

Key NC 0 25 Jun 79 NY

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-306-79-4	
DATE RECEIVED	
6-25-79	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-24-79 Date	<i>James B. [Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
International Communication Agency

2 MAJOR SUBDIVISION  
Associate Directorate for Management

3 MINOR SUBDIVISION  
Office of Security

4 NAME OF PERSON WITH WHOM TO CONFER  
Samuel D. Staton

5. TEL EXT  
724-9783

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
6/19/79	Harrison L. Davis <i>[Signature]</i>	Chief, Message Center & Records Branch

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	Description: <u>Security Policy Files</u> - Manuals, directives, plans, reports & correspondence reflecting policies and procedures developed in administration and direction of security and protective services programs. Other miscellaneous subject files.  DISPOSITION: Destroy when 25 years old.		
2.	DESCRIPTION: <u>Document Receipt Files</u> - Classified documents receipts, relating to the receipt and issue of classified documents.  DISPOSITION: Destroy when 2 years old.	GRS 18-3	
3.	DESCRIPTION: <u>Destruction Certificates</u> - Classified documents destruction certificates relating to the destruction of classified documents.  DISPOSITION: Destroy when 2 years old.	GRS 18-4	
4.	DESCRIPTION: <u>Top Secret Accounting and Control Files</u> - a. Registers maintained at control points to indicate		

12 items

Sent to: NCW, NNF, NNV + Agency DAS  
7-25-79

Item 4a. cont.

accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.

GRS  
18-6a

DISPOSITION: Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed. GRS 18-6a

b. Forms accompanying documents to insure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.

GRS  
18-6a

DISPOSITION: Destroy when related document is downgraded, transferred, or destroyed. GRS 18-6b

5.

DESCRIPTION: Classified Document Container Security Files - Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.

GRS  
18-8

DISPOSITION: Destroy when superseded by a new form or list, or upon turn-in of containers. GRS 18-8

6.

DESCRIPTION: Overseas Establishment Files - Information derived from interviews, inspection reports, and other miscellaneous reports regarding incidents and individuals at Agency overseas establishments.

III-500  
555.18a

DISPOSITION: <sup>Transfer to FARL</sup> ~~Retire~~ 3 years after overseas establishment is closed. Destroy 1~~8~~ years after ~~retirement~~ closing.

Amended by  
R. Klein, NCO  
28 Jun 79

7.

DESCRIPTION: Personnel Security Case Files - Records relating to investigative matters, clearances, and other security records concerning USICA employees or others whose relationship with the Agency requires a security clearance.

III-500  
555.18a

DISPOSITION: <sup>Transfer to FARL</sup> ~~Retire~~ after employee leaves Agency. Destroy 20 years after date of separation.

Amended by  
R. Klein, NCO  
28 Jun 79

8.

DESCRIPTION: Applicant Security Case Files - Records of investigations of applicants for employment.

III-500  
555.18a

DISPOSITION: <sup>Transfer to FARL</sup> ~~Retire~~ 120 days after non-selection. Destroy 10 years after date of last action.

Amended by  
R. Klein, NCO  
28 Jun 79

9.

DESCRIPTION: Name Check Files (800 Series) - Security data on individuals and organizations whose services are used on a part-time basis, whose relationship with the Agency requires a security clearance.

NCL-706-78-1  
Mem 2

Item 9 cont.

DISPOSITION: Destroy 10 years after date of last action of when file becomes inactive, whichever is soonest. NCI-306-78-1

10.

*Amended by  
D. Klein, vco  
28 Jun 79*

DESCRIPTION: Case files on investigations of various matters relating to physical security filed by subject title.

III-500  
555.18d

DISPOSITION: ~~Retire~~ <sup>Transfer to FARC</sup> 5 years after case closed. Destroy 10 years after last action.

11.

DESCRIPTION: Cross-index cards and main file cards.

III-500  
555.18e

DISPOSITION: Remove and destroy as files are destroyed.