Request for Records Disposition Authority

(See Instructions on reverse)

To: **National Archives and Records Administration (NIR)**
Washington, DC 20408

1. From: (Agency or establishment)
National Reconnaissance Office (NRO)

2. Major Subdivision

3. Minor Subdivision

4. Name of Person with whom to confer
(b)(3)

5. Telephone (include area code)
(b)(3)

Leave Blank (NARA Use Only)

Job Number
N1-525-12-7

Date Received
1-17-2012

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
15 March 17

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:

[X] is not required [ ] is attached [ ] has been requested

Signature
(b)(3)

Title
(b)(3)

Date (mm/dd/yyyy)
1/11/2012

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	Bucket RCS 700 series - see attached.		

700 Security and Counterintelligence
*For specific types of records included in these items, please see crosswalk.

B-700-01 Security Policy and Counterintelligence Subject files
Disposition: Permanent. Cut off at close of activity or on an annual basis. Transfer to NARA 50 years after cut off. Where feasible, earlier transfers may be negotiated with NARA.
Description: Security and counterintelligence (CI) files such as policies relating to overall information security, personnel security, and physical security policies, procedures, programs, and activities; liaison with other agencies; establishment of standards for security classification, declassification, and downgrading; the nature and scope of personnel security programs; CI subject files;

B-700-02 Non-Disclosure Agreement Files
Disposition: Temporary – at 70 years
Authority: GRS 4.2, item 121
Instructions: Finalize files at the end of the CY. Files can be retired to the NRC after one calendar year.
Description: Secrecy agreement files signed by individuals pledging that they will not disclose security classified information.

B-700-03 Personnel Security and Access Files
Disposition: Temporary – Destroy/Delete at **35** years or when no longer needed, whichever is longer.
Description: Requests for users to gain access to classified and unclassified information and devices, reports determining the eligibility of users to access that information, file transfer requests, counterintelligence case files and personnel security case files *(prior to destruction, remove all Non-Disclosure Agreements (NDAs) – see 700-02).*

B-700-04 Protective Services and Other Routine Security Files
Disposition: Temporary - Destroy/Delete at 7 years or when no longer needed, whichever is longer.
Description: Protective services and other routine security files related to personnel, physical and information security matters. This includes , but is not limited to, facilities accreditation files, information systems security files, classified document container security files, classified document inventory files; security violation case files, investigation case files from accidents, fires, and explosions, polygraph recordings that that contain adverse information; foreign travel request case files; facilities standards subject files, guard assignment and police functions files.

B-700-05 Credential and Clearance Status Files
Disposition: Temporary – Destroy/Delete when superseded, obsolete, or no longer needed
Description: Routines physical and personnel security information for credentials and security status files including polygraph audio and video recordings that contain no adverse information,

B-700-06 Copies of Security and Counterintelligence Records Outside the Office of Record
Disposition: Temporary –Destroy/Delete when superseded, obsolete, or no longer needed.
Description: Copies of records maintained by offices outside the office of record for reference, convenience, and/or for which no action was taken.

N1-525-12-7 Crosswalk
Security and Counterintelligence
UNCLASSIFIED

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Permanent	N	(U) Cut off at end of the CY	N1-525-95-1	700-01	501-1-a	**(U) Security - General.** (U) Security Policy Files - Substantive correspondence; substantive memoranda, reports, directives, notices, and other substantive records relating to overall information security; personnel security; and physical security policies, procedures, programs, and activities. (Included are records relating to such matters as liaison with other agencies, the establishment of standards for security classification, declassification, downgrading, and the nature and scope of personnel security programs.)	(U) Office of record (Staff Security Office).	(U) **Permanent.** Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

