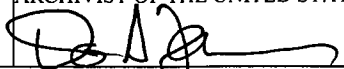
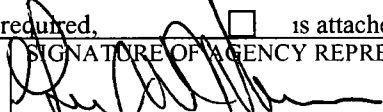


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-558-10-2	DATE RECEIVED 9/9/10
1 FROM (Agency or establishment) Defense Contract Management Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Informaton Technology Customer Service Organization (ITSCO)			
3 MINOR SUBDIVISION Records Management Program			
4 NAME OF PERSON WITH WHOM TO CONFER Gilbert B Smeltzer	5 TELEPHONE (703) 254-2141	DATE 8/30/12	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 7 page(s) are not 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 Manuel for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE 8/30/12	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE DCMA -ITA /Records Program Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Schedule 110 - Physical Security, Law Enforcement, Safety and Health See attached Big Bucket Schedule and Records Crosswalk.		

# DCMA RETENTION SCHEDULE

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## OVERVIEW OF CUTOFF CATEGORIES

The following provides an explanation of the cutoff categories referred to in this document

The amount of time a record is kept is called its retention period. A disposition rule is the definition of when a file begins its retention period, what that retention period is based on and the final disposition action for a record once its retention period is over. Disposition rules are made up of cutoff and disposition phases. Cutoff (an event or date trigger) determines when a record enters its retention period. Final disposition is what is done with the records once its retention period is over such as destruction by shredding, digitizing or transferring to another location.

When converting from a traditional retention schedule to a "Big Bucket" retention schedule the cutoff of a specific series of records do not always apply to all the records series types within the "Big Bucket" schedule. In response, the following cutoff categories were fashioned. Within the body of DCMA's records retention schedule several cutoff categories may be listed under a given record type, the records owner (or those with records management responsibilities) should determine which cutoff is appropriate based on their understanding of how information is organized within the project, activity or mission.

- Category A) Cut off is when record is superseded or obsolete, applies to publications, issuances or like documents
- Category B) Cut off is when project or event is ended, or after final payment or final action, or after settlement of disputes/incidents, court order lifted or litigation concluded, whichever is applicable. Applies to activities whose records are organized or grouped and maintained by a given task, job, assignment, agreement or situation and has clearly defined start and end dates
- Category C) Cut off is when employee transfers, separates or retires from federal service or where applicable, an employee or dependent spouse's eligibility is terminated or denied. Applies to certain Human Resource records
- Category D) Cut off is after period covered by account, certificate of settlement is received, or when period for claims for which DCMA has right to collect is ended, or when DCMA determines collection is no longer required or terminated, whichever is later. Applies to certain Accounting records in GRS 3, 6, 7 and 8
- Category E) Cut off is annually. Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task, separation of personnel or settlement of dispute

**110.00 Physical Security, Law Enforcement, Safety and Health**

**110.01a Physical Security, Law Enforcement, Safety and Health - General Records**

**Note 1: Refer to 110.03a for Exceptions: Criminal Investigative Reports/Case Files.**

**Note 2: Refer to 130.02b for Industrial Hygiene Survey Reports.**

**Note 3: Refer to 400.03a for agency's official copy of memorandums of understanding agreements, and authorizations concerning physical security, law enforcement, and criminal investigative matters with Military Departments and Federal and State agencies .**

Records relate to activities concerning the occupational safety, security and protection of government facilities, information, and personnel employed by the Government against workplace hazards, undue risk, sabotage, damage and theft or like matters

Includes but is not limited to

**1 Planning and Management**

- a Records related to general planning, management and budgeting of physical security, emergency planning, law enforcement, safety and health, and foreign liaison matters, includes but is not limited to program plans, studies and analysis, reports, including those produced from tracking/control mechanisms, and guidance letters

**2 Security**

- a Documents maintained by custodians of classified files that constitute authorization for access to top secret information as well the accountability and whereabouts of classified or top-secret information
- b Documents relating to the assignment of passwords or user identification to uniquely identify persons authorized to access entry into a building
- c Documents designating Security officers
- d Documents reflecting scheduling, implementation of, and reports of security inspections to include vulnerability assessment reports Refer to 110 01b for routine surveillance records
- e Documents relating to review and regarding of specific case files of classified documents or equipment
- f Request for personnel security clearances
- g Operations Security survey files
- h DCMA Foreign Liaison Program material to include but not limited to copies of regulations, point papers, weekly reports, general documents accumulated in connection with visits of foreign nationals to military installations and activities

**3 Emergency Planning**

- a Emergency Planning case files to include copies of emergency plans or directives with related background document Refer to 400 07b for official copy of DCMA Emergency Plan
  - b Emergency Operation Test files to include files accumulated from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages
- 4 Law Enforcement (Routine)
- a Documents pertaining to acquisition and disposition of contraband and physical evidence that are not involving criminal cases
  - b Firearms registration
  - c Security of Material documents relating to the use of locks, keys, and combinations, security storage areas and bins and inspections
  - d Routine Security violations reports
  - e Routine Criminal Incident/Investigations, includes but is not limited to Vehicle Accident reports, reports of investigation, messages, statements of witnesses, subject and victims For significant criminal investigative reports/case files refer to 110 03a
- 5 Personnel/Occupational Safety and Health
- a Safety and Health reports and related information to identify hazardous conditions, accident investigations, and survey and inspection to include Occupational Safety and Health Log summary as required by law Note This excludes Industrial Hygiene Survey Reports, Refer to Section 130 02b (Employee Medical Folders)

