REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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 21 1980

D. SIGNATURE OF AGENCY REPRESENTATIVE
Pauline E. Korpanty

E. TITLE
Records Administrator

7. ITEM NO
8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>505</td>
<td>INFORMATION SECURITY FILES. These records are created from the processing of safeguarding defense information in the interest of national security. These processes relate to the dissemination of classified information; the systems for classification, regrading, and declassification; and the safeguarding and control of classified information.</td>
</tr>
<tr>
<td>505.01</td>
<td>SECURITY CLASSIFICATION FILES. Documents relating to the classification or downgrading of documents. Included are correspondence or memorandums on downgrading and reports on security classification, but exclusive of other files described in this Chapter. Also included are files relating to specific release, access or downgrading cases that establish policy or are otherwise significant.</td>
</tr>
<tr>
<td>505.02</td>
<td>SECURITY REGRADING CASE FILES. Documents relating to the regrading of the documents or shipment, for the purpose of regrading the documents or shipment, exclusive of those filed under FN 505.01.</td>
</tr>
</tbody>
</table>

9. SAMPLE OR JOB NO

10. ACTION TAKEN

F. DATE RECEIVED
OCT 1980

G. NOTIFICATION TO AGENCY

In accordance with the provisions of 41 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

H. DATE
2-11-81

I. ARCHIVES OF THE UNITED STATES

J. JOB NO
LEAVE BLANK

NATIONAL ARCHIVES AND RECORDS SERVICE
WASHINGTON, DC 20408

STANDARD FORM 1151
Revised April, 1975
Revised by General Services Administration
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Page 1 of 3

Pages 2 and 3 have been redacted.
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<tr>
<td>505.02</td>
<td>Transfer to WNRC 2 years after all documents have been destroyed. Destroy 5 years after transfer.</td>
<td>Destroy after 5 years. Earlier disposal is authorized.</td>
</tr>
<tr>
<td>505.03</td>
<td>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.</td>
<td>Exception to GRS 14, Item 7</td>
</tr>
<tr>
<td>505.04</td>
<td>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.</td>
<td>Routine</td>
</tr>
<tr>
<td>505.05</td>
<td>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.</td>
<td>Routine</td>
</tr>
<tr>
<td>505.06</td>
<td>SECURITY INFORMATION EXCHANGE FILES. Documents relating to the exchange of security classified information with other Government agencies, industry, and foreign governments. Included is correspondence relating to the exchange of information, exchange agreements, and related documents.</td>
<td>Destroy when 20 years old or when no longer needed for reference, which ever is later.</td>
</tr>
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<tr>
<td>505.07</td>
<td>TOP SECRET MATERIAL ACCOUNTABILITY FILES. Documents reflecting the identity, receipt, dispatch, downgrading, source, movement from one office to another, destruction, and current custodian of all TOP SECRET material for which the TOP SECRET control officer is responsible.</td>
<td>Exception to GRS 18, Item 6a.</td>
</tr>
<tr>
<td>505.08</td>
<td>SECURITY VIOLATIONS CASE FILES. Documents relating to investigations of alleged security violations, such as missing documents, unauthorized disclosure of information, unattended open security containers, documents not properly safeguarded and matters of a similar nature.</td>
<td>GRS 18, Item 25</td>
</tr>
<tr>
<td>505.09</td>
<td>SECURITY INSPECTION AND SURVEY FILES. Documents relating to inspections and surveys primarily conducted by security officers including routine after-duty-hours security inspections conducted under the supervision of a security officer to determine the adequacy of measures taken to protect security information against the hazards of fire, explosion, sabotage, and unauthorized access. Included are reports, recommendations, and related documents.</td>
<td>Exception to GRS 18, Item 10</td>
</tr>
<tr>
<td>505.10</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

Destroy when superseded, obsolete, or no longer needed for reference.