

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-058-05-10</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/30/05</i>	
1. FROM (Agency or establishment) Department of Treasury		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Internal Revenue Service (IRS)			
3. MINOR SUBDIVISION Mission Assurance Personal Security and Investigations			
4. NAME OF PERSON WITH WHOM TO CONFER Truedence Glenn, Records Specialist Mary K. Anderson	5. TELEPHONE NUMBER 202-283-9355 703-647-5477	DATE <i>8/10/05</i>	ARCHIVIST OF THE UNITED STATES <i>Althea W. ...</i>
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 _____ page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE January 5, 2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Daniel W. Bennett 202-283-9359		TITLE IRS Records Officer OS:A:RE:SC, 1111 Constitution AVE NW Washington, DC 20224
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Records Control Schedule for Mission Assurance (formerly 1.15.12 Chapter 5, Records Control Schedule for Inspection). Records covered by this schedule are created, received and maintained by Mission Assurance Personnel Security and Investigations in carrying out their mission. <u>Organizational Background</u> Note: Although the Inspection Service has been transferred to the Treasury Inspector General for Tax Administration (TIGTA), some of the functions are still conducted by IRS thereby creating records that need to be scheduled, and maintained. <i>cc TR, NWMP, NWMA</i>		

MISSION ASSURANCE, PERSONNEL SECURITY RECORDS		
ITEM NO. 1	National Agency Check and Inquiry (NACI) Results furnished by the Office of Personnel Management. Files include related correspondence and background investigations reviewed and evaluated as favorable in character. (Job No. NI-58-87-7-7 Item 16)	DESTROY 90 days after processing.
ITEM NO. 2	<p><u>Personnel Security Clearance Files Records</u> Records created under Office of Personnel Management. Files include procedures and regulations and related indexes maintained by the personnel security office of the employing agency. (IRM 1.15.55 Item 21 [GRS 18])</p> <p>A. 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 Bureau 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. Supersedes (NI-58-87-7, Item 5) and Moderate Risk and Low Risk Position. (Job No. NI-58-87-7, Item 6)</p> <p>B Investigative reports and related documents furnished to the Bureau by investigative organizations for use in making security/suitability determinations.</p> <p>C. Index to the Personnel Security Case Files.</p>	<p>RETIRE to Records Center 2 years after date of report, final legal action, or final administrative action, whichever is appropriate. DESTROY 16 years after date of final report, final legal action, or final administrative action, whichever is appropriate.</p> <p>DESTROY in accordance with the investigating agency instructions.</p> <p>DESTROY with related case file.</p>
ITEM NO. 3	<p><u>Personnel Security Administrative Subject Files</u> Files include correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule. (IRM 1.15.55 Item 21 [GRS 18]).</p>	<p>DESTROY upon notification of death or not later than 2 years after contract relationship expires, <i>when 2 years old.</i> <i>1/17/06 see email</i> whichever is applicable.</p>
ITEM NO. 4	<p><u>Personnel Security Clearance Status Files</u> Lists or rosters showing the current security clearance status of individuals. (IRM 1.15.55 Item 21 [GRS 18]).</p>	DESTROY when superseded or obsolete.
ITEM NO. 5	<p><u>Security Violations Files</u> Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information. (IRM 1.15.55 Item 24 [GRS 18]).</p>	

<p>ITEM NO. 6</p>	<p>A. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Department of Defense for prosecutive determination, exclusive of files held by the Department of Justice or Department of Defense offices responsible for making such determinations. (IRM 1.15.55 Item 24 [GRS 18]).</p> <p>B. All other files, exclusive of documents placed in official personnel folders.</p> <p>SECURITY CLEARANCE RECORDS</p> <p>Records accumulating from investigations of personnel conducted under Executive Orders and statutory or regulatory requirements.</p> <p><u>Security Clearance Administrative Subject Files</u></p> <p>Files include correspondence, reports, and other records relating to the administration and operation of the national security clearance program (System of Record number 34.016), not covered elsewhere in this schedule. (IRM 1.15.55 Item 21 [GRS 18])</p>	<p>DESTROY 5 years after close of case.</p> <p>DESTROY 2 years after completion of final action.</p> <p>DESTROY upon notification of death or not later than 2 years after separation or transfer of employee or no later than 2 years after contract relationship expires, whichever is applicable.</p>	<p><i>Re: tray when 2 years old on 1/27/06</i></p>
<p>ITEM NO. 7</p>	<p><u>Classified Information Nondisclosure Agreements.</u></p> <p>Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive orders governing security classification.</p> <p>A. If maintained separately from the individual's official personnel folder. (IRM 1.15.55 Item 25[a][GRS 18])</p> <p>B. If maintained in the individual's official personnel folder. (IRM 1.15.55 Item 25[b][GRS 18])</p>	<p>DESTROY when 70 years old.</p> <p>Apply the disposition for the Official Personnel Folder.</p>	

Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.