①

110 01a1

Records held by office performing agency-wide responsibility (record serves as the legal copy) This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy 6 years after applicable cut off category

**Category B) Cut off is when project or event is ended, or final payment or final action, or after settlement of disputes/incidents; court lifted or litigation concluded, whichever is later. Applies to activities whose records are organized or grouped and maintained by a given task, job, assignment, agreement or situation and has clearly defined start and end dates.**

**Category E) Cut off is annually. Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task; separation of personnel or settlement of dispute.**

②

110 01a2

Other offices' records This includes any records maintained on a DCMA website

DISPOSITON Temporary Destroy when superseded, obsolete, or no longer needed for business

③ 110.01b

**Routine Surveillance Records**

**Note 1: Refer to 110.01a for routine security files.**

Relates to records that are created or updated while performing routine surveillance activities Included are motion picture and video surveillance recordings, backup tapes, and other formats of surveillance records

Records maintained by office of primary responsibility This includes any records maintained on a DCMA website

DISPOSITION Temporary Erase, delete or destroy records when no longer needed for business and back-up tapes when superseded by a full back-up tape or when no longer needed for business, whichever is later

110.02a

**Intelligence, Counter-Intelligence, and Antiterrorism Files**

Files relating to DCMA requirements pertaining to intelligence, counter-intelligence, and antiterrorism Records include

- a Intelligence records compiled by DCMA deriving from intelligence products generated by external organizations such as the DHS, FBI, DIA, COCOMS, and the military services Also included are copies of intelligence products generated by such external organizations
- b Files relating to DCMA's carrying out of DoD and other procedures relating to counter-intelligence Included are functional services records relating to training, awareness, briefings and debriefings, inquiries (not investigations), program management, and assessments
- c Files relating to DCMA's carrying out of DoD and other procedures relating to antiterrorism (AT) Included are files relating to training, assessments, local AT plans, liaison with law enforcement and security and intelligence organizations, and AT travel briefings

④ 110 02a1

Records maintained by the office of primary responsibility This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy when 10 years old or after considered no longer relevant, whichever is later

⑤ 110 02a2

Other offices' records This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy when superseded, obsolete, or no longer needed for business

**110.03a Exceptions: Criminal Investigative Reports/Case Files**

**Note 1: Refer to 110.01a for routine files on criminal investigation.**

The following criminal investigation reports constitute an exception to the files covered by 110 01a

- a Criminal investigation reports for which data is entered into the Defense Central Index of Investigations (DCII) or designated national criminal records system, Criminal Incident/Investigation Files to include reports of investigations, messages, statement of witnesses, subjects and victims photographs, laboratory reports, data collection reports, polygraph tests, analysis of criminal offenses and other related papers

⑥ 110 03a1 Reports or Case Files maintained by the office of primary responsibility This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy 25 years after report/case is closed, or after considered no longer relevant, whichever is later

⑦ 110 03a2 Other offices' records This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy when superseded, obsolete, or no longer needed for business

~~110.04a Classified Information Nondisclosure Agreements~~

~~Copies of nondisclosure agreement, such as SF 312, Classified Information Non-Disclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive orders governing security classification~~

~~110 04a1 Copies maintained separately from the individual's official personnel folder~~

GRS 18/25a

~~DISPOSITION Temporary Destroy when 70 years old~~

~~110 04a2 Copies maintained in the individual's official personnel folder~~

GRS 18/25b

~~Apply the disposition for the official personnel folder~~

~~Note 1: Refer to 130.02a for Official Personnel Folder record keeping copy.~~

⑧ 110.05 Physical Security, Law Enforcement, Safety and Health - Routine Background Material

Refers to routine background materials relating to physical security, law enforcement, safety and health accumulated in the course of formulating or analyzing policy or similar activities that result in a clearly defined deliverable or issuances such as reports, publications, guidance documents, instructions, studies or white-papers Routine

background material may consist of reference papers, extra copies of reports or other documents, and correspondence of a transitory or informational nature only. This includes any records maintained on a DCMA website.

**DISPOSITION** Temporary Destroy when superseded, obsolete, or no longer needed for business

**DISPOSITION NOTE 1:** Place substantive background papers in the file pertinent to the subject matter or the function covered.



NI-558-10-2

Schedule 110  
Record Series Crosswalk

Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	110 90	N/A-N/A	Destroy on transfer, reassignment, or separation of the individual, or when obsolete	NN-168-94		Classified Material Access	Documents maintained by custodians of classified files that constitute authorization for individuals to have access to classified files. This includes forms containing individual's name and signature, classification of files concerned, information desired
110 01a1	T	110 93	GRS 18- Items 2/3/4	Destroy when 2 years old			Classified Documents Registers and Receipts	Documents maintained as accountability registers reflecting classified documents in the custody of the installation or activity such as classified documents receipts, documents reflecting release from accountability, tracer documents, or certificates of destruction
110 01a1	T	110 95	GRS 18- Item 7a	Destroy when superseded by a new form or list or upon turn-in of containers			Classified Container Information Files	Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers

