

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-70-87-2	DATE RECEIVED 11/6/86
1 FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Mines		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Division of Organization and Management			
4 NAME OF PERSON WITH WHOM TO CONFER Erma E. Dunnington	5 TELEPHONE EXT 634-1336	DATE 11/22/87	ARCHIVIST OF THE UNITED STATES <i>James A. Baker</i>
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, 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

B DATE 10/24/86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Erma E. Dunnington</i>	D TITLE Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	Attached are our proposed changes for Appendix 1, 435 EBM 2.1 of the Bureau of Mines Records Control Schedule. The changes supersede all of item 18, Security Files, (NC1-70-80-4, item 20) also attached.	NC1 - 70-80-4, item 20	

copies to agency, NNF
TRT 10-27-87

(13 items)

PROPOSED SECURITY FILE CHANGES
ADMINISTRATIVE RECORDS (ADM)

18. Security Files. (NCI _____, item) Personnel security records and classified documents relating to the administration of the Bureau personnel and classified document security programs.

a. Program Management Files. Documents relating to the personnel and classified document security programs: policies, standards, and criteria; statutory, regulatory, and Departmental instructions and requirements.

Destroy in Bureau when 10 years old, or when superseded, obsolete, or no longer needed for reference. Do not send to Federal Record Center (FRC).

b. Classified Documents Records. Receipts of the issue and receipt of classified documents, inventories of classified documents, certificates for destruction of classified documents, access lists, and similar papers.

Destroy 2 years from the date the last item recorded thereon was destroyed, or declassified or dispatched, or transferred to another accountability record.

~~c. Top Secret Material Files. Documents reflecting the identity, receipt, dispatch, downgrading, destruction, and similar items concerning Top Secret materials.~~

~~Destroy 5 years after all items have been destroyed, downgraded, or dispatched. Do not send to FRC.~~

~~d. Classified Document Container Files. Used to record safe and padlock combinations, names of individuals knowing combinations, and related material.~~

~~Destroy when superseded by a new form or list, or upon turn-in of container.~~

~~e. Security Clearance Administrative Files. Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule.~~

~~Destroy when 2 years old.~~

~~f. Personnel Security Clearance Files. Personnel security clearance case files maintained by the Bureau personnel~~

security office.

- (1) 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 investigative 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 is applicable. Do not send to FRC.

- (2) 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.

~~g. Personnel Security Clearance Status Files. Lists or rosters showing the current security clearance status of individuals.~~

~~Destroy when superseded or obsolete.~~

~~h. Classified Information Nondisclosure Agreements. Copies of SF 189, Classified Information Nondisclosure Agreement, signed by employees with access to information which is classified or classifiable under standards put forth by Executive Order 12356. These forms shall be maintained separately from personnel security clearance files.~~

~~Destroy when 50 years old. Do not send to FRC.~~

~~i. Non-felonious Security Violation Files. 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.~~

~~j. Felonious Security Violation Files. Files relating to~~

~~alleged violations of a sufficiently serious nature that they are referred to the Departments of Justice or Defense for prosecutive determination, exclusive of files held by Department of Justice of Defense offices responsible for making such determinations.~~

~~Destroy 5 years after close of case. Do not send to FRC.~~

- k. Security Inspection and Survey Files. Documents relating to inspections and surveys of Bureau security practices.

Destroy not later than 10 years old, upon discontinuance of facility, or when superseded, obsolete, or no longer needed for reference.

- l. Correspondence, forms, and similar material pertaining to Bureau security and not covered elsewhere in this schedule.

Destroy not later than 10 years old, or when superseded, obsolete, or no longer needed for reference.

- ~~m. Machine-Readable Information Files. Tracking and indexing information related to the administration of the Security program.~~

~~Dispose of as provided for the related records.~~

PROPOSED SECURITY FILE CHANGES
ADMINISTRATIVE RECORDS (ADM)

18. Security Files. (NCI - - - , item) Automated and manual (paper) personnel security records and manual classified documents relating to the administration of the Bureau personnel and classified document security programs.

a. Program Management Files. Manual (paper) documents relating to the personnel and classified document security programs: policies, standards, and criteria; statutory, regulatory, and Departmental instructions and requirements.

Destroy in Bureau when 10 years old, or when superseded, obsolete, or no longer needed for reference. Do not send to Federal Record Center (FRC).

b. Classified Documents Records. Receipts of the issue and receipt of classified documents, inventories of classified documents, certificates for destruction of classified documents, access lists, and similar papers.

Destroy manual records when 2 years old.

Destroy automated records when 2 years old.

c. Top Secret Material Files. Documents reflecting the identity, receipt, dispatch, downgrading, destruction, and similar items concerning Top Secret materials.

Destroy manual records 5 years after all items have been destroyed, downgraded, or dispatched. Do not send to FRC.

Destroy automated records 5 years after all items have been destroyed, downgraded, or dispatched. Do not send to FRC.

d. Classified Document Container Files. Used to record safe and padlock combinations, names of individuals knowing combinations, and related material.

Destroy manual records when superseded by a new form or list, or upon turn-in of container.

Destroy automated records when superseded by a new form or list, or upon turn-in of container.

Superseded

- e. Security Clearance Administrative Files. Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule.

Destroy manual records when 2 years old.

Destroy automated records when 2 years old.

- f. Personnel Security Clearance Files. Personnel security clearance case files and related indexes maintained by the Bureau personnel security office.

- (1) 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 investigative agency.

Destroy manual records 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 is applicable. Do not send to FRC.

Destroy automated records 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 is applicable. Do not send to FRC.

- (2) 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.

- (3) Automated index to the Personnel Security Case File.

Destroy with related case file.

Superseded

- g. Personnel Security Clearance Status Files. Automated lists or rosters showing the current security clearance status of individuals.

Destroy when superseded or obsolete.

- h. Non-felonious Security Violation Files. 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.

- i. Felonious Security Violation Files. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Departments of Justice or Defense for prosecutive determination, exclusive of files held by Department of Justice or Defense offices responsible for making such determinations.

Destroy 5 years after close of case. Do not send to FRC.

- j. Security Inspection and Survey Files. Documents relating to inspections and surveys of Bureau security practices.

Destroy manual records when 3 years old or upon discontinuance of facility, whichever is sooner.

Destroy automated records when 3 years old or upon discontinuance of facility, whichever is sooner.

- k. Correspondence, forms, and similar material pertaining to Bureau security and not covered elsewhere in this schedule.

Destroy manual records when 3 years old.

Destroy automated records when 3 years old.

Superseded