

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Ret. signed 29 Aug 78 nq

nc

LEAVE BLANK

JOB NO

NC 1 446 78 8

DATE RECEIVED

SEP 1 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

DEFENSE INVESTIGATIVE SERVICE

2. MAJOR SUBDIVISION

LOGISTICS AND SERVICES DIRECTORATE

3. MINOR SUBDIVISION

ADMINISTRATION DIV/CORRES, RECORDS & SUPPORT BR

4. NAME OF PERSON WITH WHOM TO CONFER

SHIRLEY A. ALLEN

5. TEL EXT

693-5012/3

SEP 25 1978

Date **ACTING** *James E. O'Neill* Archivist of the United States

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
8Aug78	<i>Anna Stapleton</i>	Chief Corres, Records & Support Branch		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>SEE ATTACHMENT</p> <p>(Request the attached records be added to the DIS Comprehensive Records Schedule as Items 5-16, 5-17, 5-18 and 5-19.)</p>			

7 items

*Sent to Agency Only
NNM
9-27-78 mqs*

5-16 ACCREDITATION TO THE DCII REQUESTS FILES: Requests for accreditation of agencies to the DCII for the purpose of obtaining investigative information. Includes original requests, copies of replies and updated lists of authorized agency requestors. (DIS 5-05)

a. Original request and copy of reply:

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Upon termination of accreditation, cutoff 31 Dec; destroy after 2 years.

b. Updated lists of authorized agency requestors:

ALL OFFICES: TEMPORARY: Destroy when superseded, obsolete, or no longer needed.

5-17 INVESTIGATIVE INFORMATION RELEASE REQUESTS FILES: Correspondence relating to requests for release of investigative information consisting of the original request, a copy of the reply, and all related supporting documents including copies of specific investigative records being requested. (DIS 5-05)

a. Requests from non-DoD federal agencies:

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy 2 years after final reply.

b. Requests from DoD components for release of investigative information for use in boards, courts, or other administrative actions:

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy 2 years after final reply.

c. Requests from non-federal law enforcement agencies:

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy 1 year after final reply.

5-18 INVESTIGATIVE INFORMATION RELEASE CONTROL FILES: Files maintained for control purposes in responding to requests for release of investigative information, including registers and similar records listing date, nature and purpose of request, and name and address of requester.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy after 5 years.

** Defense Central Investigations Index*

5-19 INVESTIGATIVE INFORMATION RELEASE REPORTS FILES: Recurring reports and one-time information requirements relating to number of releases to DoD and non-DoD agencies.

OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec; destroy when 2 years old, or sooner if no longer needed for administrative use.