

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO. **NI-AFU-87-36**

DATE RECEIVED **9/8/87**

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

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
Directorate of Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION
Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. R. P. Dwyer

5. TELEPHONE EXT. **694-3494**

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE **12/29/87** ARCHIVIST OF THE UNITED STATES
Claudine [Signature]

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE AUG 14 1987	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	TECHNICAL SUPPORT OPERATIONS (Table 124-5) (Applicable Air Force-wide)		
1	Rule 11. Column B is changed to reflect that these polygraph records apply to investigative examinations, include also results of examinations and medical waivers, but exclude counterintelligence security polygraph (CSP) examiner reports and medical waivers that prove non-deceptive.	NC1-AFU-76-21	
2	Rule 12. Added, to dispose of CSP examiner reports that prove non-deceptive, and related records, less the medical waivers. CSP reports as a rule are not "investigative" files, since they do not pertain to any prior or on-going criminal or personnel security investigation. CSP examinations are given to applicants for employment, assignment or detail to positions requiring access to specifically designated information in special access programs; or assignment or detail to the CIA, DIA and NSA. If the results of a CSP examination prove deceptive, then there is cause for further investigation, and such records are disposed of in Rule 11. If they prove non-deceptive, there is no requirement or need to retain them longer than 3 months.	NC1-AFU-76-21	
3	Rule 12.1. Added, to replace current Rule 12 records. These records consist of only the draft of the polygraph examiner report at the AFOSI field extensions. The written report and supporting records are only at HQ AFOSI. The disposition of these records are same as in current Rule 12.	NC1-AFU-76-21	

5 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	OF 10. ACTION TAKEN <i>(NARS USE ONLY)</i>
4	Rule 12.2. Added, to dispose of non-record copies of polygraph examiner reports and results. These records are sent outside AFOSI to other Air Force and DOD offices/organizations responsible for personnel security, intelligence, counter-intelligence, and law enforcement. Due to their sensitive nature, a disposition of 3 months after close of related investigation is sufficient.		
5	Rule 12.3. Added, to dispose of medical waivers for CSP examinations that prove non-deceptive. Other non-deceptive CSP records are destroyed after 3 months (Rule 12), but a 3 year disposition for these medical waivers is necessary due to the possibility of legal action by a family member of a deceased examinee, possibly citing the polygraph as a contributing factor in the cause of death, even though unfounded.		

TABLE 124-5

TECHNICAL SUPPORT OPERATIONS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11	polygraph examinations	*polygraph examiner report (AFOSI Form 76) for investigative examinations, results polygraph charts, statements of consent, medical waiver to undergo polygraph examination (AFOSI Form 77), related records (less those examination and medical waiver records noted in rules 12 and 12.3)	at HQ AFOSI	destroy after 15 years, or with related case file, whichever is later.
12 *		counterintelligence security polygraph (CSP) examiner reports that prove non-deceptive, results, polygraph charts, statements of consent, and related records		destroy after 3 months.
12.1 *		AFOSI Form 76 (draft)	at AFOSI field extensions	destroy 3 months after close of related investigation.
12.2 *		non-record copies of polygraph examiner reports and results		
12.3 *		medical waiver for CSP examinations that prove non-deceptive	at HQ AFOSI and AFOSI field extensions	destroy after 3 years.