 506, & 507)	COUNTERINTELLIGENCE, PERSONNEL, AND INDUSTRIAL SECURITY FILES. These files are accumulated from investigative activities in connection with Military and Civilian Personnel and Industrial Security Programs. They relate more specifically to the industrial defense program designed primarily to encourage and assist management, of a limited number of facilities considered of vital importance to the defense of the United States, to strengthen the defense of their facilities. The objective of the program is to minimize the loss of vital production capability (for any reason) of industrial facilities on the DOD Key Facilities List. The files accumulate mainly in the offices of the Intelligence/Security Directorate, Headquarters, DNA.		
503.01 (503-01)	COUNTERINTELLIGENCE COLLECTION FILES. These documents relate to the procurement and selection of counterintelligence information, including the scheduling of collection to meet requirements for production, providing guidance and instructions for collection, the receipt and making of collection requests, and liaison with organizational elements of the intelligence system with respect to collection matters. Documents to be maintained permanently can only be retained after appropriate approval has been received (as required by DOD 5200.28).	Withdrawn	7 items

*Changes made with DNA approval 9/12/81
Closed Out: 5-4-81: (K.T.)
Pass to Admin: NAIT*

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
503.02 (503-07)	<p><u>COUNTERINTELLIGENCE SURVEY AND INSPECTION FILES.</u> 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.</p> <p>Destroy after next comparable survey or inspection.</p>		Exception GRS 18, Item 10
503.03 (506-01)	<p><u>SECURITY CLEARANCE INFORMATION FILES.</u> 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.</p> <p>Destroy on separation of individual.</p>		GRS 18, Item 24
503.04 (506-02)	<p><u>SECURITY BRIEFING AND DEBRIEFING FILES.</u> Documents relating to security briefing and debriefing of personnel authorized access to classified material. Included are briefing statements, debriefing statements and certificates, and related papers.</p> <p>Briefing documents will be destroyed upon termination of assignment/employment with DNA EXCEPT that security termination statement shall be retained for 5 years (DOD 5200.1-R requires that termination statement be retained at least 2 years).</p>		
503.05 (507-02)	<p><u>INDUSTRIAL DEFENSE OPERATING FILES.</u> Documents relating to the operation of the industrial defense program by offices assigned industrial defense program responsibility. Included are survey schedules, periodic reports, facilities lists and general related correspondence.</p> <p>Destroy when 3 years old. or on discontinuance.</p>		Exception GRS 18, Item 11

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
503.06 (507-03)	<p>KEY FACILITIES LIST FILES. Documents listing the facilities recommended and approved for inclusion in the Key Facilities List. Included are published lists and DD Forms 451.</p> <p>Information copies of published lists: Destroy when superseded by a new list.</p> <p>Agency input to new list: Maintain in CFA until new list is published, then destroy.</p>		