

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.	N1-273-90-2
1. FROM (Agency or establishment) NATIONAL SECURITY COUNCIL		DATE RECEIVED	03-06-90
2. MAJOR SUBDIVISION SECRETARIAT		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER George Van Eron	5. TELEPHONE EXT. 395-7356	DATE 3/12/90	ARCHIVIST OF THE UNITED STATES 
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 4 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 3-5-90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE DIRECTOR, NSC SECRETARIAT
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	<p><u>Access Files.</u></p> <p>Files pertaining to informational services provided by the National Security Council to both the public and other government agencies. Included in this series are records created in administering Freedom of Information Act and Privacy Act programs and other review activities. Records consist of inquiries, replies, copies of requested information, reports, and appeals information.</p> <p>a. <u>Files granting access to all requested records.</u> File includes request, a copy of the response thereto, copies of records provided requester, and related correspondence.</p> <p><u>Disposition:</u> Destroy 2 years after date of reply.</p> <p>b. <u>Files denying access to all of the requested records.</u> File includes request, a copy</p>	GRS 14, Items 12a, 22b, 22c, and 32a	

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	<p>of the denial, and related correspondence.</p> <p>(i) Request not appealed.</p> <p><u>Disposition:</u> Destroy 6 years after reply.</p> <p>(ii) Request appealed.</p> <p><u>Disposition:</u> Destroy 6 years after final determination by NSC, or 3 years after final adjudication by the courts, or 6 years after the time at which the requester could file suit, whichever is later.</p> <p>c. <u>Files denying access to a part of the records requested.</u> File includes request, a copy of the reply thereto, and copies of records provided requester; and may include appeals documentation.</p> <p><u>Disposition:</u> Destroy when no longer needed for administrative or legal use but not less than 6 years after final determination by agency, or 3 years after final adjudication by courts, or 6 years after the time at which a requester could file suit, whichever is later.</p>		
2.	<p><u>Office Administrative (Housekeeping) Files.</u></p> <p>Records relating to the internal administrative or housekeeping activities. In general, the records relate to the office organization, staffing, procedures and communications; expenditure of funds; 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 and other materials that do not serve as unique documentation of the programs of the agency.</p> <p><u>Disposition:</u> Destroy when no longer needed for current business.</p>	GRS 23, Item 1	
3.	<p><u>Duplicate OPF Documentation.</u></p> <p>Extra copies of documents found in OPFs. Documents include copies of financial disclosure forms, drug testing forms, requests for building passes, SF 50 (Notification of Personnel Action),</p>	GRS 1, Item 18b	

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4.	<p>SF 171 (Personal Qualifications Statement), resumes, records of counseling, etc.</p> <p><u>Disposition:</u> Destroy when no longer needed but not before documentation is six months old.</p> <p><u>Procurement Files.</u></p> <p>Extra copies of procurement related documentation. Includes such things as copies of purchase orders and requisitions.</p> <p><u>Disposition:</u> Destroy when 2 years old.</p>	GRS 3, Item 3c	
5.	<p><u>Travel Files (Passenger Reimbursement Files).</u></p> <p>Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents relating to official travel by officers, employees, dependents, or others authorized to travel.</p> <p><u>Disposition:</u> Destroy when no longer needed for current operations but not before files are 3 years old.</p>	GRS 9, Item 3a	
6.	<p><u>Personnel Security Clearance Files.</u></p> <p>Personnel security clearance case files and related indexes maintained by the personnel security office.</p> <p>a. 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 investigating agency.</p> <p><u>Disposition:</u> Destroy upon notification of death or not later than 5 years after separation</p>	GRS 18, Item 22 (No deviation)	

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7.	<p>or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.</p> <p>b. Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.</p> <p><u>Disposition:</u> Destroy in accordance with the investigating agency instructions.</p> <p>c. Index to the Personnel Security Case Files.</p> <p><u>Disposition:</u> Destroy with related case file.</p> <p><u>Personnel Security Clearance Status Files.</u></p> <p>Lists or rosters showing the current security clearance status of individuals.</p> <p><u>Disposition:</u> Destroy when superseded or obsolete.</p>	<p>GRS 18, Item 23 (No deviation)</p>	