

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **NI-289-86-1**

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

DATE RECEIVED
3/3/86

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of the Navy

2. MAJOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 3303a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

OPNAV/Naval Security and Investigative Command

3. MINOR SUBDIVISION

Administration Department

4. NAME OF PERSON WITH WHOM TO CONFER

N. T. LUTSCH, Head Administration Dept.

R. F. MEADOWS, Head Records Management Div.

5. TELEPHONE EXT.

763-3783

763-3790

DATE

4-18-86

ARCHIVIST OF THE UNITED STATES

Frank S. Burke

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 1 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 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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

J. L. ADAMS
Navy Records Manager

B. DATE
08 Jan 86

C. SIGNATURE OF AGENCY REPRESENTATIVE
Cathal L. Flynn
CATHAL L. FLYNN, Rear Admiral, USN

D. TITLE
**Commander,
Naval Security and Investigative Command**

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 GRS OR SUPERSEDED JOB CITATION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)

1. **NAVAL SECURITY AND INVESTIGATIVE COMMAND**
INVESTIGATIVE RECORDS
The NAVSECINVCOM Investigative Records includes those investigative and related counterintelligence activities which are undertaken to safeguard Department of Defense, specifically Department of the Navy, information, personnel, functions and installations. This request for authority to microfilm records described in attachment (1) is applicable to NAVSECINVCOM components which engage in, or maintain, investigative records of the Defense Investigative Program activities (Reference NC1-330-76-1).
2. Records excluded from filming will be those dated in the current year plus the preceding three years. The original record will be disposed of after the microfilm has been quality checked/verified. Storage conditions for the reference print and the master print will be in accordance with standards set forth by the American National Standards Institute.
3. Two original prints will be made, one being used for reference and one retained as the master film. "This certifies that records described on this form will be microfilmed in accordance with the standards set forth in 36 CFR Part 1230 and 41CFR 101-11.506."

(13 items)

1. NSIC Investigative/Operational Case Files. Includes personnel security data on members of the Armed Forces, DoD civilian employees, and contractor employees under the Defense Industrial Security Program; data on activities threatening the security, or involving the disruption or subversion, of DoD military and civilian personnel, functions, activities, installations, information, communications, equipment and supplies; data on investigative activities authorized in connection with civil disturbance responsibilities within the United States, the District of Columbia, the Commonwealth of Puerto Rico and United States territories and possessions.

a. Files relating to DoD-Affiliated Civilian/Military Members. Disposable. Retention periods for investigative records will be as follows:

(1) Routine Investigations. Personnel security investigations of a favorable nature and other investigations of a minor nature. Disposable. Destroy 15 years after the date of the last action. Personnel security files on persons who are considered for affiliation with DoD will be destroyed after 1 year if the affiliation is not completed.

(2) Significant Incidents or Adverse Actions. Personnel security investigations resulting in an adverse personnel action or court-martial, or other investigation of a significant nature which resulted in widespread public or Congressional interest. Disposable. Destroy 25 years after the date of the last action. Those files determined to be of possible historical value may be offered to the National Archives after 15 years.

(3) Criminal Investigation Reports and Counter-intelligence Reports of a non-significant nature. Reports of felony or similar type offenses and security violations. Destroy 25 years after the date of the latest action unless report has historical value in which case it will be offered to the National Archives after 25 years.

(4) Major Investigations. Investigations of espionage and sabotage, or other major investigations of a counterintelligence/security nature. Permanent. Offer to the National Archives within 25 years after the date of the last action.

b. Files relating to non-DoD Affiliated U.S. Citizens/Organizations or Foreign Nationals.

(1) Activities or events posing one of the following types of continuing threats to DoD military and civilian personnel and Defense activities and installations: Demonstrated hostility - activities in which an actual example of violent or criminal hostility has been carried out within the previous year; threatened hostility - activities which during the previous year have explicitly threatened DoD functions; potential hostility - activities whose continuing hostile nature in the vicinity of DoD

installations provides a significant potential source of harm or disruption of the installation or its function; dissidence activities - activities during the previous year which have involved actively encouraging violation of law, disobedience of lawful order or regulations, or disruption of military activities.

(2) Special Investigations/Operations. Files or other documentation originated by DoD components pertaining to those activities of non-DoD affiliated organizations/individuals which potentially or actually threatened DoD functions, property or personnel and files or other documentation relating to Defense Investigative Program (DIP) approved measures to quell or counter these activities. Permanent. Offer to the National Archives within 25 years after the date of the last action.

(3) Organizations/Individuals Servicing DoD Installations. Investigative information on organizations/individuals providing commercial services, engages in contracts, or otherwise engaged in business enterprises on DoD installations. Disposable. Destroy 1 year after the service is discontinued unless the contract is in dispute in which event the file will be destroyed one year after final payment or other settlement obligation.

(4) Foreign Nationals. Investigations involving marriage between Department of the Navy personnel and foreign nationals. Disposable. Destroy after 1 year unless there is significant derogatory material then retain 25 years.

2. Civil Disturbance Files. The Attorney General is the chief civilian officer in charge of coordinating all Federal Government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to the Department of Defense to assist civil authorities in dealing with civil disturbances. Such authorization will only be granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Information collected in these circumstances will be disposed of as follows:

a. Documents prepared by military departmental staffs, agency headquarters, or task force elements which are engaged in quelling a civil disturbance, including background data, after action reports and historical summaries. Such after action reports and historical summaries will avoid reference to nonaffiliated persons and organizations to the greatest extent possible. Permanent. Offer to the National Archives within 25 years after the situation or event terminates.

3. NSIC Investigations of Special Activities

a. Protective Services. Protective details of distinguished persons Reports and related material pertaining to protection of

distinguished persons. Disposable. Destroy after 5 years unless a threat or attempted threat materializes then retain 25 years.

b. Topical Files (titles under name of ship or station). Contains investigations when a logical suspect is not developed. If a logical suspect is developed within 5 years of the initiation date of any of those investigations, the investigative reports are pulled from the Topical File and retained with the pertinent name dossier. After 5 years the remaining Topical File material: (1) Is of no substantive value for investigative, historical or other research, (2) Is other agency originated documents and or (3) Is of the type mentioned in para a., b. and c. above. Disposable. Except for category 3 and 5 which involves counterintelligence, counterespionage and compromise destroy after 5 years.

c. Reciprocal Investigative Files. Requests from other Federal agencies (FBI, CSC, DEA, STATE, etc.) for investigative assistance in areas abroad where NSIC investigative resources are located.

(1) The basis for the request is a counterintelligence or criminal matter regarding individuals or organizations under the investigative jurisdiction of the requesting agency. Disposable. Retain in accordance with para 1 and 2 above.

d. NSIC Operations Reports. Used to initiate, control and report matters involving both counterintelligence and criminal intelligence operations and activities. Also used to report incidental information impacting on the security or discipline of commands or of interest to other law enforcement/intelligence elements. Destroy after 25 years unless earlier destruction required under section 1.b. or permanent retention authorized under section 1.b(3).