N1-525-12-7 Crosswalk
Security and Counterintelligence

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Permanent	N	(U) Cut off at end of the CY	N1-525-95-1	700-01	505-1-a	**(U) Counterintelligence (CI).** (U) CI Subject File - Substantive correspondence, substantive memoranda, reports, and other substantive records relating to counterintelligence policies, plans, and activities. (Including liaison with other offices and agencies.)	(U) Office of records (CI Staff).	**(U) Permanent.** Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: 35 years; or when no longer needed, whichever is longer.	Y	(U) Cut off at end of the CY after close of case	N1-525-95-1	700-03	505-4	**(U) Counterintelligence (CI).**	(U) CI Case Files - Case files on individual counterintelligence investigations, consisting of notes of interviews, investigative reports, memoranda and other records. (U) Case files involving espionage, sabotage, subversion, or otherwise require legal action are captured in teh 400 series.	**(U) Permanent.** Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-95-1)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

N1-525-12-7 Crosswalk
Security and Counterintelligence

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 35 years; or when no longer needed, whichever is longer.	Y+10	(U) Cut off at end of the CY after last action in file	N1-525-10-2	700-03	504-10	**(U) Personnel Security and Access Files.**	(U) Reports, forms, correspondence, databases, and other records accumulated in connection with determining the eligibility of individual personnel for Sensitive Compartmented Information (SCI) access. (Included are files on NRO staff, and contractors.) (U) Requests and authorizations for individuals to have access to classified and unclassified information and devices (hardware/software); i.e., Privilege User Request; PED Briefing, Registration and Internet Account Request and User Briefing; NMIS User Briefing, and File Transfer Request. (U) Polygraph files are maintained as part of these files with the exception of polygraph audio and video files included in items 700-04 and 700-05.	**(U) Temporary.** Destroy 25 years after last action in file. Prior to destruction remove all Non-Disclosure Agreements. (See Item 502-3.) (Authorized N1-525-10-2.)	(U) Hold expired records in current file area for 1 year before transferring to the Records Center.	(U) Cutoff expired records at the end of the CY.

N1-525-12-7 Crosswalk
Security and Counterintelligence

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 35 years; or when no longer needed, whichever is longer.	Y +32	(U) Cut off at end of the CY	N1-525-95-1	700-03	602-1-c	**(U) Communications Security (COMSEC).** (U) COMSEC Security Files - Correspondence, studies, inspection reports, and other records that document communications security support provided to NRO activities, and communications security standards and policies generally.	(U) Request for COMSEC Access and Authorization (COMSEC Form 2 and 3).	**(U) Temporary.** Destroy 3 years after individual is debriefed. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cut off files at the end of the CY.

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +5	(U) Cut off at end of the CY	GRS 18 Item 11	700-04	1601-1	**(U) Security & Protective Services.**	(U) Investigative Files - Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements; and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	**(U) Temporary.** Destroy when 2 years old. (Authorized GRS 18 Item 11.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +4	(U) Cut off at end of the CY after final entry	GRS 18 Item 13-a	700-04	1601-2-a	**(U) Security & Protective Services.** (U) Guard Assignment Files - Files relating to guard assignments and strength.	(U) Ledger records.	**(U) Temporary.** Destroy 3 years after final entry. (Authorized GRS 18 Item 13-a.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

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Temporary: 7 years; or when no longer needed, whichever is longer.	Y +5	(U) Cut off at end of the CY	GRS 18 Item 13-b	700-04	1601-2-b	**(U) Security & Protective Services.** (U) Guard Assignment Files - Files relating to guard assignments and strength.	(U) Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	**(U) Temporary.** Destroy when 2 years old. (Authorized GRS 18 Item 13-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +4	(U) Cut off at end of the CY after final entry	GRS 18 Item 14-a	700-04	1601-3-a	**(U) Security & Protective Services.** (U) Police Functions File - Files relating to exercise of police functions.	(U) Ledger records of arrest, cars ticketed, and outside police contacts.	**(U) Temporary.** Destroy 3 years after final entry. (Authorized GRS 18 Item 14-a.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +5	(U) Cut off at end of the CY	GRS 18 Item 14-b	700-04	1601-3-b	**(U) Security & Protective Services.** (U) Police Functions File - Files relating to exercise of police functions.	(U) Reports, statements of witnesses, warning notices, and other documents relating to arrest, commitments, and traffic violations.	**(U) Temporary.** Destroy when 2 years old. (Authorized GRS 18 Item 14-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