Schedule 110  
Record Series Crosswalk

Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Senes Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	110 97	GRS 18- Item 7b	Destroy 3 months following the last entry on the form Forms involved in investigations will be retained until completion of the investigation			Classified Container Security Records	Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet
110 01a1	T	110 99 A	GRS 18- Item 5a	Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed		Top Secret Controls Forms used to ensure positive control of Top Secret documents, showing security classification of the document title or short title, date of the document, distribution dates, intraoffice routing data, and names of persons handling the documents	Top Secret Controls	Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents

Schedule 110  
Record Series Crosswalk

Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	110 99 B	GRS 18- Item 5b	Destroy when related document is downgraded, transferred, or destroyed		Top Secret Controls Forms used to ensure positive control of Top Secret documents, showing security classification of the document title or short title, date of the document, distribution dates; intraoffice routing data, and names of persons handling the documents	Top Secret Control Forms	Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intraoffice routing, and comparable data
110 01a1	T	150 01	N/A-N/A	Destroy 2 years after termination of program effort	N1-361-91-7	Relates to all security matters with respect to law enforcement, criminal investigative, physical security, crime/loss prevention, intelligence, foreign liaison, personnel and information security, ADP security, Defense Hotline and DCMA Command Complaint	Security Program/Project Files	Documents related to the formulation, management, administration, and execution of individual security programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents
110 01a1	T	150 02	N/A-N/A	Destroy when superseded or obsolete	N1-361-91-7	Relates to all security matters with respect to law enforcement, criminal investigative, physical security, crime/loss prevention, intelligence,	Security Policy/Correspondence Files	Documents providing general direction, staff guidance, and reporting in the management and administration of security functions including interpretations and decisions of applicability, requests for waivers and
110 01a1	T	150 05	N/A-N/A	Destroy when superseded or obsolete	N1-361-91-7	Relates to all security matters with respect to law enforcement, criminal investigative, physical security, crime/loss prevention, intelligence,	Designation of Security Officials	Documents relating to the designation or assignment of individuals as security control officers, documents control officers, and custodians of classified documents

Schedule 110  
Record Series Crosswalk

Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	151 05	N/A-N/A	Destroy when superseded, obsolete or no longer needed for reference	N1-361-91-7	Relates to implementation of DoD, Federal Government, and NIST issuances in ADP security, communications network	ADP Security Arrangements	Documents relating to arrangements to provide DCMA activities with ADP security facilities and countermeasures
110 01a1	T	151 07	N/A-N/A	Destroy 3 years after contract completed/terminated	N1-361-96-1	Relates to implementation of DoD, Federal Government, and NIST issuances in ADP security,	Contractor Computer Access	Documents relating to the request, review, and approval of contractor access to Automated Information Systems Includes acknowledgment
110 01a1	T	151 09 A	N/A-N/A	Destroy 2 years after the information has been converted to an electronic medium and verified	N1-361- 96-1	Individual Computer Access Records relating to assignments of passwords, password receipts, user identification, and system(s)	System Access Acknowledgment Forms	System Access Acknowledgment Forms
110 01a1	T	151 30	N/A-N/A	Destroy after 3 years or when PLFA's issue new risk analysis reports	N1-361-91-7		ADP Security Risk Analysis Files	Documents pertaining to risk analysis including risk analysis questionnaires, risk analysis reports and related correspondence
110 01a1	T	153 20	GRS 18- Item 23	Destroy RACEL computer listings and microfiche upon receipt and verification of		Criminal Investigations Relates to programs involving policies, plans,	Record Activity Clearance Eligibility Listing (RACEL) Clearance Suspense or	Lists of personnel security information or copies of clearance requests held by security offices as a suspense or
110 01a1	T	153 50 A	N/A-N/A	Destroy 5 years after the receipt of a final report (see exceptions)	N1-361-91-7	Reports of investigation, messages, statements of witnesses, subjects and victims, photographs, laboratory reports, data collection reports, and other related papers Records pertain to civilian and military personnel of DCMA, contractor employees and other persons who committed or are suspected of having committed a felony or misdemeanor on DCMA	Routine Criminal Incident/Investigations File - DCMAHQ Staff Director (Command Security) Refer to 110 03a1 for significant investigations from which data is entered in the Defense Central Index of Investigations (DCII)	Routine Criminal Incident/Investigations File - DCMAHQ Staff Director (Command Security)

Schedule 110  
Record Series Crosswalk

Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	153 50 C(2)	N/A-N/A	Destroy within 3 months after close of the investigation, which included the relevant examinations	N1-361-91-7	Reports of investigation, messages, statements of witnesses, subjects and victims, photographs, laboratory reports, data collection reports, and other related papers	Routine Criminal Incident/Investigations File - Refer to 110 03a1 for significant investigations from which data is entered in the Defense Central Index of Investigations	Reports of polygraph examination
110 01a1	T	153 60	N/A-N/A	Destroy after 3 years	N1-361-91-7	Criminal Investigations Relates to programs involving policies, plans, procedures and conduct of criminal investigations, crime prevention activities, loss prevention, and recording and reporting of	Analysis of Criminal Offenses and Trends	Summaries, charts, graphs and statistical data reflecting trends in crime
110 01A1	T	155 10	N/A-N/A	Destroy 2 years after completion of final corrective or disciplinary action, except that records of violations of a sufficiently serious nature to be classed as felonies will be destroyed 10 years after all legal and disciplinary actions have been taken	N1-361-91-7	Relates to emergency security planning needs, foreign liaison, information security, personnel security, OPSEC, and other information, personnel, or technical security matters	Security Violations	Documents relating to reports and investigations of security violations, including final disposition
110 01a1	T	155 15 A	GRS 18- Item 9	Destroy after 3 years  [Destroy when 3 years old or upon discontinuance of facility, whichever is sooner ]		Documents reflecting scheduling, implementation of, and reports of security inspections	Security Inspections- Government-owned facilities	Security Inspections- Government-owned facilities

