

Rev NCD PSEP 80 day

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

| LEAVE BLANK | |
|---|--|
| DATE RECEIVED | JOB NO. |
| September 11, 1980 | NCl-434-80-3 |
| 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 "with-drawn" in column 10. | |
| 10-6-80 (Date) | <i>Patricia A. Mintz</i> Archivist of the United States |

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

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Energy

2. MAJOR SUBDIVISION

Department of Energy Offices

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Robert K. Carpenter

5. TEL. EXT.

252-4357

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8/25/80 *Patricia A. Mintz*
Patricia A. Mintz

Departmental Records Officer

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1 | <p><u>PERSONNEL SECURITY CLEARANCE CASE FILES.</u> Records of investigations of personnel employed by or seeking employment or who otherwise require a security clearance. Personnel security clearance case files of DOE and contractor employees and consultants, access permittees and their employees and consultants, and others. Such files include Federal Bureau of Investigation reports, Office of Personnel Management reports, or other Government agency reports, and letters, memoranda, and other communications pertinent to the case.</p> <p>Destroy 10 years following termination of clearance or access authorization, discontinuance, or cancellation, provided, however, all copies of Personnel Security Questionnaires, or equivalent, are removed from the files and retained pending completion of Health and Mortality Study.</p> | GRS-18 item 23 | <i>1 item</i> |

*Closed Out: 10-17-80: K.T.J.
Copy sent to Agency*

GENERAL RECORDS SCHEDULE 18

| ITEM NO. | DESCRIPTION OF RECORDS | AUTHORIZED DISPOSITION |
|----------|---|--|
| | c. Automatic machine patrol charts and registers of patrol and alarm services. | Destroy when 1 year old. |
| | d. Arms distribution sheets, charge records, and receipts. | Destroy 3 months after return of arms. |
| 21. | <u>Logs and Registers.</u> | |
| | Guard logs and registers not covered elsewhere in this schedule. | |
| | a. Central guard office master logs. | Destroy 2 years after final entry. |
| | b. Individual guard post logs of occurrences entered in master logs. | Destroy 1 year after final entry. |
| | <u>Personnel Security Clearance Records</u> | |
| | Records accumulating from investigations of personnel conducted under Executive Order 10450, other Executive Orders, or statutory or regulatory requirements. | |
| 22. | <u>Security Clearance.</u> | |
| | <u>Administrative Subject Files.</u> | |
| | Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered by item 1 or elsewhere in this schedule. | Destroy when 2 years old. |
| 23. | <u>Personnel Security Clearance Files.</u> | |
| | Personnel security clearance case files and related indexes maintained by the personnel security office of the employing agency. | |

GENERAL RECORDS SCHEDULE 18

| <u>ITEM NO.</u> | <u>DESCRIPTION OF RECORDS</u> | <u>AUTHORIZED DISPOSITION</u> |
|-----------------|--|---|
| | a. Case Files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency. | Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever applicable. |
| | b. Investigative reports and related papers furnished to agencies by investigative organizations for use in making security/suitability determinations. | Destroy in accordance with the investigating agency instructions. |
| | c. Index to the Personnel Security Case File. | Destroy with related case file. |
| 24. | <u>Personnel Security Clearance Status Files.</u> Lists or rosters showing the current security clearance status of individuals. | Destroy when superseded or obsolete. |
| 25. | <u>Non-Felonious Security Violation Files.</u> Case Files relating to investigations of alleged security violations, but exclusive of files concerning felonies and papers placed in official personnel folders. | Destroy 2 years after completion of final corrective or disciplinary action. |