N1-525-12-7 Crosswalk
Security and Counterintelligence

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +6	(U) Cut off at end of the CY	GRS 18 Item 14-c	700-04	1601-3-c	**(U) Security & Protective Services.** (U) Police Functions File - Files relating to exercise of police functions.	(U) Reports on contact of outside police with building occupants.	**(U) Temporary.** Destroy when 1 year old. (Authorized GRS 18 Item 14-c.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +2	(U) Cut off at end of the CY after final entry or date of document	GRS 18 Items 17-a and 17-b	700-04	1601-4	**(U) Security & Protective Services.**	(U) Visitor Control Files (for areas under maximum security) - Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	**(U) Temporary.** Destroy 5 years after final entry or 5 years after date of document, as appropriate. (Authorized GRS 18 Items 17-a and 17-b.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +6	(U) Cut off at end of the CY	GRS 18 Item 18-a	700-04	1601-5-a	**(U) Security & Protective Services.** (U) Facilities Checks Files and Security Duty Officer (SDO) Reports - Files relating to periodic guard force facility checks.	(U) Data sheets, door slip summaries, check sheets, and guard reports on security incidents and violations (except copies in security violation case files maintained in NRO security offices).	**(U) Temporary.** Destroy when 1 year old. (Authorized GRS 18 Item 18-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Temporary: 7 years; or when no longer needed, whichever is longer.	Y +7	(U) Cut off at end of the CY	GRS 18 Item 18-b	700-04	1601-5-b	**(U) Security & Protective Services.** (U) Facilities Checks Files and Security Duty Officer (SDO) Reports - Files relating to periodic guard force facility checks.	(U) Reports of routine after-hours security checks which either do not reflect security incidents or violations, or for which the information contained therein is documented in the security violation case files maintained by NRO security offices.	**(U) Temporary.** Destroy when 1 month old. (Authorized GRS 18 Item 18-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +5	(U) Cut off at end of the CY after final entry	GRS 18 Item 20-a	700-04	1601-6-a	**(U) Security & Protective Services.** (U) Logs and Registers - Guard logs and registers not covered elsewhere in this schedule.	(U) Central guard office master logs.	**(U) Temporary.** Destroy 2 years after final entry. (Authorized GRS 18 Item 20-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +6	(U) Cut off at end of the CY after final entry	GRS 18 Item 20-b	700-04	1601-6-b	**(U) Security & Protective Services.** (U) Logs and Registers - Guard logs and registers not covered elsewhere in this schedule.	(U) Individual guard post logs of occurrences entered in master logs.	**(U) Temporary.** Destroy 1 year after final entry. (Authorized GRS 18 Item 20-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Temporary: 7 years; or when no longer needed, whichever is longer.	Y +2	(U) Cut off at end of the CY after final investigation, or when no longer needed, whichever is later	N1-525-08-2	700-04	502-1-c-2	**(U) Personnel Security** - (See Series 1600 for routine personnel security records.) (U) Personnel Security Case Files - Reports, forms, correspondence, databases, and other records accumulated in connection with determining the eligibility of individual personnel for Sensitive Compartmented Information (SCI) access. (Included are files on NRO staff, and contractors.) Recordkeeping copies of routine cases in which no adverse information is developed. (U) Audio and video tapes of polygraph examinations and interviews.	(U) Audio and video tapes of polygraph examinations and interviews that contain adverse information.	**(U) Temporary.** Destroy 5 years after final investigation, or when no longer needed, whichever is later. (Authorized N1-525-08-2.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

