

Request for Records Disposition Authority (See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1. From. (Agency or establishment) Department of State	
2. Major Subdivision Bureau of Diplomatic Security	
3. Minor Subdivision Office of Security Infrastructure/ Personnel Security/Suitability Division	
4. Name of Person with whom to confer Lois Chichester	5. Telephone (include area code) (202) 663-2776

Leave Blank (NARA Use Only)	
Job Number NI-059-08-18	
Date Received 9/30/08	
Notification to Agency 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
Date 2008 10	Archivist of the United States

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 has been requested

Signature of Agency Representative Tasha Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 09-15-2008
---	---------------------------------	---------------------------------

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See attached pages.		

Personnel Security/Suitability Division
(DS/SI/PSS)

1A DOS Clearance System

Description: The DOS Clearance System (DOSCC) is the personnel security and suitability processing system and archive. The DOSCC contains the security and suitability case files with their associated forms, reports, analysis, memoranda, worksheets, authorizations, etc. It tracks the various processing steps and activities involved with investigations and the determinations made regarding security clearances, public trust certifications and suitability. The system covers the entire process and interfaces with other external databases for information.

Disposition: See individual items related to master case files.

DispAuthNo: N/A

1A1 Other Agency Investigations – Master Case files

Description: Documentation on Department Investigations, requested by other agencies, covering security and other related subjects.

Disposition: Temporary. Destroy 1 year after case is closed

DispAuthNo: Pending. Formerly NC1-59-77-05, item 1 (A-11-004-11)

1A2 Contractor Security – Master Case File

Description: Documentation on contractor investigations covering clearances, security, and other related subjects.

Disposition: Temporary. Destroy 7 years after separation from contract supporting Department of State.

DispAuthNo: Pending. Formerly NI-59-94-43, item 80 (A-11-004-30)

1A3 Visitor Security – Master Case File

Description: Contains information on contractors by company and contract number, and personal identifiers. System records level of clearance, the date and level of investigation conducted to support the clearance and information to identify which office within the Department is sponsoring the individual.

Disposition: Temporary. Destroy/delete 1 year after end of visit.

DispAuthNo: Pending

1A4 Department of State Personnel Security Master Case File

Description: Applicant Files
(1) Security Clearance granted.

Disposition: Temporary. If not hired, destroy when 7 years old. If hired, transfer to employee files.

DispAuthNo: Pending. Formerly N1-59-94-43, item 81b (1)
(A-11-004-31(b))

1A5 **Department of State Personnel Security Master Case File**

Description: Applicant Files
(2) Security Clearance or other requested access NOT granted.

Disposition: Temporary. Destroy when 7 years old
DispAuthNo: Pending. Formerly N1-59-94-43, item 81b(2) (A-11-004-31b(2))

1A6 **Department of State Personnel Security Master Case File**

Description: Employee Files
(1) Top Echelon Files, including Secretaries of State and VIPs.

Disposition: Permanent. Retire 5 years after separation or closure of file.
Transfer to National Archives when 25 years old.

DispAuthNo: Pending. Formerly N1-59-94-43, item 81c(1) (A-11004-31c(1))

NOTE: RECORDKEEPING COPY LIMITED TO PAPER, AS PER EMAIL FROM LOIS LICHHESTER, 12/29/2009 - Eng

1A7 **Department of State Personnel Security Master Case File**

Description: Employee Files
(2) Historical Files. Cases that reflect distinctive department activities, attract media or Congressional interest, or are otherwise Historically significant.

Disposition: Permanent. Designate as permanent at time the case takes on significance.
Retire 5 years after separation or closure of file. Transfer to the National Archives when 25 years old.

DispAuthNo: Pending. Formerly N1-59-94-43, item 81c (2) (A-11-004-31c)

NOTE: RECORDKEEPING COPY LIMITED TO PAPER, AS PER EMAIL FROM LOIS LICHHESTER, 12/29/2009 - Eng

1A8 **Department of State Personnel Security Master Case File**

Description: Employee Files

(3) All other case files.

