

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
Investigations Directorate

3. MINOR SUBDIVISION
Polygraph Division

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Margaret E. Devine 703325-6111

LEAVE BLANK (NARA use only)

JOB NUMBER
N1446-93-1

DATE RECEIVED
3/1/93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES

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 ___ 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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE
Feb 22, 1993 *Margaret E Devine* Records Manager (V0953)
Logistics & Administration Div.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>PERSONNEL SECURITY INVESTIGATION (PSI) CASE FILES: (The description of the disposition of these files is lengthy, therefore page copies from the agency's records manual are attached. Attachment 1: from the DIS Manual for Records Maintenance and Disposition (28-2-M) dated July 1986. Attachment 2: from the revision of the manual (now in final review for signature), with the requested changes highlighted. A draft of the revised version has been reviewed and commented on by NARA staff.)</p> <p><u>JUSTIFICATION:</u> Closed PSI case files are microfiched for compact storage on site at the Personnel Investigations Center in Baltimore, with the exception of polygraph charts. Although polygraph examinations are conducted in a small percentage of investigations, their storage presents a problem. Because of the physical nature of polygraph chart paper, microfiching is an extremely labor intensive project, and personnel to perform the function are not available. Additionally, the quality of such copies is not adequate for conversion back to paper form in the event they were needed for evidentiary purposes.</p> <p>Approval is requested to store polygraph charts at the WNRC for the term required by the retention of related case files. Estimated annual volume is four cubic feet.</p>	<p>NC1-446-80-1</p> <p><i>Withdrawn Per agency request 6/8/93</i></p>	

5-INVESTIGATIONS

- 5-1. POLICY: Documents and related correspondence and instructions which provide guidance and direction for all aspects of investigations, including general agreements with other investigative agencies and operation letters.
- a. OFFICE OF PRIMARY RESPONSIBILITY: PERMANENT: Hold 4 years after revision; retire to FRC; offer to the National Archives 20 years after revision, unless security classification prohibits.
- b. OTHER OFFICES: TEMPORARY: destroy when superseded, obsolete, or no longer needed.
- 5-2. INVESTIGATIVE ASSIGNMENT FORM - DIS FORM 10: Records used for case control purposes as required by DIS 20-11-R. (V5-01: DIS 28-1-R, paragraph 6b.)
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when no longer needed.
- 5-3. LIAISON AGREEMENTS: Letters of agreement, and other similar or related documents, dealing with liaison matters of mutual interest which render assistance to investigations in progress, (but not including general agreements with other investigative agencies retained in item 5-1) and contact cards.
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when purpose has been served.
- 5-4. DISTINGUISHED VISITORS PROTECTION: Current estimates, maps, and other supporting documents relating to preparation for a specific operation. (V5-01; DIS 28-1-R, paragraph 6b.)
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy when superseded, obsolete, or no longer needed.
- 5-5. COURTESY LETTERS (DIS FL-2, DIS FL-2A, and DIS FL-2B): Letters to references interviewed in personnel security investigations. (V4--02; DIS 28-1-R, paragraph 6b.)
- OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Destroy upon receipt, except when there are critical comments, then only when corrective action has been taken or the problem resolved.
- 5-6. PERSONNEL SECURITY INVESTIGATION (PSI) CASE FILES: DIS Form 9, "Draft ROI", DIS Form 1, "Standard System Document", DIS Form 10, "DIS Investigation Assignment Form," agent's notes, and other correspondence. (V5-01; DIS 28-1-R, paragraph 6b.)

DIS 00-4-M

OFFICES OF DIRECTORS OF INVESTIGATION (DOIs): Destroy when 1 year old. EXCEPTION: If critical elements are developed, destroy when corrective action has been taken or the problem has otherwise been resolved.

- 5-6. PERSONNEL SECURITY INVESTIGATION (PSI) CASE FILES: Contents will include, but not be limited to, DIS Form 9, "Draft Report of Investigation (ROI)"; DIS Form 1, "Standard System Document"; DIS Form 10, "DIS Investigation Assignment Form"; agent's notes, correspondence, and other documentation relative to the investigation. Certain case files may require the inclusion of material related to administrative inquiries; polygraph charts, polygraph examiner's report of investigation, and technical report (which is not releasable). (V5-01, Encl 5) (NC1-446-80-1)

a. PIC:

1. Closed investigative files. Destroy after 15 years (related polygraph charts will be retired to WNRC at the end of the calendar year in which the case is closed), except as follows:

2. Files developed on persons who are being considered for affiliation with DoD; and,

(a) The affiliation is not completed or the appointment is not made for reasons not related to the investigation. Destroy within 1 year.

(b) Preappointment investigation: If the appointment is not made due to information developed by the investigation. Retain 25 years upon notification from the requestor of the investigation. Related polygraph charts will be retained for the same term by the Polygraph Division.

3. Files concerning unauthorized disclosure of classified information and other specialized investigation files. Retain for 15 years (related polygraph charts will be retired to WNRC at the end of the calendar year in which the case is closed).

4. Information within the purview of DoD Directive 5200.27, "Acquisition of Information Concerning Persons and Organizations Not Affiliated with the Department of Defense." Destroy within 1 year of acquisition of the data unless retention is required by law or its retention has been specifically authorized by the Secretary of Defense or his designee.

5. Reciprocal investigations. Destroy after 60 days.

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a. PIC:

1. Closed investigative files, Destroy after 15 years (related polygraph charts will be retired to WNRC at the end of the calendar year in which the case is closed), except as follows:

b. Retired

2. Files developed on persons who are being considered for affiliation with DoD; and,

(a) The affiliation is not completed or the appointment is not made for reasons not related to the investigation. Destroy within 1 year.

(b) Preappointment investigation: If the appointment is not made due to information developed by the investigation. Retain 25 years upon notification from the requestor of the investigation. Related polygraph charts will be retained for the same term by the Polygraph Division.

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b. related Poly

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** There is non-agreement between OSD & DIS as to when a case is closed.*

6/8/93 Per telephone conversation with Maggie Devine, I determined that at present these are contingent disposition. We discussed the implications and Maggie asked to withdraw the job.*

S5-2

*Atch 2
She will resubmit when question is resolved. Leiben*