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Temporary: 7 years; or when no longer needed, whichever is longer.	N	(U) Cut off at end of the CY	N1-525-95-1	700-04	503-1-a	**(U) Physical Security** - (See Series 1600 for routine protective services records.) (U) Facilities Security Subject Files - Correspondence, reports, and other records relating to programs and activities established to ensure that facilities meet Director of Central Intelligence standards for security. (Exclude records covered by Item 501-1-a.)	(U) Office of record (NRO Security Center Facilities Division).	**(U) Temporary.** Destroy when 7 years old. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +7	(U) Cut off at end of CY and maintain with correspondi ng files	N1-525-95-1	700-04	504-1	**(U) Information Security.**	(U) Control, Finding, and Maintenance Records - Master indexes or separate finding aids used with official file systems for location and cross-reference purposes.	**(U) Temporary.** Hold or destroy in accordance with approved disposition instructions for the corresponding files, or for the appropriate Items 504-4 to 504-8, whichever is later. Review annually. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Temporary: 7 years; or when no longer needed, whichever is longer.	Y +2	(U) Cut off when information or word processing system is discontinued.	N1-525-95-1	700-04	504-2	**(U) Information Security.**	(U) Information Systems Security Files - Copies of reports resulting from surveys of specific information and word processing systems.	**(U) Temporary.** Destroy 5 years after cutoff. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff when information or word processing system is discontinued.
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +5	(U) Cut off at end of the CY	GRS 18 Item 1	700-04	504-3	**(U) Information Security.**	(U) Classified Documents Administrative Correspondence Files - Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule.	**(U) Temporary.** Destroy when 2 years old. Note: This item does not cover records documenting policies and procedures accumulated in offices having agency wide responsibilities for security and protection services programs. (Authorized GRS 18 Item 1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Temporary: 7 years; or when no longer needed, whichever is longer.	Y +5	(U) Cut off at end of the CY	GRS 18 Item 2	700-04	504-4	**(U) Information Security.**	(U) Document Receipt Files - Records documenting the receipt and issuance of collateral classified documents.	**(U) Temporary.** Destroy when 2 years old. (Old GRS 18 Item 2... New GRS 4.2 Item 030)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +5	(U) Cut off at end of the CY	GRS 18 Item 3	700-04	504-5	**(U) Information Security.**	(U) Destruction Certificates Files - Certificates relating to the destruction of classified documents.	**(U) Temporary.** Destroy when 2 years old. (Old GRS 18 Item 3.... New GRS 4.2 Item 030)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +5	(U) Cut off at end of the CY	GRS 18 Item 4	700-04	504-6	**(U) Information Security.**	(U) Classified Document Inventory Files - Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts, destruction certificates, and documents relating to Top Secret material covered elsewhere in this schedule.	**(U) Temporary.** Destroy when 2 years old. (Old GRS 18 Item 4.... New GRS 4.2 Item 030)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Temporary: 7 years; or when no longer needed, whichever is longer.	Y +6	(U) Cut off at end of the CY	N1-525-95-1	700-04	504-8	**(U) Information Security.**	(U) Courier Receipt Files - Courier Receipts used to document the transfer of packaged classified material to an official courier or other authorized person.	**(U) Temporary.** Destroy when 1 year old. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +6	(U) Cut off at end of the CY	GRS 12 Item 5-a	700-04	504-9-a	**(U) Information Security.** (U) Post Office and Private Mail Company Records.	(U) Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail by the U.S. Postal Service. (Including receipts and return receipts.)	**(U) Temporary.** Destroy when 1 year old except when held as part of an ongoing investigation file. (Old GRS 12 Item 5-a. New 5.5 Item 020)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +6	(U) Cut off at end of the CY	GRS 12 Item 6-a	700-04	504-9-b	**(U) Information Security.** (U) Post Office and Private Mail Company Records.	(U) Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, Federal Express, etc. (Excluding both those covered by Item 504-8 and those used as indexes to correspondence files.)	**(U) Temporary.** Destroy when 1 year old except when held as part of an ongoing investigation file. Old GRS 12 Item 6-a. New 5.5 Item 020)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Temporary: 7 years; or when no longer needed, whichever is longer.	Y +2	(U) Cut off at end of the CY	N1-525-95-1	700-04	505-2	**(U) Counterintelligence (CI).**	(U) Foreign Travel Request Cases - Case files on requests for approval to travel to designated countries. (Included are requests, approvals, and related documents.)	**(U) Temporary.** Destroy when 5 years old. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +2	(U) Cut off at end of the CY	N1-525-95-1	700-04	505-3	**(U) Counterintelligence (CI).**	(U) Foreign Travel Tracking System - Automated tracking system used to monitor the status of foreign travel cases. Data elements include name of person requesting travel approval, country, name of action officer, and status of case.	**(U) Temporary.** Destroy when 5 years old. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: 7 years; or when no longer needed, whichever is longer.	N	(U) Cut off at end of the CY after facility is deactivated or accreditation is withdrawn.	N1-525-95-1	700-04	503-2	**(U) Physical Security** - (See Series 1600 for routine protective services records.)	(U) Facilities Accreditation Files - Facility files consisting of physical security plans, surveys, and other records pertaining to individual facilities accredited for the storage of Sensitive Compartmented Information.	**(U) Temporary.** Destroy 7 years after facility is deactivated or accreditation is withdrawn. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

