

Rec'd NCF 19 Feb 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-GRS-80-1	
DATE RECEIVED 2-14-80	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-3-80 <i>James E. O'Neil</i> Date <i>acting</i> Archivist of the United States	

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

1 FROM (AGENCY OR ESTABLISHMENT)
National Archives and Records Service

2 MAJOR SUBDIVISION
Office of Federal Records Centers

3. MINOR SUBDIVISION
Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER Jean K. Fraley	5 TEL EXT 724-1648
--	-----------------------

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 2/14/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Director Records Disposition Division
--------------------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Amendment to General Records Schedule 18, Security and Protective Services Records (SEE ATTACHED).		

115-103
Closed Out

*Closed Out SE
3-5-80*

5 items

AMENDMENT TO GENERAL RECORDS
SCHEDULE 18, SECURITY AND PROTECTIVE
SERVICES RECORDS

Personnel Security Clearance Records

Records maintained by the employing agency that accumulate from investigations of personnel conducted under Executive Order 10450, other Executive Orders, or statutory or regulatory requirements.

22. Security Clearance

Administrative Subject Files.

Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered by Item 1 or elsewhere in this schedule.

DESTROY WHEN TWO YEARS OLD.

23. Personnel Security Clearance Files.

Personnel security clearance case files and related indexes maintained by the personnel security office of the employing agency.

- 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 prior to having access to government facilities or to sensitive data.

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.

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.

b. 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.

c. Index to personnel security case file.

DESTROY WITH RELATED CASE FILE.

24. Personnel Security Clearance Status Files.

Lists or rosters showing the current security clearance status of individuals.

DESTROY WHEN SUPERSEDED OR OBSOLETE.

Office of Personnel Management Concurrence:

William C. Deffy
SIGNATURE

Acting Director
Office of Management
TITLE

2/11/80
DATE