

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 Defense Investigative Service

2. MAJOR SUBDIVISION
 Logistics & Administration Division

3. MINOR SUBDIVISION
 Information Resources Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
 Margaret E. Devine

5. TELEPHONE
 202-475-1030

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-446-92-2

DATE RECEIVED
 8-27-92

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 3/2/93
 ARCHIVIST OF THE UNITED STATES
Raymond A. Mackley

6. AGENCY CERTIFICATION
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 8-20-92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret E. Devine</i>	TITLE Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The items described are mandated by other authorities and those references are included in the disposition statements. With the exception of the fourth item, all are represented in the DIS Manual for Records Maintenance and Disposition (DIS 28-2-M, July 1986). The manual is under revision and some numbers have been changed.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p style="text-align: center;">OFFICE, INSPECTOR GENERAL</p> <p>2-34. <u>SEMIANNUAL OIG REPORT TO DoDIG</u>: Copies of reports and related working papers prepared by agency OIG (statutory) for inclusion in DoD submission to Congress (Composition of the report is prescribed by section 5, Public Law (PL) 95-452, Inspector General Act of 1978, as amended by PL 97-252.)</p> <p><u>OIG</u>: Destroy at the end of the third reporting period or when no longer needed, whichever is sooner.</p>	DIS 28-2-M Item 2-28	
2	<p style="text-align: center;">PERSONNEL</p> <p>4-7.</p> <p>2. Application for Leave (SF 71): SFs 71, medical certificates, jury or court summons, and other background material. (Air Force Manual (AFM) 177-372A 1-6c)</p> <p><u>ALL OFFICES</u>: Supervisor/certifying official will retain for 6 months following the end of the calendar year to which the SF 71 pertains. Forward to the cognizant records manager who will store for an additional two years, then destroy.</p>	DIS 28-2-M Item 4-23	
3	<p style="text-align: center;">PERSONNEL</p> <p>4-9. <u>MERIT PROMOTION CASE FILES</u>: Copies of the SF 52 (Request for Personnel Action); position description; Job Opportunity Announcement; rating schedule, if applicable; DIS Form 140 (Evaluation of Candidates); SF 171 (Application for Federal Employment) and qualifications worksheet for each applicant; nonselect letters or letters describing lack of qualifications or ineligibility; original Merit Promotion Certificate with appropriate approvals and signature(s). (Federal Personnel Manual (FPM) 335)</p> <p><u>PERSONNEL OFFICES</u>: Destroy after 2 years.</p>	DIS 28-2-M Items 4-9 and 4-14	
4	<p style="text-align: center;">INVESTIGATIONS DIRECTORATE</p> <p>5-10. <u>SEMIANNUAL POLYGRAPH REPORT TO DEPUTY ASSISTANT SECRETARY OF DEFENSE (CI&SCM)</u>: Copies of Semiannual Polygraph Activities Report and related working papers prepared by the agency Polygraph Division for inclusion in the DoD submission to Congress. (The report is prescribed by DoD Regulation 5210.48, Polygraph Program)</p> <p><u>DOI30</u>: Destroy at the end of the third reporting period or when no longer needed, whichever is sooner.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5	<p style="text-align: center;">INDUSTRIAL SECURITY DIRECTORATE</p> <p>8-29. <u>DoD PORT SECURITY PROGRAM</u>: Classified and unclassified documents or messages, and memoranda for the record (MFR). (DoD Regulation 5220.22, Industrial Security Regulation)</p> <p>1. Classified messages relating to projected port surveys outlining the projected date and time for a specific port survey.</p> <p>2. MFRs relating to telephone calls and discussions about Port Security Vulnerability Surveys.</p> <p><u>VO400, INFO & TECH SECURITY BRANCH</u>: Destroy upon receipt of classified Port Security Vulnerability Survey.</p> <p>3. Classified Port Security Vulnerability Survey.</p> <p><u>VO400, INFO & TECH SECURITY BRANCH</u>: Destroy upon receipt of resurvey of the same port.</p> <p>4. Unclassified messages relating to visits to American ports by alien ships specifying the country of origin, name and type of ship, and the approved length of time for port call including anticipated dates.</p> <p><u>VO400, INFO & TECH SECURITY BRANCH</u>: Destroy 30 days after the ship's final day in port.</p>	DIS 28-2-M Item 8-29	