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Temporary: 7 years; or when no longer needed, whichever is longer.	Y +6	(U) Cut off after being superseded by a new form or list, or after turn-in of container	GRS 18 Item 7-a	700-04	504-11	**(U) Information Security.**	(U) Classified Document Container Security Files - Forms or lists used to record safe and vault combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers or areas.	**(U) Temporary.** Destroy 1 year after being superseded by a new form or list, or after turn-in of container. (Authorized GRS 18 Item 7-a.... New GRS 4.2 Item 031)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +2	(U) Cut off at end of the CY after close of case	GRS 18 Item 24-a	700-04	504-12-a	**(U) Information Security.** (U) Security Violation Files - Case files relating to investigations of alleged violations of E.O. laws, or NRO regulations for the safeguarding of national security information.	(U) Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Defense for prosecutive determination, exclusive of files held by Department of Justice or Defense offices responsible for making such determinations.	**(U) Temporary.** Destroy 5 years after close of case. (Authorized GRS 18 Item 24-a.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +5	(U) Cut off after completion of final action	GRS 18 Item 24-b	700-04	504-12-b	**(U) Information Security.** (U) Security Violation Files - Case files relating to investigations of alleged violations of E.O. laws, or NRO regulations for the safeguarding of national security information.	(U) All other files, exclusive of documents placed in officials personnel folders.	**(U) Temporary.** Destroy 2 years after completion of final action. (Authorized GRS 18 Item 24-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +2	(U) Cut off at end of the CY after the document shown on the accounting record has been declassified, downgraded from control, transferred outside the control area, or destroyed	N1-525-95-1	700-04	504-7-a	**(U) Information Security.** (U) Top Secret Document Accounting Control Files.	(U) Forms, ledgers, registers, or databases used to record accountability and final disposition of Top Secret collateral and SCI documents.	**(U) Temporary.** Destroy 5 years after the document shown on the accounting record has been declassified, downgraded from control, transferred outside the control area, or destroyed. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

N1-525-12-7 Crosswalk
Security and Counterintelligence

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 7 years; or when no longer needed, whichever is longer.	Y +7	(U) Cut off at end of CY when related document is downgraded, transferred, or destroyed	GRS 18 Item 5-b	700-04	504-7-b	**(U) Information Security.** (U) Top Secret Document Accounting Control Files.	(U) Forms accompanying Top Secret collateral documents to ensure continuing control, showing the names of persons handling the documents, intra-office routing, and comparable data.	**(U) Temporary.** Destroy when 5 years old. (Authorized GRS 18 Item 5-b.... New GRS 4.2 Item 040)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) Cutoff files at the end of the CY.

