

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-AFU-96-4
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED	12-28-95
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
JESSICA L. SPENCER	703-614-3494	Job withdrawn 3-6-97	

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12 Dec 95	<i>Francis X. McGovern</i>	FRANCIS X. MCGOVERN, Lt Col, USAF Chief, Records Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>SCI Tables and Rules for implementation into the AFMAN 37-139.</p> <p>TABLES 14-10,11 and 12 (new addition to AFMAN 37-139)</p> <p>JUSTIFICATION: Request review of the attached SCI tables and rules for implementation in AFMAN 37-139. The tables and rules will be added to AFMAN 37-139 with pending dispositions These tables and rules are not included in AFR 4-20, Vol 2..</p>		Job withdrawn 3-6-97

Handwritten mark

TABLE 14-10
SCI ADMINISTRATIVE SECURITY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	accountability records for incoming SCI (excludes CSSOs)	registers, logs, or retained copies of documents receipts/shipping manifests received with hard copy SCI documents, TCC message logs, forms or similar records	used to record the receipt and internal distribution of SCI received by a SCIF regardless of the manner received	destroy after 6 months (EXCEPTION: destroy 2 years after annual cutoff if the record also used to acknowledge the receipt of SCI further disseminated to a local SCIF physically separated from the receiving SCIF
2	accountability records for outgoing SCI (excludes CSSOs)	registers, logs, forms shipping manifests specifically describing outgoing SCI	used to acknowledge receipt of SCI transferred among physically separated SCIFs	destroy 2 years after annual cutoff
3	CSSO accountability records for SCI	registers, logs, document receipts, destruction certificates, control cards, inventory records	used for recording and acknowledging the receipt, routing location and disposition of SCI accounting the CSSO	destroy 1 year after completion of the contract to which the destroyed document(s) pertain to
4	contractor/consultant SCI (access by visual, oral, or physical means) records	access records showing signatures of contractor/consultants having access to individual SCI items	at CSSOs and other SCIFs	destroy 1 year after completion of the contract
5	accountability record for incoming collateral material controlled according to AFPD 31-4	registers, log, or retained copies of receipts/shipping manifests received with hard copy documents; TCC message logs, forms or similar records	related to documents physically held within a SCIF excluding CSSOs	destroy after 6 months (EXCEPTION: destroy 2 years after annual cutoff if the record is also used to acknowledge the receipt of items further disseminated to a local SCIF physically separated from the receiving SCIF
6	pouch and package receipts for SCI	forms receipting (by package number or similar identification for sealed packages or pouches containing SCI	used to obtain a receipt for sealed outgoing package to be sent by DEFCOS or other authorized courier	destroy on return of a signed document receipt from the addressee for the specific package contents
7			pertinent to sealed incoming packages received via DEFCOS or other authorized courier	destroy after 6 months
8	SCI sanitization, memorandum of agreements of similar records	agreements among "Proper Authorities" and supporting SCI procedures	used to document needed SCI sanitization support	destroy 2 years after agreement is superseded or terminated
9	records of sanitization or operational use of SCI in emergency/hostilities	a description of the sanitization or release action taken by a "Proper Authority"	used to document action taken according to USAFINTEL 201-1, Chapter 15	destroy 2 years after the sanitization operational use action occurs

Job withdrawn

	situation			
10	SCI sanitization in non-emergency situations	copies of sanitized records annotated with original SCI source	used to document nonemergency sanitization actions taken according to USAFINTEL 201-1	destroy 2 years after the sanitization and use took place
11	introduction and use of fictitious SCI into field exercises, command post exercises, or training situations	fictitious or simulated SCI products and reports	used to add realism to the exercise scenario	destroy 3 months after termination of the exercise training situation, or when no longer required, whichever is later
12	access to GAMMA products	registers and access rosters required by USAFINTEL 201-1, Chapter 20	used to record the signature and related data of persons having access to individual GAMMA products	destroy 1 year after the related document is destroyed.
13	Consumer Intelligence reports	a periodic specialized SCI Intelligence reports, studies, including both technical and general Intelligence concerning their combat application	the results of in-depth research and analysis for SCI consumers	retire original copy to ESC/IMD when obsolete, recinded or no longer needed
14	destruction certificates for GAMMA material	destruction certificates certifying the destruction of GAMMA material		destroy 2 years after the date of destruction
15	destruction certificates for BRAVO material	destruction certificates certifying the destruction of BRAVO material		retain permanently
16	ROXAD Messages	messages disseminating SCI security education/awareness, and information on existing policy		destroy 1 year after annual cutoff or when no longer needed for references, whichever is sooner
17	ODANS, OILAH, OSSIZ and VATOS Messages	messages used to disseminate SCI policy guidance up to the SI, TK, and BRAVO level		destroy 2 years after annual cutoff
18	inadvertent disclosure agreements	agreements subscribing to secrecy rules signed at the time of inadvertent disclosure to SCI by non-SCI indoctrinated	at AF/INSC an part of an SCI security incident report	destroy according to rules 20 or 21 below
19				destroy 1 year after signature
20	SCI security violations, incidents or compro	reports of SCI security violations, incidents or compromises of SCI	declared an SCI compromise by AF/INSC, DIA, NSA, or CIA	destroy 2 years after date of last action taken by final reviewing authority
21			not declared an SCI compromise	destroy 1 year after date of last action taken by final authority
22	SCI security education programs	security education literature, posters, lectures, etc.	conducted by SCI Security Officials	destroy when no longer needed
23	GAMMA, LOMA, and BRAVO accountability, control and inventories	Logs, registers, forms, or similar records		destroy 1 years after next comparable inventory

