

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

LEAVE BLANK

JOB NO

NC1-446-85-1

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

DATE RECEIVED

4-16-85

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Defense Investigative Service (DIS)

2 MAJOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Management and Resources

3 MINOR SUBDIVISION

Records Management V0240.1

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Claudia Bradley

475-1136

1-27-85 *James B. Bunde*

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
3/14/85	<i>Claudia Bradley</i>	<i>Records Manager</i>

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p><u>LITIGATION CASE FILES</u>: Consist of legal and factual memoranda, legal brief, correspondence, decisions and background papers, claims, EEO, grievance, evidence, FOIA and privacy act material.</p> <p><u>OFFICE OF PRIMARY RESPONSIBILITY (OPR)</u>: Temporary: Cutoff after last action: hold 5 years: transfer to FRC: destroy when 25 years old.</p>		
2	<p><u>LEGAL OPINIONS</u>: Opinions signed by the General Counsel.</p> <p>a. Legal opinions prepared by the agency's legal counsel concerning interpretations of existing laws and regulations which govern or directly affect the agency's primary mission. Included are formal comments on pending legislation prepared at the request of Congress or OMB. Arranged by case. Date of coverage 1983 to present. Estimate of annual accumulation is less than 6 inches.</p> <p>DISPOSITION: PERMANENT. Cutoff 31 December, hold 5 years, transfer to FRC. Offer to the National Archives in 5 year blocks when 20 years old.</p>		

15 items

*Copy to agency, NNB, NNU, etc, 1-29-86, ZCF*

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	<p>b. All other legal opinoins. TEMPORARY. DISPOSITION: Destroy when no longer needed.</p>		
3	<p><u>INTERNAL CONTROL:</u> The development of an inventory of accessible units. This inventory is nothing more than the totality of functions/ tasks DIS performs. After development of this inventory each function/task is subject to a vulnerability assessment. The assessment is based on criteria set forth in OMB guidelines on Internal Control dated December 1982, and Circular No. A-123, Revised, "Internal Control Systems", August 15, 1983.</p> <p>Records are in paper copy only.</p> <p><u>Temporary:</u> Cutoff at the end of the 2 year cycle; hold 2 years, destroy.</p>		
4	<p><u>COMMUNICATION SECURITY (COMSEC):</u></p> <p>a. These file document the accountability of equipment, code usage and the corrspondence on the purchase of storage equipment, to store both the equipment and files. Temporary: hold 2 years after date of determination: destroy.</p> <p>b. Clearance requirements and related correspondence for COMSEC custodians and alternate custodians. Temporary: hold 2 years after individual leaves the position: destroy.</p>		
5	<p><u>TRAINING PRODUCTION AND ACQUISITION RECORDS:</u> These files document the cost, finance and material used in training Defense Investigative Service employees, contractor employees, and DoD employees in Personnel Security, Industrial Security, Physical Security and ADP CONCEPTS and TERMS.</p> <p>Temporary: destroy when superceded or obsolete.</p>		
6	<p><u>PERMANENT CHANGE OF STATION (PCS):</u> These files are copies of Travel Orders on Defense Investigative Service employees. Contained in these files are DD Form 1614 "Request and Authorization for DoD Civilian Permanent Duty Travel", DD Form 1705 "Application for Reimbursement of Expenses incurred by DoD Civilian Employees Upon Sale or Purchase (or both) of Resident Upon Change of Duty Station", and any documents thereto that is needed to substantiate a claim.</p> <p>Temporary: hold 3 years from date of action: destroy.</p>		

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7	<p><u>AUDIT DATA:</u> These files consist of documents and background materials on audits of the Defense Investigative Service. Documented or audit of Validity of Obligation, Productivity, Manpower, Budget, Finance, and Management. These audits are done by OSD, OPM, GAO, and internal by DIS. All of the mentioned documents are copies.</p> <p>Temporary: cutoff 31 December: hold 5 years active, 5 years inactive: destroy.</p>		
8	<p><u>SPECIAL INQUIRIES/REQUESTS:</u> Information received from another DoD component or other federal agencies requesting special inquiries concerning specific allegations and/or incidents. These records are potentially exempt from the Freedom of Information Act.</p> <p><u>OFFICE OF PRIMARY RESPONSIBILITY:</u> Temporary: destroy after 5 years or when no longer needed.</p>		
9	<p><u>UNAUTHORIZED DISCLOSURES:</u> Investigation of allegations which result in adverse personnel action, court martial, cancellation, or suspension of security clearance; other investigation(s) of a significant nature due to allegation(s) and/or information developed as a result of the allegation(s). These records are potentially exempt from the Freedom of Information Act.</p> <p><u>OFFICE OF PRIMARY RESPONSIBILITY:</u> Disposition is in accordance with Category 210, OSD/AI 15, "Defense Investigative Program Records.</p>		
10	<p><u>EXPRESS MAIL RECEIPTS:</u> Receipts and related correspondence: all office: Temporary: hold 1 year, destroy.</p>		
11	<p><u>THE MONTHLY STRENGTH REPORTS:</u> A recapitulation of all authorized and filled positions in DIS:</p> <p><u>OFFICE OF PRIMARY RESPONSIBILITY:</u> Temporary: cutoff 31 December: hold 5 years: destroy</p>		
12	<p><u>FOREIGN OWNERSHIP CONTROL AND INFLUENCE (FOCI) CASE FILES:</u> Consist of DD Forms 441s, listings of company executive personnel, correspondence, background papers, and decisions signed by the Director or Deputy Director (Industrial Security). These records are potentially exempt from the Freedom of Information Act.</p>		

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13	<p><u>HQ ONLY</u></p> <p>Temporary: Cutoff 31 December: hold 4 years: transfer to FRC: destroy when 15 years old.</p> <p><u>WORKLOAD TIME REPORT (WTR)</u>: DIS Form 45c, WTR documents time involved in doing an investigation. It is recorded on a daily basis by agents and includes time spent scoping, interviewing the subject of the investigation, interviewing other people, researching court and school records and time spent traveling and waiting to see interviewees.</p> <p>Data from the WTR is used by the DIS Manpower Office for distribution of manpower resources and to submit a quarterly report to the Office of the Secretary of Defense (OSD) pursuant to DoD Instruction 7730.32. WTR data is used by DIS field elements in evaluating workload distribution and as <u>part</u> of the performance appraisal process.</p> <p><u>FIELD OFFICES</u>: Temporary: destroy after one appraisal cycle (13 months), except when there are critical comments and then only when corrective action has been taken or the problem is resolved.</p>		