

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>NI-446-87-1</i>	DATE RECEIVED <i>2/10/87</i>
1 FROM (Agency or establishment) DEFENSE INVESTIGATIVE SERVICE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION INDUSTRIAL SECURITY		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Defense Investigative Service Clearance Office (DISCO)			
4 NAME OF PERSON WITH WHOM TO CONFER CLAUDIA BRADLEY	5 TELEPHONE EXT 475-1137	DATE 4-28-87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</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 _____ 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B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1/27/87	<i>Claudia Bradley</i>	Records Manager		
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>Request disposition changes to the following items</p> <p>INDUSTRIAL PERSONNEL SECURITY CLEARANCE FILE: An automated filing system containing personal identification data such as name, social security number, date/place of birth and briefly describing, in nonnarrative form, the history of an individual's security clearance from inception to termination.</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Purge data from the automated system 62 months from the individual's recorded date of termination of employment, except those with clearance codes D (denial), DP (denial, reopened for processing), SU (suspended) and R (revoked). Purge these exceptions when the individual is age 80.</p>		NCI-446-81-2	
				<i>13 items</i>

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OF

7
ITEM
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8 DESCRIPTION OF ITEM
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AUTOMATED INDUSTRIAL PERSONNEL SECURITY CLEARANCE

REPORTS: These are recurring reports used in the management of the Industrial Personnel Security Clearance Program. The reports are individually described below.

OFFICE OF PRIMARY RESPONSIBILITY

a. DISCO:

(1) Transaction Log (NENBA260A paper version)

A computer printout reflecting the Personnel Security Clearance File (PSCF) transactions accomplished during a calendar day.

TEMPORARY: Destroy when the weekly consolidation of daily PSCF transactions is completed.

(2) Transaction Log (NENBA260A microfiche version)

A weekly consolidation of the daily transactions described in (1).

TEMPORARY: Destroy five years after the production date.

(3) Mini List (NENB450A microfiche) A list of all personnel recorded in the PSCF at the time the list is produced.

TEMPORARY: Destroy when successor list is received.

b. OTHER OFFICES:

TEMPORARY: Transaction Log (NENBA260A microfiche version) Destroy one year from production date or sooner if no longer needed.

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INDUSTRIAL PERSONNEL SECURITY CLEARANCE CASE FILES:
Documents accumulated in the processing of Industrial Personnel Security Clearances. They may include Personnel Security Questionnaires and related forms, Privacy and Freedom of Information Act disclosures, Adverse Information Reports, Adjudicative Evaluation Sheets, decisions of the Directorate for Industrial Security Clearance Review (DISCR) and other documents related to the case.

OFFICE OF PRIMARY RESPONSIBILITY:

a. DISCO:

(1) Cases which result in the issuance of a clearance and contain only favorable or minor adverse information.

TEMPORARY: Destroy after the clearance is issued.

(2) Cases terminated or cancelled while in process which contain favorable or minor adverse information.

TEMPORARY: Destroy one year after the clearance process is terminated or cancelled.

(3) Cases terminated or cancelled while in process which contain major adverse information.

TEMPORARY: Destroy five years after the clearance process is terminated or cancelled.

(4) Cases involving actual or suspected security violations.

TEMPORARY: Destroy five years after the violation is recorded in DISCO.

(5) Cases in which representation of foreign interests were considered and rationales for a favorable or unfavorable finding were written.

TEMPORARY: Destroy five years after a favorable or unfavorable finding is rendered.

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(6) Cases reflecting denial, suspension or revocation of a security clearance.

TEMPORARY: Destroy five years after the decision to deny, suspend or revoke is recorded in the automated files.

(7) Cases reflecting DISCR actions other than denial, suspension or revocation.

TEMPORARY: Destroy one year after the DISCR action is recorded in the automated files.

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NATO INDUSTRIAL PERSONNEL SECURITY CASE FILES: Documents accumulated in the processing of NATO Direct Hire and NATO Foreign Contractor security clearances. They may include Personnel Security Questionnaires and related forms, Adverse Information Reports, Adjudicative Evaluation Sheets, correspondence with NATO organizations and countries, NATO Security Clearance Certificates and other documents related to the case.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy five years after issuance of the NATO Security Clearance Certificate or one year after termination of employment or the need for the clearance, whichever occurs first.