Schedule 110  
Record Series Crosswalk

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110 01a1	T	155 20	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference	N1-361-91-7	Relates to emergency security planning needs, foreign liaison, information security, personnel security, OPSEC, and other information, personnel, or	PLFA Security Profiles	Documents reflecting status of security of PLFA and secondary and tertiary field activities, including internal inspection reports, reports of preliminary inquiry, violation reports, correspondence on special security
110 01a1	T	155 25	N/A-N/A	Destroy after 3 years	N1-361-91-7	Relates to emergency security planning needs, foreign liaison, information security, personnel security, OPSEC, and other information, personnel, or technical security matters	Security Regarding Cases	Documents relating to the review of specific case files of classified documents or equipment for the purpose of regrading the document or the equipment

Schedule 110  
Record Series Crosswalk

Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	155 30	N/A-N/A	Destroy 1 year after completion of the next inventory, provided all material has been accounted for at that time	N1-361-91-7	Relates to emergency security planning needs, foreign liaison, information security, personnel security, OPSEC, and other information, personnel, or technical security matters	Top Secret Inventories	Registers, lists, comparable documents, and related paper accumulated in connection with the periodic inventory of Top Secret documents

Schedule 110  
Record Series Crosswalk

Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	I	155.40 A	N/A-N/A	informational	N1-361-91-7	Personnel Security Folders Copies of requests for and certificates of personnel security clearance related transactions, and certificates of security briefing/debriefing, authorized for maintenance by Command Security Officers, and superseded forms serving related purposes; documents pertaining to limited access authorizations; case resumes and other documents relating to the processing of security clearances Includes comparable transcripts of data in lieu of training	Personnel Security Folders - Requests for Copies of Documents	
110 01a1	T	155 40 A(1)	N/A-N/A	Forward to gaining activity	N1-361-91-7	Personnel Security Folders Copies of requests for and certificates of personnel security clearance related transactions, and certificates of security	Personnel Security Folders - Requests for Copies of Documents - Upon transfer to another DCMA activity	Copies of Documents - Upon transfer to another DCMA activity



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Record Series Crosswalk

Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	155 40 A(2)	N/A-N/A	Place in inactive file, cut off at end of calendar year, retain in current files area, and destroy after 2 years	N1-361-91-7	Personnel Security Folders Copies of requests for and certificates of personnel security clearance related transactions, and certificates of security briefing/debriefing, authorized for maintenance by Command Security Officers, and superseded forms serving related purposes, documents pertaining to limited access authorizations, case	Personnel Security Folders - Requests for Copies of Documents - Upon separation or transfer to a non DCMA organization	Requests for Copies of Documents - Upon separation or transfer to a non DCMA organization
110 01a1	T	155 45	N/A-N/A	Destroy after transfer or separation of the individual, or when superseded or obsolete	N1-361-91-7		Record Activity Clearance Eligibility Listing (RACEL) Clearance Suspense or Status Files	Lists of personnel security information, or copies of clearance requests held by security offices as a suspense or control record of the status of personnel security clearances or as a record of clearance/access status of
110 01a1	T	155 50	N/A-N/A	Destroy after the next periodic application of the system or upon inactivation of the office or system, whichever occurs first	N1-361-91-7		Security Awareness	Documents accumulated in connection with systems designed to obtain compliance with security regulations by all personnel, such as a system requiring that each individual periodically read applicable security regulations and sign a statement indicating that he/she understands them
110 01a1	T	155 55	N/A-N/A	Retain in current files area and destroy 2 years after expiration of approval	N1-361-91-7		Foreign Visitors	Documents accumulated in connection with visit of foreign nationals to military installations and activities,

Schedule 110  
Record Series Crosswalk

Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	155 95	N/A-N/A	Destroy upon obsolescence or supersession	N1-361-91-7		OPSEC Survey Files	Documents relating to preparation for and participation in OPSEC surveys within DCMA Headquarters and primary level field activities
110 01a1	T	155 97	N/A-N/A	Destroy after 5 years or upon obsolescence or supersession	N1-361-91-7		OPSEC Training Files	Documents relating to the preparation, conduct and follow-up analysis of formal and informal training and awareness instruction designed to acquaint individuals with the objectives, principles and methods of OPSEC programs and to maintain a sense of OPSEC awareness among military and civilian personnel assigned
110 01a1	T	157 97	N/A-N/A	Retain in CFA Destroy after 3 years or when obsolete or no longer needed, whichever is later	N1-361-91-7		Physical Security Surveys	Documents including schedules pertaining to annual, semiannual, or special surveys to determine adequacy of physical security of activities, facilities, or sensitive areas or operations
110 01a1	T	159 25	N/A-N/A	Destroy when superseded, obsolete, or no longer needed for reference	N1-361-87-1		Complaint Investigation Policies and Procedures	Documents relating to policies and procedures for handling complaint matters and conducting investigations of complaints received from the Defense Hotline, DoD and military service Inspectors General, DCMA Complaint Program, other sources, and fraud, waste and abuse awareness material

