

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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JOB NO
NCI-374-8124

DATE RECEIVED
2 OCT 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-11-81 *Pauline E. Korpanty*
Date Archivist of the United States

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 24 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	E. TITLE Records Administrator
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
505 (505)	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 safekeeping and control of classified information.		
505.01 (505-01)	SECURITY CLASSIFICATION FILES. Documents relating to the security classification or grading system involving 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. <i>Also included are files relating to specific release, access or downgrading cases that establish policy or are otherwise significant.</i> Office responsible for DNA-wide policy: PERMANENT. Cut off on obsolescence of system, maintain in GEA 10 years after cutoff, retire to INPR, offer to National Archives 20 years after cutoff. <i>in 10 year blocks when 20-30 years old.</i> <i>several inches</i> <i>(cube accumulation each year)</i>		
505.02 (505-02)	SECURITY REGRADING CASE FILES. Documents relating to the review of specific classified documents or equipment for the purpose of regrading the documents or shipment, <i>exclusive of those filed under FN 505.01.</i>		<i>10 items</i>

*Changes made with DNA approval on 1/23/81
Closed Out: 2-13-81: K.T. Copy to Admin NNB INNM*

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(505.02)	continued) Transfer to WNRC 2 years after all documents have been destroyed. Destroy 5 years after transfer.		Destroy after 5 years. Earlier disposal is authorized.
505.03 (505-03)	<u>CLASSIFIED MATERIAL ACCESS FILES.</u> 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. Destroy on transfer, reassignment, or separation of the individual, or when obsolete.		Exception to GRS 1E, Item 7
505.04 (505-04)	<i>Routine</i> <u>SECURITY INFORMATION ACCESS CASE FILES.</u> Documents relating to the review of specific requests for access to classified files or equipment for purposes of research and study, <i>exclusive of records filed under FN SAS.01.</i> Case files: Cut off on completion of action on request for access. Maintain in CFA and destroy 15 years after cutoff, or when no longer needed <i>of organization.</i>		
505.05 (505-05)	<i>Routine</i> <u>SECURITY INFORMATION RELEASE FILES.</u> 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, <i>exclusive of records filed under FN SAS.01.</i> PERMANENT. Cut off on dissemination or release of information. Maintain in CFA 5 years after cutoff, retire to INDC, offer to National Archives 20 years after cutoff.		Destroy after 5 years. Earlier disposal is authorized.
505.06 (505-06)	<u>SECURITY INFORMATION EXCHANGE FILES.</u> Documents relating to the exchange of security classified information with other Government agencies, industry, and foreign governments, <i>exclusive of records filed under FN SAS.01.</i> Included is correspondence relating to the exchange of information, exchange agreements, and related documents. Destroy when 20 years old <i>or when no longer needed for reference, which ever is later.</i> except cards maintained which reflect permanent documentation, will be maintained permanently in the GFR, or until the agency original, to be submitted to the National Archives and document in use.		FN SAS.01 exclusive records filed under

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505.07 (505-14)	<p><u>TOP SECRET MATERIAL ACCOUNTABILITY FILES.</u> 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.</p> <p>Destroy 2 years after all items on individual pages have been destroyed, downgraded, dispatched, or when entries are transferred to a new page.</p>		Exception to GRS 18, Item 6a.
505.08 (505-18)	<p><u>SECURITY VIOLATIONS CASE FILES.</u> 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.</p> <p>9. Destroy 2 years after completion of final corrective or disciplinary action, except that records of violations of a sufficiently serious nature to be classed as felonies are PERMANENT will be disposed of in accordance with NCI-330-76-1.</p>		GRS 18, Item 25 GRS 18, Item 26 disposed of in
505.09 (505-16)	<p><u>SECURITY INSPECTION AND SURVEY FILES.</u> 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.</p> <p>Destroy after next comparable inspection or survey, on dis- continue.</p>		Exception to GRS 18, Item 10
505.10 (505-19)	<p><u>CLASSIFICATION GUIDES.</u> 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.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p>		