

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-81-17	
DATE RECEIVED December 3, 1980	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-9-81 Date	<i>[Signature]</i> Archivist of the United States

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
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT.

694-3527

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 5 NOV 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">PERSONNEL SECURITY PROGRAM (Table 205-5) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to update the disposition criteria for special security files. Rules 14, 15, 16 and 16.1 are moved from table 205-3 to table 205-5 as rules 23-28. Rule 26 of present 205-5 is deleted.</p> <p>Disposition authority for special security case files, proposed rule 26, is changed from permanent to retain in the Air Force Security Clearance Office for 2 years after final decision, then retire to Washington National Records Center for retention for an additional 75 years, then destroy. This retention period is needed to satisfy the appeals made by Air Force members and their heirs. The other changes are self-explanatory and meet the administrative needs of the Air Force.</p> <p align="center"><i>[Amended by R. Wire per G. Rowe, 9/15/81]</i></p>	NCI-AFU-76-58	7 items

Mass Data Change Sheet attached (RG's 341 & 342, all FRC's) per NCD 82-22.

115-107 Copy of job sent to NNM by FAW, 10/28/81.

Closed Out: 11-5-81 : K.T.J.

TABLE 205-5 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
*23	Special Security Files (SSF)	unfavorable personnel security information, investigative reports, correspondence and related documents	temporary files main- tained by commanders and base security police units until local decision is made to close a file favorably or forward the SSF to Air Force Security Clearance Office (AFSCO) is made	destroy after favorable decision by local commander. if not closed favorably, forward to AFSCO IAW AFR 205-32, chapter 7, for further pro- cessing
*24		copies of correspondence forwarding the SSF to AFSCO and copies of related correspondence	temporary files main- tained by commander or base security police units until final decision is received from AFSCO	destroy upon receipt of final decision from AFSCO.
*25				

TABLE 205-5 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
26 *	Special Security Case Files	complete case files, in- cluding case summaries, memoranda of final decision correspondence, letters of intent to deny or revoke clearance or to deny eligibility for assignment to sensitive positions, exhibits and related case documents for cases adjudicated under AFR's 205-32, 40-732, 35-62	maintained at the Air Force Security Clear- ance Office (AFSCO)	if not closed favorably, retire to WNRC 2 years after final de- cision and destroy 20 years after final decision.
26.1 *				if closed favorably, then destroy 1 year after final decision.
27 *		duplicate case files	maintained at local bases until final decision is made	destroy after final decision is received from AFSCO.
28 *	security case history record card	index card giving summary of security cases	maintained at AFSCO	destroy when purpose has been served destroy 20 years after final decision or when purpose has been served, whichever is later. [Amended by R. Wire per G. Rowe, 9/15/81]