Schedule 110  
Record Series Crosswalk

Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	214 20 A	GRS 18- Item 28	Destroy when 3 years old		Emergency Tests and Exercises-Documents accumulated as a result of testing various emergency plans, including announcement of tests to be conducted, instructions	Emergency Tests and Exercises - DCMAHQ	Emergency Tests and Exercises - DCMAHQ
110 01a1	T	284 49 A	N/A-N/A	Destroy after 1 year	N1-361-91-1	Records relating to implementation and compliance with physical security requirements	ADP/T Physical Security - Sign-in logs	Form used as a record of entry to Computer Room
110 01a1	T	284 49 B	N/A-N/A	Destroy when superseded or obsolete	N1-361-91-1	Records relating to implementation and compliance with physical	ADP/T Physical Security - Access list	Posted listing of individuals allowed access to Computer Room
110 01a1	T	284 49 C	N/A-N/A	Change as required, retain previous combination for 1 year and destroy	N1-361-91-1	Records relating to implementation and compliance with physical security requirements	ADP/T Physical Security - Lock combination	Up-to-date record of door combination
110 01a1	T	157 45	N/A-N/A	Destroy after 2 years	N1-361-91-7		Traffic Violations	Documents relating to traffic tickets for moving and nonmoving violations, withdrawal of driver permits, and related papers
110 01a1	T		GRS 10 -Item 05	Destroy 6 years after case is closed			Motor Vehicle Accident Files	Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Motor Vehicle Accident Report, investigative reports, and SF 94, Statement of Witness

Schedule 110  
Record Series Crosswalk

Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T		GRS 18- Item 22				Security - Electronic Personnel Security File System	DCMA system designed to automate the personnel security files kept by DCMA, prior to this system records were kept in paper format. Personnel Security Files are compiled from paperwork generated by either the Army Servicing Team, the Applicant or
110 01a1	T		GRS 18- Item 6	Destroy years after authorization expires			Access Request Files	
110 01a1	T		GRS 18- Item 8	Destroy when 2 years old			Security and Protective Services Administration Correspondence Files	
110 01a1	T		GRS 18-Item 12	Destroy 3 months after expiration or revocation			Property Pass files	Property pass files, authorizing removal of property or materials
110 01a1	T		GRS 18-Item 13a	Destroy 3 years after final entry			Guard Assignment Files ledger files	
110 01a1	T		GRS 18-Item 13b	Destroy when 2 years old			Guard Assignment Files Requests, analyses, reports, change notices and other papers relating to post assignments and strength requirements	

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110 01a1	T		GRS 18-Item 14a	Destroy 3 years after final entry			Police Function Files Ledger Records - Files related to exercise of police functions	Ledger records of arrest, cars ticketed an outside police contacts
110 01a1	T		GRS 18-Item 14b	Destroy when 2 years old			Police Function Files Ledger Records - Files related to exercise of police functions	Reports, statement of witnesses, warning notices, and other documents relating to arrests, commitments and traffic violations
110 01a1	T		GRS 18-Item 14c	Destroy when 1 year old			Police Function Files Ledger Records - Files related to exercise of police functions	Reports on contact of outside police with building occupants
110 01a1	T		GRS 18-Item 15a	Destroy 3 years after final entry			Personal Property Accountability Files	Ledger files

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Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T		GRS 18-Item 15b	Destroy 3 when 1 year old			Personal Property Accountability Files	reports, loss of statements, receipts , and other documents relating to lost and found articles
110 01a1	T		GRS 18-Item 21	Destroy when 2 years old			Personnel Security Clearance Records - Security Clearance Administrative Subject Files	Correspondence, reports and other records relating to the administration and operation of the personnel security program, not covered
110 01a1	T		GRS 18-Item 22a	Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable			Personnel Security Clearance Files	Personnel security clearance case files created under the Office of Personnel Management procedures and regulations and related indexes maintained by the personnel security office of the employing agency, case files documenting the processing of investigations on Federal employees or
110 01a1	T		GRS 18-Item 22b	Destroy in accordance with the investigating agency instruction			Personnel Security Clearance Files	Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitable determinations

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110 01a1	T		GRS 18-Item 22c	Destroy with related case file			Index to the Personnel Security Case Files	Index to the Personnel Security Case Files
110 01a1	T		GRS 18-Item 24a	Destroy 5 years after close of case			Security Violations	Case Files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security
110 01a1	T		GRS 18-Item 24b	Destroy 2 years after completion of final action			Security Violation Files - All Other Files	All other files, exclusive of documents placed in official personnel folders
110 01a1	T		GRS 18-Item 26	Destroy when 2 years olds			Emergency Planning Administrative Correspondence Files	Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule
110 01a1	T		GRS 18-Item 29a	Destroy 5 years after termination from NDER program			National Defense Executive Reserve (NDER) Case Files	Case files on Reservists

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Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T		GRS 18-Item 29b	Destroy when 5 years old			National Defense Executive Reserve (NDER) Case Files	Case files on individuals whose applications were rejected or withdrawn
110 01a1	T		GRS 18 -Item 11	Destroy when 2 years old			Investigative Files	Investigative files accumulated 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 as
110 01a1	T		GRS 18 -Item 27	Destroy 3 years after issuance of a new plan or directive			Emergency Planning Case Files	Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan for directive issued, with related background documents, Excluding one record coy of each plan or directive



