

**NCD FILE COPY**  
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

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JOB NO  
 NC1-446-80-1

DATE RECEIVED  
 3-6-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*Aug 17, 80* *Paul M. Moore*  
 Date Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
 Defense Investigative Service

2. MAJOR SUBDIVISION  
 Director for Management & Resources

3. MINOR SUBDIVISION  
 Administration/Corres., Rcds & Support Branch

4. NAME OF PERSON WITH WHOM TO CONFER  
 Juanita E. Morey

5. TEL. EXT.  
 693-5013

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 5 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 <i>26 Feb 1980</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Juanita E. Morey</i>	E. TITLE <i>Assistant Records Manager</i>
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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
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1 JUSTIFICATION: Request the changes as shown below be approved. These changes are needed, to bring reference in proper organization, and in line with current investigative requirements and uniformity, and to keep the DIS Comprehensive Record Schedule up to date.

1 Change existing schedule 5-7 of DISM 28-2, to read as follows:

5-7 CRIME PREVENTION SURVEY FILES:

Documents relating to a formally recorded review and analysis of existing conditions within a specific DoD facility, activity, or area for the purposes of detecting crime, identifying, minimizing, and/or eliminating systematic weaknesses conducive to criminal activity. Included are survey reports, recommendations, evaluations and related papers (DIS 5-01, para 7b, DISR 28-1)

OFFICE OF PRIMARY RESPONSIBILITY:

a. Special Investigations Unit (SIU):

(1) Original copies received from DIS field elements.

*DISM 28-2, 5-7.*

*18 items*

*Copy to agency WMM*

**Request for Records Disposition Authority - Continuation**

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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
	<p>TEMPORARY: Transfer to PIC 2 years after completion of survey.</p> <p>(2) SIU will maintain index of crime prevention surveys conducted within DIS IAW established statistical requirements.</p> <p>b. DIS Regions, Field Office and Resident Agencies:</p> <p>(1) Original copy of crime prevention survey.</p> <p>TEMPORARY: Forward to SIU upon dispatch of copy to requestor.</p> <p>(2) Office copy.</p> <p>TEMPORARY: Destroy 2 years after completion of survey report.</p> <p>c. PERSONNEL INVESTIGATIONS CENTER:</p> <p>TEMPORARY: Destroy 10 years after date of survey report.</p>		
2	<p>Delete existing schedule 5-10 of DISM 28-2, and replace with new schedule as follows:</p> <p>5-10 <u>EVIDENCE LEDGER AND EVIDENCE CUSTODY FILES:</u> <i>DISM 28-2, 5-10</i></p> <p>Evidence documents created by the Defense Investigative Service which reflect the description, receipt, and disposition of physical property held as evidence for use in military or civil court proceedings, or for further use by special agents, or crime laboratories. Included are evidence tags, copies of statements of destruction, evidence ledgers, laboratory reports and related documents. (DIS 5-01, para 7b, DISR 28-1)</p> <p>OFFICE OF PRIMARY RESPONSIBILITY:</p> <p>a. Region, Field Office and Resident Agency:</p> <p>(1) Evidence Ledger.</p> <p>TEMPORARY: Destroy 3 years after all items of evidence listed therein have been disposed.</p>		

## Request for Records Disposition Authority—Continuation

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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
3	<p>(2) Laboratory reports and evidence tags with disposition authorization or destruction certificate.</p> <p>TEMPORARY: Forward original to SIU after final action is taken. Destroy office copy after notification that original has been received by SIU.</p> <p>b. SPECIAL INVESTIGATIONS UNIT:</p> <p>TEMPORARY: Transfer originals to PIC with case file 2 years after date of closed report.</p> <p>c. PERSONNEL INVESTIGATIONS CENTER:</p> <p>TEMPORARY: Destroy 25 years after date of closed case report.</p> <p>Delete existing Schedule 5-11 of DISM 28-2, and replace with <u>new schedule</u> as follows</p> <p>5-11 <u>CRIMINAL INVESTIGATION CASE FILES:</u> <i>DISM 28-2, 5-11.</i></p> <p>DIS criminal reports of investigation (ROI), action lead sheets (ALS), agent notes, case activity summaries and other documents, records and reports (DIS 5-01, para 7b DISR 28-1).</p> <p>OFFICE OF PRIMARY RESPONSIBILITY:</p> <p>a. Special Investigations Unit (SIU):</p> <p>(1) Original copies prepared by SIU or received from DIS field elements, except agent notes and case activity summaries.</p> <p>TEMPORARY: Transfer to PIC 2 years after date of closed case report.</p> <p>(2) Agent notes and case activity summaries prepared by SIU.</p> <p>TEMPORARY: Destroy 1 year after date of closed case report, <u>unless</u> judicial, civil, or administrative action is pending. In which case, destroy 1 year after date of final judicial, civil, or administrative action. If agent notes, in particular, were used in a judicial proceeding, destroy 1 year after appellate review process has been completed.</p>		

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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
3	<p>(3) Investigative actions closed on an Initial Complaint Report.</p> <p>TEMPORARY: Destroy 2 years after date of final action.</p> <p>b. DIS Regions, Field Offices, and Resident Agencies:</p> <p>(1) Original criminal ROIs and ALSs.</p> <p>TEMPORARY: Forward to SIU after preparation.</p> <p>(2) Agent notes, case activity summaries, and other copies of ROIs and ALSs.</p> <p>TEMPORARY: Destroy 1 year after date of closed case report, <u>unless</u> judicial, civil, or administrative action is pending. In which case, destroy 1 year after date of final judicial, civil, or administrative action. If agent notes, in particular, were used in a judicial, or civil proceeding, destroy 1 year after appellate review process has been completed.</p> <p>(3) Original copies of supported documents (e.g., signed statements, interview logs, rights advisement, search warrants, etc.)</p> <p>TEMPORARY: Transfer to SIU upon closing of case, or whenever judicial, civil or administrative action is completed, whichever occurs first.</p> <p>(4) Investigative actions closed on an Initial Complaint Report.</p> <p>TEMPORARY: Forward copy of closed report to SIU after preparation. Destroy office original copy 1 year after date of final action.</p> <p>c. Personnel Investigations Center (PIC):</p> <p>TEMPORARY: Destroy 25 years after date of final action. (NOTE: Those files determined to be of possible historical value, or wide spread public or Congressional interest, may be offered to the National Archives after 15 years) (NC 1-330-76-1, 1a(2)).</p>		
4	<p>Following are new FILE TITLES CHANGES. DISPOSITIONS remain the same, only the titles are changed.</p>		

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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
4	<p>5-6 <u>PERSONNEL SECURITY INVESTIGATIONS (PSI) CASE FILES</u></p> <p>5-9 <u>INFORMATION SUMMARY REPORT (IRS) FILES</u></p>		
5	<p><u>JUSTIFICATION:</u> Since the IG inspections are not always conducted at regular intervals, and since DIS has a requirement to conduct self inspections. request disposition schedule 2-27 of DISM 28-2 be changed to read as follows;</p> <p><u>2-27 REPORTS OF IG INSPECTION AND SELF INSPECTIONS:</u> <i>DISM 28-2, 2-27.</i> Records created as a result of inspections and investigations conducted or directed by the Office of Inspector General and by other authorized persons including record of action taken and supporting papers.</p> <p>a. OFFICE OF PRIMARY RESPONSIBILITY: TEMPORARY: Cutoff 31 Dec, destroy 1 year after next inspection.</p> <p>b. OTHER OFFICES: TEMPORARY: Destroy when no longer needed.</p>		