Disposition: Temporary. Retire 5 years after separation. Destroy 20 years after separation.

DispAuthNo: Pending. Formerly N1-59-94-43, item 81c (3) (A-11-004-31c)

~~1B **DOS Clearance System**~~

~~**Description:** b. INPUT: Non-electronic documents or forms, electronic records entered into the system during the process, and electronic records received from another agency.~~

~~**Disposition:** Temporary
A) Destroy incoming non-electronic input information after conversion into the DOSC system and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the system, whichever is later.~~

~~B) Delete incoming electronic input records received from another agency when the data have been entered into the DOSC system and verified, or when no longer needed to support reconstruction of, or serve as a back up to the system, whichever is later.~~

~~GRS 20, item 2a(4)~~

~~**DispAuthNo:** Pending.~~

~~1C **DOS Clearance System**~~

~~**Description:** c. OUTPUT: Reports and downloaded and/or copied data.~~

~~**Disposition:** Temporary. Destroy/delete reports when no longer needed for administrative, legal, audit, or other operational purposes.~~

~~**DispAuthNo:** Pending.~~

~~GRS 20, item 5~~

~~1D **DOS Clearance System**~~

~~**Description:** d. System Documentation.~~

~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium).~~

~~**Disposition:** PERMANENT. Transfer to the National Archives with the permanent electronic records.~~

~~**DispAuthNo:** GRS 20, item 11a (2)~~

~~1E **DOS Clearance System**~~

~~**Description:** e. System Backups~~

~~Electronic copy of the master file retained in case the master file or database is damaged or inadvertently erased~~

Disposition: Temporary. Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

DispAuthNo: GRS 20, item 8a.

2 Administrative and Support Records

Description: Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organizations, staffing, personnel security suitability clearance procedures, and communications, including facsimile machine logs, the expenditures of funds, including budget records; day-to-day administration of office personnel including training and travel, supplies, and office services and equipment requests and receipts, and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

Disposition: Temporary. Destroy when 2 years old.

DispAuthNo: GRS 23, item 1

3 Contractors Payment Records

Description: Consists of electronic records documenting and supporting financial transactions, money received, money paid, deposited, certified payment or collection in the course of office operations.

Disposition: Temporary. Destroy 6 years and 3 months after final payment.

DispAuthNo: Pending

GRS 3, item 3.

4 Department of State Personnel Security Program Policy and General Subject Files

Description: Records relating to program management, policy making, and overall supervision of the personnel security function in the Department of State as well as specific security issues and matters.

Disposition: Permanent. Cut off when no longer needed for current business. Retire when 3 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: Pending. Formerly N1-59-94-43, item 81a (A-11-004-31a)

5 Privacy Act General – Administrative File – Arrange by TAGS and Terms

Description: Correspondence, memorandums, notices, and other documentation on the Privacy Act covering DS implementation of the Act.

Disposition: Temporary. Cut off file at end of each calendar year. Destroy 2 years after cut off date

DispAuthNo: GRS 14, item 26 (A-11-004-32)

~~6~~ **Privacy – Case File – Documentation on individual Privacy Act requests covering access to their security records or to have them amended**

Description: a. Copy of requestor's letter, final response, record of areas searched, results, and Request Transmittal Sheet (DS-1758).

Disposition: Temporary. Retire to DS central file when 2 years old or after final action.

DispAuthNo: Pending. N1-59-94-43, item 102a (A-11-004-33a) GRS 14, item 21.

~~7~~ **Privacy – Case File – Documentation on individual Privacy Act requests covering access to their security records or to have them amended.**

Description: b. All other items.

Disposition: Temporary. Destroy 2 years after final action.

DispAuthNo: Pending. N1-59-94-43, item 102b (A-11-004-33b) GRS 14, item 21