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Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	155 70	N/A-N/A	Destroy 2 years after next comparable survey or inspection	N1-361-91-7		Technical Surveillance Countermeasures (TSCM) Surveys/ Correspondence	Documents relating to the requesting, scheduling, coordinating, conducting and reporting of results of inspections and surveys accomplished to determine vulnerability of DCMA facilities to technical surveillance, including documents reflecting follow-up a
110 01a1	T	157 20 A	GRS 18- Item 17a	Destroy 5 years after final entry or 5 years after date of document, as appropriate		Documents which reflect the request for, issuance of, and use of visitor passes and vehicle permits to gain access to and exit from Government facilities on a onetime basis, including visitor registers and personal property passes Excludes passes or permits authorizing the entry or removal of Govt Property	Visitors and Vehicle Temporary Passes and Permits Files - For areas under maximum security	Visitors and Vehicle Temporary Passes and Permits Files - For areas under maximum security
110 01a1	T	157 20 B	GRS 18- Item 17b	Destroy 2 years after final entry or 2 years after date of document, as appropriate		Documents which reflect the request for, issuance of, and use of visitor passes and vehicle permits to gain access to and exit from Government facilities on a onetime basis, including visitor registers and	Visitors and Vehicle Temporary Passes and Permits Files - For other areas	Visitors and Vehicle Temporary Passes and Permits Files - For other areas
110 01a1	T	157 22 A	GRS 18- Item 20a	Destroy 2 years after final entry		Registers or logs maintained by the guard office and used to post occurrences	Central guard office master logs	Central guard office master logs

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Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	157 22 B	GR5 18- Item 20b	Destroy 1 year after final entry		Registers or logs maintained by the guard office and used to post occurrences	Individual guard post logs of occurrences entered in master logs	Individual guard post logs of occurrences entered in master logs
110 01a1	T	157 25	N/A-N/A	Destroy 1 year after obsolete or no longer needed except that individual badges, photographs, or passes will be destroyed upon revocation, cancellation, or expiration and except that credentials relating to	N1-361-91-7		Individual Access Files	Documents relating to the request for, authorization, issue receipt surrender and accountability records pertaining to identification badges, cards and passes (other than visitor)
110 01a1	T	157 50	N/A-N/A	Destroy 3 years after final action, except criminal cases in which retention and disposition will be as in series 153 50, Criminal Incident/Investigations File	N1-361-91-7		Seizure and Disposition of Property	Documents pertaining to acquisition and disposition of contraband and physical evidence

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Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	157 55	N/A-N/A	Destroy 6 months after cancellation of registration or departure of registrant from jurisdiction of the registering activity	N1-361-91-7		Firearms Registration	Documents relating to registration of privately owned weapons and firearms
110 01a1	T	157 65	N/A-N/A	Retain in CFA Destroy after 3 years or when the area no longer requires special protective measures, whichever is later	N1-361-91-7		Physical Security Area	Documents, plans, and related papers pertaining to classification designation, procedures, and requirements for sensitive areas requiring special protective measures
110 01a1	T	157 70	N/A-N/A	Retain in CFA Destroy after 3 years or when barrier is removed, whichever is later	N1-361-91-7		Physical Security Area	Documents relating to use, design, installation, and maintenance of physical barriers
110 01a1	T	157 75	N/A-N/A	Retain in CFA Destroy after 3 years or when lighting is removed, whichever is later	N1-361-91-7		Protective Lighting	Documents relating to use, design, installation, and maintenance of protective and emergency lighting
110 01a1	T	157 80	N/A-N/A	Retain in CFA Destroy after 3 years or when the alarm system is removed, whichever is later	N1-361-91-7		Protective Alarm System	Documents relating to use, design, installation, and maintenance of alarms and intrusion detection systems

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110 01a1	T	157 85	N/A-N/A	Retain in CFA Destroy after 3 years or when the communications net is removed, whichever is later	N1-361-91-7		Protective Communications	Documents relating to use, design, installation, maintenance, and security of communication nets used by protective services forces
110 01a1	T	157 90	N/A-N/A	Destroy after 1 year or when superseded or obsolete, as applicable	N1-361-91-7		Police Force Records	Documents relating to operation and use of a police force, clearances, qualifications, training, examination, uniforms, and weapons of personnel, and order, supervision, records, and reports
110 01a1	T	157 95 A	GRS 18- Item 16a	Destroy 3 years after turn-in of key, lock, combination change, etc		Documents relating to the use of locks, keys, and combinations, security storage areas and bins, and inspections and movements of vehicles with Government materiel onto, within, and off of installations or facilities	Security of Material - For areas under maximum security	Security of Material - For areas under maximum security

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Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	157 95 B	GRS 18- Item 16b	Destroy 6 months after turn-in of key, lock, combination change, etc		Documents relating to the use of locks, keys, and combinations, security storage areas and bins, and inspections and movements of vehicles with Government materiel onto, within, and off of installations or facilities	Security of Material - For other areas	Security of Material - For other areas
110 01a1	T	159 50	N/A-N/A	Destroy 3 years after completion of case	N1-361-97-4		Complaint Investigative Case Files	Reports of investigations, inquiries, and/or reviews conducted by HQ DCMA or subordinate elements including all related supporting documentation
110 01a1	T	159 75	N/A-N/A	Destroy 3 years after completion of case	N1-361-97-4		Complaint Case Logs	Case logs and cross reference indices used to control the processing of investigations
110 01a1	T	160 01	N/A-N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner	N1-361-91-15	Relates to development and managing programs that assure safe working conditions and to activities that promote the health of employees and others	Safety and Health Program/Project Files	Documents related to the formulation, management, administration and execution of individual Safety and Health programs/projects such as program plans, studies, analyses, reports, letter guidance and direction, and related documents