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, no longer needed	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-08-2	700-05	502-1-c-1	**(U) Personnel Security** - (See Series 1600 for routine personnel security records.) (U) Personnel Security Case Files - Reports, forms, correspondence, databases, and other records accumulated in connection with determining the eligibility of individual personnel for Sensitive Compartmented Information (SCI) access. (Included are files on NRO staff, and contractors.) Recordkeeping copies of routine cases in which no adverse information is developed. (U) Audio and video tapes of polygraph examinations and interviews.	(U) Audio and video tapes of polygraph examinations and interviews in which no adverse information is developed.	**(U) Temporary.** Reuse/destroy tapes when superseded, obsolete, or no longer needed. (Authorized N1-525-08-2.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, no longer needed	N	(U) Cut off when superseded, obsolete, or no longer needed	GRS 18 Item 23	700-05	502-2	**(U) Personnel Security** - (See Series 1600 for routine personnel security records.)	(U) Personnel Security Status Files - Lists, rosters, and databases indicating the SCI access status of individuals.	**(U) Temporary.** Destroy when superseded, obsolete, or no longer needed. (Authorized GRS 18 Item 23.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	(U) Cut off after return to issuing office, or when superseded, obsolete, or no longer needed	GRS 11 Item 4-a	700-05	503-3	**(U) Physical Security** - (See Series 1600 for routine protective services records.)	(U) Credentials Files - Identification credentials and related papers. Identification credentials including cards, badges, parking permits, photographs agency permits to operate motor vehicles, property, dining room, and visitors passes, and other identification credentials.	**(U) Temporary.** Destroy credentials 3 months after return to issuing office. (Authorized GRS 11 Item 4-a.)	(U) These files cannot be retired to the Records Center. They must be held in current area until they are destroyed.	(U) N/A

N1-525-12-7 Crosswalk
Security and Counterintelligence

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	700-06	501-1-b	**(U) Security - General.** (U) Security Policy Files - Substantive correspondence; substantive memoranda, reports, directives, notices, and other substantive records relating to overall information security; personnel security; and physical security policies, procedures, programs, and activities. (Included are records relating to such matters as liaison with other agencies, the establishment of standards for security classification, declassification, downgrading, and the nature and scope of personnel security programs.)	(U) Other offices.	**(U) Temporary.** Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

N1-525-12-7 Crosswalk
Security and Counterintelligence

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	(U) Cut off after record copy has been produced or superseded, obsolete, or no longer needed	N1-525-00-1	700-06	502-1-d	**(U) Personnel Security** - (See Series 1600 for routine personnel security records.) (U) Personnel Security Case Files - Reports, forms, correspondence, databases, and other records accumulated in connection with determining the eligibility of individual personnel for Sensitive Compartmented Information (SCI) access. (Included are files on NRO staff, and contractors.) Recordkeeping copies of routine cases in which no adverse information is developed.	(U) Electronic mail and word processing records used to generate records covered by Items a and b.	**(U) Temporary.** Destroy/delete within 180 days after the record copy has been produced. (Authorized N1-525-00-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

B-RCS Retention	Retention Change?	B-RCS Cut off	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	700-06	503-1-b	**(U) Physical Security** - (See Series 1600 for routine protective services records.) (U) Facilities Security Subject Files - Correspondence, reports, and other records relating to programs and activities established to ensure that facilities meet Director of Central Intelligence standards for security. (Exclude records covered by Item 501-1-a.)	(U) Other offices.	**(U) Temporary.** Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	700-06	505-1-b	**(U) Counterintelligence (CI).** (U) CI Subject File - Substantive correspondence, substantive memoranda, reports, and other substantive records relating to counterintelligence policies, plans, and activities. (Including liaison with other offices and agencies.)	(U) Other offices.	**(U) Temporary.** Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Reconnaissance Office ." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

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