

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

JOB NO.

NI-AFU-88-38

DATE RECEIVED

6-13-88

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

NOTIFICATION TO AGENCY

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION
Information Management Policy Branch

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

5. TELEPHONE EXT.
695-1667

DATE

7/1/88

ARCHIVIST OF THE UNITED STATES

Claudia J. ...

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records that the records proposed for disposal in this Request of 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; 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.

6. DATE 09 JUN 1988	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	INDUSTRIAL SECURITY PROGRAM (Table 205-4) (Applicable Air Force-wide)		
1	Air Force is revising Table 205-4; incorporating most of current rules into revised ones, and also adding totally new rules. We have also revised/added records dispositions to reflect Air Force need for security oversight of contractors and to comply with DOD Industrial Security Program requirements. Current Rules 1, 2, 4 and 8. Delete. We are deleting Rule 1 since DOD makes industrial security policy through their directives, and Air Force follows this policy. We are deleting Rules 2 and 4 since these security agreements and facility security clearance surveys are not now sent to Defense Investigative Service (DIS) cognizant security office. We are deleting Rule 8 since it is only logical that copies of contract security classification specifications incorporated with contract records are disposed of along with the contracts.	NN-170-33	
2	Rule 1 (Added). We are disposing of facility security clearance (FCLs) requests from contractors, records justifying FCL, and termination of FCL.		

*Copy sent to agency
9/7/88*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

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)
3	Rule 2 (currently Rules 3, 5 and 10). We are disposing of security agreements and related forms, which also include facility security clearance surveys and central index file requests.	NN-170-33	
4	Rule 3 (currently Rules 6 and 9). We are disposing of physical security records; which include the Industrial Security Inspection Report and reports of contractor corrective actions.	NN-170-33	
5	Rules 4 and 5 (Added). We are disposing of security violations reports, and reports wherein loss, compromise, or suspected compromise of classified information did not occur (Rule 4) or did occur (Rule 5).		
6	Rule 6 (Added). We are disposing of copies of visit requests that contractors located on Air Force installations send to the security police.		
7	Rule 7 (Added). We are disposing of special access files and related records. The term "carve-out" refers to contracts that relieve the DIS from inspection responsibility under the Defense Industrial Security Program.		
8	Rule 8 (Added). We are disposing of special visitor agreements; records that contain information needed to control access to classified information and visitor activities on the Air Force installation.		
9	Rule 9 (Added). We are disposing of Critical Nuclear Weapons Design Information (CNWDI) authorizations for access to the data and briefing records.		
10	Rule 10 (currently Rule 7). We are disposing of classification specification records; which includes the Contract Security Classification Specification.	NN-170-33	
11	Rule 11 (Added). We are disposing of standard practice procedures (SPP), which are classified information security procedures followed by contractors.		
12	Rule 12 (currently Rule 11). No changes.	NN-170-33	

TABLE 205-4

INDUSTRIAL SECURITY PROGRAM

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	facility security clearance (FCL)	initial requests for FCL by contractor, justification for retention of clearance or termination of FCL, and related records	at security police unit providing security oversight of contractor	destroy 2 years after termination of FCL.
2	security agreements	Security Agreement (DD Form 441), Appendage to DOD Security Agreement (DD Form 441-1), Central Index File Card-Facility (DIS Form 553), Certificate Pertaining to Foreign Interests (DD Form 441s), Facility Security Clearance Survey (DD Form 374), Letter of Notification of Facility Clearance (DIS FL 381-R), and related records		destroy after 2 years, when unresolved deficiencies are corrected, or when adverse trend in contractor management attitude is corrected, whichever is later.
3	physical security	Industrial Security Inspection Report (DD Form 696), letters of requirement, reports of contractor corrective actions, facility visit reports, and related records	at security police unit providing security oversight of contractor and higher command levels	
4	security violations	reports of security violations, and reports wherein loss, compromise, or suspected compromise of classified information did not occur		

TABLE 205-4 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5		reports wherein loss, compromise, or suspected compromise of classified information did occur		destroy after 7 years if contractor facility remains active, 2 years after facility security clearance (FCL) is terminated, or upon inactivation of facility
6	visit requests	copies of requests to visit contractor facility located on Air Force installation	at security police unit providing security oversight of contractor	destroy after completion of visit.
7	special access files	special access files, carve-out contracts, special security requirements records, and copies of consultant agreements		destroy 6 months after contract or agreement is terminated.
8	special visitor agreements	long-term visitor agreements and Category 4 visitor authorizations		destroy 3 months after expiration of agreement or completion of visit.
9	Critical Nuclear Weapons Design Information (CNWDI)	authorizations for access and briefing records for access to CNWDI		destroy 6 months after notification that access is no longer required, or when superseded.
10	classification specification	Contract Security Classification Specification (DD Form 254), and related records pertaining to classification, downgrading, declassification, and disposition	at security police unit providing security oversight of contractor and higher command levels	destroy when contract is completed, superseded, or classified information in contractor's possession is returned or destroyed.

TABLE 205-4 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11	standard practice procedures (SPP)	classified information security procedures followed by the contractor	at security police unit providing security oversight of contractor	destroy 2 years after termination of FCL, or when superseded.
12	industrial defense surveys			see table 78-3.