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Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	160 02 a	N/A-N/A	Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner	N1-361-91-15	Documents providing general direction, staff guidance and reporting in the management and administration of Safety and Health matters including interpretations and decisions on applicability, requests for waivers and exception, data	Safety and Health Correspondence Files -	HQ
110 01a1	T	160 02 b	N/A-N/A	Destroy after 1 year	N1-351-91-15	Documents providing general direction, staff guidance and reporting in the management and administration of Safety and Health matters including interpretations and decisions on applicability, requests for waivers and exception, data calls and periodic reporting and similar documents not	Safety and Health Correspondence Files -	Other Activities
110 01a1	T	160 20 (DLA)		Destroy 5 years after all aspects of the case are closed	N1-361-91-15		Safety and Health Case Files	Safety Program Report, mishap reports, accident analysis reports, other similar reports, printouts, and related backup materials used to investigate, record and report hazards and accidents involving Government personnel, vehicles and facilities, and recommend action to prevent recurrences

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Bucket Section - Combined	Record Type {Temp, Perm, Temp system}	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
110 01a1	T	160 40 (DLA)		Destroy after 3 years	N1-361-91-15		Hazard Report File	Program Safety Reports, annual Occupational Safety and Health Administration (OSHA) reports, personnel strength listings, quarterly reports, logs, correspondence, notes and related backup materials used to identify hazardous conditions and
110 01a1	T	160 60 (DLA)		Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner			Survey and Inspection Files	Reports and inspections of facilities, conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents
110 01a1	T		GRS 18-Item 1	Destroy when 2 years old			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 GRS 18 schedule
110 01a1	T		GRS 18-Item 18a	Destroy when 1 year old			Facilities Checks Files	files relating to periodic guard force facility checks , data sheets, door slip summaries, check sheets, and guard report on security violations (except copies in files of agency security offices covered by Item GRS 18, Item 24
110 01a1	T		GRS 18-Item 18b	Destroy when 1 month old			Facilities Checks Files	Reports on routine after-hours security checks that either do not reflect security violations or for which the information contained therein is documented in the files defined in

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110 01a1	T		GRS 18-Item 19a	Destroy when superseded or obsolete			Guard Service Control Files	Control Center key or code records, emergency call cards, and building records and employee identification cards
110 01a1	T		GRS 18-Item 19b	Destroy when 1 year old			Guard Service Control Files	Round Reports, service reports on interruptions and tests, and punch clock dial sheets
110 01a1	T		GRS 18-Item 19c	Destroy when 1 year old			Guard Service Control Files	Automatic machine patrol charts and registers of patrol and alarm services
110 01a1	T		GRS 18-Item 19d	Destroy 3 months after return of arms			Guard Service Control Files	Arms, distribution sheets, charge records, and receipts
110 01a2	T	110 91	N/A-N/A	Destroy when superseded or obsolete	N1-361-91-8		Record Activity Clearance Eligibility Listing (RACEL) Clearance Suspend or Status Files	Lists of personnel security information, or copies of clearance requests held by offices other than security offices as a suspend or control record of the status of personnel security clearances



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110 01a2	T	214 20 B	N/A-N/A	Destroy when superseded, obsolete or no longer needed for planning and emergency purposes	N1-361-92-03	Emergency Tests and Exercises-Documents accumulated as a result of testing various emergency plans, including announcement of tests to be conducted, instructions to participants, staffing assignments, messages, documents reflecting simulated situations and actions critique sheets, reports and similar	Emergency Tests and Exercises - Other offices	Emergency Tests and Exercises - Other offices
110 02a1	T	152 05	N/A-N/A	Destroy after 10 years	NN-168-94	Relates to the collection, evaluation, and analysis of information relating to the war potential and other related activities of foreign countries, or about activities or conditions in the United States which potentially or actually threaten internal security	Intelligence Reports	Documents and reports compiled by DCMA office of primary responsibility from documents originated by other agencies or components such as CIA, FBI, DIA, or military services to fill specific DCMA requirements
110 02a1	T	152 10	N/A-N/A	Destroy when superseded or obsolete	NN-168-94	Relates to the collection, evaluation, and analysis of information relating to the war potential and other related activities of foreign countries, or about activities or conditions in the United States which potentially or actually threaten internal security	Intelligence Reference Files	Published, printed, or processed materials, photographs, or maps, not filed in 152 05, Intelligence Reports, and used as a reference file or library for intelligence purposes

