

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 Investigations & Counterintelligence	
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	N1-059-11-13
Date Received	2/25/11
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	Archivist of the United States
07 Feb 2015	

**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 M. Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 2/15/2011
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7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See attached schedule for the Bureau of Diplomatic Security, Office of Investigations & Counterintelligence, Counterterrorism Division (DS/ICI/CI)		

**Records Disposition Schedule  
Office of Investigations & Counterintelligence  
(Counterintelligence Division)**

**1. Counterintelligence Analyses Records**

**Description:** Consists of reports, memoranda, assessments and analyses of counterintelligence incidents, activities, threats, and trends overseas. Also included are recommendations in response to country threats, suggested counterintelligence changes at various posts and counterintelligence policy reviews.

**Disposition:** Temporary. Cutoff at end of calendar year. Destroy 20 years after cutoff or when no longer needed, whichever is later.

**DispAuthNo:** Pending

**2. Sensitive Compartmented Information Facilities (SCIFs) Files**

**Description:** Files contain documents on approval, creation, and maintenance of Sensitive Compartmented Information Facilities (SCIF), Fixed Facility Checklists (FFC), Facility Emergency Action Plan (FEAP), SCIF Accreditation Memorandum for Security Requirements for Secure Working Areas (SWACS), Technical Security Compartmented Maintenance Inspection (TSCM) for security electronic devices, Unescorted Access List for personnel assigned to update area; and Security Officer registration for security conference.

**Disposition:** Temporary. Destroy when 5 years old.

**DispAuthNo:** Pending.

**3. Counterintelligence Briefing Materials**

**Description:** Includes briefing material related to country or issue-specific counterintelligence threats, briefings given to employees, contractors and Regional Security Officers (RSO) regarding counterintelligence procedures while at post or on TDY. Also included are briefing sign-in sheets, certificates, and other related documentation certifying completion of training.

**Disposition:** Temporary. Destroy/delete when no longer needed or superseded

**DispAuthNo:** Pending

**4. Counterintelligence Case Files**

**Records Disposition Schedule**  
**Office of Investigations & Counterintelligence**  
**(Counterintelligence Division)**

**Description:** Contains information on investigations that range from counterintelligence and espionage to disclosures of classified information and related issues. Files consist of correspondence, reports, funds spend/received, affidavits, subpoenas, search/arrest warrants, sworn statements, sentencing documents, evidence/property receipts, photos, copies of official documentation.

**Disposition:** Temporary. Cut off at close of case. Retire to RSC 10 years after closure for transfer to WNRC. Destroy 30 years after close of case.

**DispAuthNo:** (supersedes N1-59-94-43, item 4b). Pending

**5. Construction Project Records**

**Description:** Records relating to the construction of new embassy/consulate facilities, including copies of funding, memorandums, project reports on site, debriefings, monthly operations, statistical data, and special projects.

**Disposition:** Temporary. Destroy 10 years after end of construction and project or when no longer needed, whichever is later.

**DispAuthNo:** Pending

**6. Counterintelligence Network Application (CINA)**

**Description:** DS/ICI/CI system used to control and document investigations, briefings and analyses. Information includes, but not limited to, case allegations and summaries, case information and documentation, briefing certificates, pass through documents, incident reports and contact records.

**Disposition:** Temporary. Destroy/Delete Master File data 100 years after case close. **NOTE: if the Bureau of Diplomatic Security becomes aware of any significant or precedent-setting cases that may warrant preservation, notify NARA for independent appraisal of case(s).**

**DispAuthNo:** Pending

**7. Foreign Contact Reports**

**Description:** Reports filed regarding contact with foreign nationals including name, address, place of work and type of contact, etc.

**Records Disposition Schedule  
Office of Investigations & Counterintelligence  
(Counterintelligence Division)**

- a. Record copy of reports from DoS employees. (Give to Personnel Security Suitability (PSS) to retain with employee's personnel file.)

**Disposition:** Upon issuance of decision, send the record copy of DS-1887 to Personnel Security Suitability (or successor) office to retain with employee's personnel file.

**Description:** b. Reference copies.

**Disposition:** Temporary. Retain for one year or until no longer needed.

**DispAuthNo:** Pending