Job withdrawn

TABLE 14-11

SCI PERSONNEL SECURITY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	personnel security access or adjudication of persons filling or nominated to fill SCI position	complete case files showing dates of access, adjudication data and rationale, reason for debriefing or determining ineligible for SCI	at AF/INSB	destroy 15 years after the individual is briefed from SCI access
2		access requests investigative request and reports, indoctrination/debriefing reports, in status transfer authorizations, copies of personal history statements, SCI data code award/deletion		
3				
4	"For Cause" separation or discharge actions under USAFINTEL 201-1, Chapter 3 and AFD 31-5; AFI 31-501	recommendations, reports, and other records concerning possible "for cause" separation actions on SCI indoctrinated persons	at AF/INSB, if not closed favorably	destroy 20 years after final decision.
4.01			at AF/INSB if closed favorably	destroy 1 year after final decision.
5				destroy 6 months after final action is completed
6	absentee case files	data on SCI indoctrinated persons listed as missing	at AF/INSB	destroy 15 years after the individual is debriefed from SCI access
7				destroy 1 year after final action
8	SCI billet validation records	records validating decisions concerning SCI billet establishment, redesignation, realignment, deletion or change		destroy SI/TK after 2 years. Destroy TK subcompartment and BRAVO after 3 years
9	SCI indoctrination and debriefing oaths	DD Form 1847 and 1848, or similar forms	at all echelons if used to maintain SCI billet records	destroy 6 months following individuals PCS or debriefing
10	SCI indoctrination/debriefing materials	Briefing slides, scripts, video tapes, etc.		destroy when superseded, obsolete, or no longer needed
11	Assignment or travel to hazardous areas listed in USAFINTEL 201-1 Chapter 21	documents concerning the travel of SCI indoctrinated persons	at AF/INSC	destroy when superseded, obsolete, or no longer needed
12			at all other echelons	destroy 1 year after completion of travel, when person is debriefed or reassigned
13	SCI reindoctrination oath/register	records pertaining to periodic or special SCI reindoctrinations	accomplished according to USAFINTEL 201-1, Chapters 4 and 19	destroy following individuals PCS, or debriefing
14	SCI Billet Structure (SCIBS)	monthly or periodic ADP other listings reflecting SCIBS data required by USAFINTEL 201-1, Chapter 2		destroy when superseded

Job withdrawn

15	SCI secrecy agreements	SCI Nondisclosure Statements (DD Form 1847-1 or similar forms)	at AF/INSB	retire to records center 1 year after annual cutoff and after they have been entered into an ADP system
16				maintain copy 180 days after individual PCS or separates the unit
17	Special purpose access (SPA) accountability	Name, rank, SSAN, access, date(s), purpose and organization	at all servicing SSO's and MAJCOM SSO's	destroy after 2 years
18	Access certifications for foreign visits/visitors	all access certification documentation pertaining to foreign visits	at AF/INSB and all other echelons	destroy after 1 year
19	Permanent certifications for foreign visits/visitors	all permanent certification documentation pertaining to foreign visits	at AF/INSB and all other echelons	destroy after completion of tour or visit
20	Indoctrination/debriefing material	vugraphs, scripts, video tapes or similar records	at SSOs/SVAs and organizations with indoc/debriefing authority	destroy when superseded or when no longer needed

Job withdrawn

TABLE 14-12

SCI PHYSICAL SECURITY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	SCIF validation and accreditation	records officially accrediting a SCIF for SCI operations to include related checklists, drawings, exceptions, and similar data	at AF/INSC	destroy 6 months after SCI accreditation is withdrawn (see Note) (VATOS 1-93)
2			at MAJCOM and intermediate SCI security offices (SSO, SVA Custodian, SSR, CSSO) with SCI security cognizance	destroy 6 months after SCI accreditation is withdrawn (see Note) (VATOS 1-93)
3			at the SCIF involved	destroy when superseded or after SCI accreditation is withdrawn
4	Technical Surveillance Countermeasure (TSCM) surveys conducted according to AFR 205-14	reports of physical and electronic searches conducted within SCIFs and corrective action follow-up data		destroy when superseded or after SCI accreditation has been withdrawn. (VATOS 1-93)
5	TSWA Approval	TSWA approval letters or messages from AF/INSCF and MAJCOMs		destroy upon expiration date of TSWA or when withdrawal of accreditation is issued
6	SCI Emergency Action Plans (EAPs)	plans developed to protect SCIFs from attack or capture by hostile forces, natural phenomena, fire, sabotage, riots, or similar conditions	required by Chapter 17 of the USAFINTEL 201-1	destroy when no longer needed
7	Semi-Annual tests of SCIF alarm systems (AF Form 2530) and Semi-Annual security response force tests. VATOS 1-93	records concerning evaluation and monthly testing of installed alarm systems and quarterly security response force tests	used to determine the effectiveness of alarm operations and general security alertness of response forces	destroy 1 year after test date
8	Random Search program records	reports of results of monthly random searches		destroy 1 year after annual cutoff
9	Bimonthly Status Reports	status reports of SCIFs under construction/major modification.		destroy upon accreditation of SCIF.

NOTE: The cognizant SCI official will retain an audit trail of actions affecting physical/TEMPEST security of the SCIF for the period of its accreditation. Selected material may be retained beyond 6 months after withdrawal of accreditation if there is any likelihood of reaccreditation.

Job withdrawn