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110 02a1	T	155 60	N/A-N/A	Destroy 5 years after date of last action	N1-361-91-7		Counterintelligence Investigative Files	Documents reflecting results of counterintelligence complaint or incident investigations involving DCMA personnel or facilities, including reports of investigations from DoD and U S Government agencies
110 02a1	T	155 75	N/A-N/A	Destroy when superseded, obsolete or no longer needed for reference	N1-361-91-7		Antiterrorism Reports	Documents concerning reports on terrorism, counterterrorism originated by DoD and other Government
110 02a1	T	155 80	N/A-N/A	Destroy after 2 years	N1-361-91-7		Terrorism Threat Requests/Assessments	Documents concerning terrorism threat assessment requests and assessments originated and disseminated by Headquarters, Office of Command Security to DLA facilities or to DLA personnel assigned to, temporarily detailed to, or in transit to a particular area
110 02a1	T	155 85	N/A-N/A	Destroy when superseded, obsolete or no longer needed for reference	N1-361-91-7		Terrorist Threat Assessment Information Files	Terrorist threat assessments originated outside DCMA and transmitted to DCMA for information

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110 02a1	T	155 90 B	N/A-N/A	Destroy when superseded, obsolete or no longer needed for reference	N1-361-91-7	Documents reflecting actions in implementation of DoD and DCMA antiterrorism programs and related materials	Antiterrorism Action - Other Documents	All other Antiterrorism documents
110 03a1	T	153 50 C(1)	N/A-N/A	Retain for 25 years (10 years in hard copy and then on microfiche for the balance of 25 years )	N1-361-91-7	Reports of investigation, messages, statements of witnesses, subjects and victims, photographs, laboratory reports, data collection reports, and other related papers Records pertain to civilian and military personnel of DCMA, contractor employees and other persons who committed or are suspected of having committed a felony or misdemeanor on DCMA controlled activities or facilities, or outside of those areas in cases where	Significant Criminal Incident/Investigations File (Refer to 110 01a1 for routine investigations)	Criminal investigation reports generated from which data is entered into the Defense Central Index of Investigations (DCII) by DCMA criminal investigators, detectives and Command Security Officers

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110 03a2	T	153 50 B	N/A-N/A	Destroy 1 year after the receipt of a final report	N1-361-91-7	Reports of investigation, messages, statements of witnesses, subjects and victims, photographs, laboratory reports, data collection reports, and other related papers Records pertain to civilian and military personnel of DCMA, contractor employees and other persons who committed or	Criminal Incident/Investigations File - Other offices	Other Offices
110 01a1	T	155 15 B	GRS 18- Item 10	Destroy after 4 years  [Destroy when 4 years old or when security cognizance is terminated, whichever is sooner ]		Documents reflecting scheduling, implementation of, and reports of security inspections	Security Inspections- Privately owned facilities	Security Inspections- Privately owned facilities
110 01a1	T	284 40 P	N/A-N/A	Destroy when 5 years old		Safety and Occupational Health - DCMA Mishap Reports	DCMA Mishap Accident Reporting	IAW the Occupational Safety and Health Act of 1970, Executive Order 12196, 29 Code of Federal Regulations Part 1960, and Department of Defense Instruction 6055 7, a structured,
110 01a1	T		GRS 10-Item 13	Keep for the duration of investigation and then destroy 1 year after completion of investigation and preparation of required reports		Form	Records required for Accident/Incident Reports	

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110 01a1	T			Destroy after 4 years  [Destroy when 4 years old or when security cognizance is terminated, whichever is sooner ]			Commanders Vulnerability Assessment Response Database (CVARD)	Is an interactive system where information from vulnerability assessment reports are entered and then collaboration is conducted to mitigate the findings identified and documented. In the past reports were generated by the Army Corps of Engineers on behalf of DCMA. However, in the future reports will be generated by DCMA and
110 01b	T		GRS 21-Item 11	Destroy when 6 months old			Motion Pictures	Routine Surveillance Footage
110 01b	T		GRS 21-Item 18	Destroy when 6 months old			Video recording - Routine Surveillance Recordings	Routine Surveillance Recordings
110 02a1	T	155 65	N/A-N/A	Destroy upon supersession or obsolescence	N1-361-91-7		Counterintelligence Information Files	Documents including counterintelligence threat assessments, reports on organization, mission, and modus operandi of hostile intelligence services, periodic counterintelligence summaries and similar non-investigative reports
110 04a1	T	155 35 a	GRS 18 -Item 25a	Destroy when 70 years old			Classified Nondisclosure Agreements - if maintained separately from the individual's official personnel folder	Classified Nondisclosure Agreements - if maintained separately from the individual's official personnel folder

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110 04a2	T	155 35 b	GRS 18- Item 25b	<p>Maintain in personnel folder and dispose of in accordance with Record Series file number 310 10, Individual Personnel Records, or 390 10, Official Personnel Folders, as appropriate</p> <p>[Apply the disposition for the official personnel folder ]</p>		Relates to emergency security planning needs, foreign liaison, information security, personnel security, OPSEC, and other information, personnel, or technical security matters	Classified Nondisclosure Agreements - if maintained in the individual's official personnel folder	Registers, lists, comparable documents, and related paper accumulated in connection with the periodic inventory of Top Secret documents
Refer to Records Manager	T	110 34	N/A-N/A	<p>Do not destroy</p> <p>These records will be retained in CFA until disposition authority is established Refer to Records Manager</p>	N1-361-91-2		Unidentified Files	Records for which an appropriate file number has not been assigned Authorized for use ONLY after approval by records management officer and on an interim basis not to exceed 1 year until a permanent number is developed Paragraph 6f, APPENDIX 2 describes procedure to request a new file number Refer to Records Manager for assistance