

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCI 125 477-81 14

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JOB NO

NCI-146-81-1

DATE RECEIVED

April 8, 1981

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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-30-81
Date

[Signature]
Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Office of Personnel Management

2. MAJOR SUBDIVISION
Office of Management

3. MINOR SUBDIVISION
Administrative Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Charles R. Chesek

5. TEL EXT
632-4533

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 1 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 <i>3/26/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Chief, Administrative Systems Division
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Amend the Investigation (INV) portion of our disposition schedule as per attached.	AMS 44-3	

25 items

*Classed out: 6-4-81: K.T.D.
Copy to All FRC's, Agency & NNF*

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
	<p>INVESTIGATIONS</p> <p>This grouping of records consists of documents relating to the Government-wide investigative program.</p>	
1.	<p>Investigative Case Files.</p> <p>a. Record copies of reports and related papers maintained in the Bureau of Personnel Investigations (BPI) <i>Division of Personnel Investigations (DPI)</i></p> <p>b. Copies of reports, related papers, and investigator notes retained in Regional Investigations Division (RID), <i>including Investigations Washington Branch (IWB).</i></p> <p>(1) Copies of region of origin cases.</p> <p>(2) Copies of participating region cases.</p> <p>(3) Copies of spot checks, personal confidential inquiries, and personal record searches.</p> <p>(4) Copies of political activity, and other special types of investigative cases.</p> <p>c. Bar and Flag Files, excluding medical flags.</p> <p>(1) Record copies of closed cases resulting in debarment or flagging.</p> <p>(2) Regional office copies of closed cases which result in debarment or flagging.</p>	<p>Break closed cases annually. Transfer to WHRC 5 years after break. Destroy when 20 <i>15</i> years old.</p> <p><i>and destroy after</i> Break closed cases every <i>after</i> 3 months. Destroy 3 months after break.</p> <p><i>and destroy after</i> Break closed cases every <i>after</i> 3 months. Destroy 3 months after break.</p> <p><i>and destroy after</i> Break closed cases every <i>after</i> 3 months. Destroy 3 months after break.</p> <p><i>and destroy after</i> Break closed cases every <i>after</i> 3 months. Destroy 3 months after break.</p> <p>Break closed cases annually. Transfer to WHRC 5 years after break. Destroy when 20 <i>15</i> years old.</p> <p>Break closed cases every 3 months. Destroy 3 months after break.</p>
2.	<p>National Agency Check and Inquiry Case Files; includes inquiry forms, results of National Agency Checks, and related case papers.</p> <p><i>Investigation Support Branch (ISB)</i> a. Files marked "Clear - file retained in region <i>region</i> for destruction" under instructions in FPM Supplement 736-72 (Internal).</p> <p><i>DPI</i> b. Files marked "File to PI <i>PI</i>" under instructions in FPM Supplement 736-72 (Internal).</p>	<p><i>and destroy after</i> Break closed cases, every <i>after</i> 3 months. Destroy 2 months after break.</p> <p>Break closed cases annually. Transfer to WHRC 5 years after break. Destroy when 20 <i>15</i> years old.</p>
3.	<p><i>Investigation Support Branch</i> Security Investigations Index (SI!), central office <i>central office</i> (ISB) index to personnel investigations.</p>	<p>When an investigation file is not maintained, remove from active files 5 years from date of final action and place in "Enclosure Accounting" file for additional 5 years, then destroy. Remove all other cards from active files 20 years after the date of final action and destroy.</p>

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
4.	Investigations Case Control and Locator Files; card index to pending and recently closed investigations. <i>National Office (DPI)</i> a. Central Office (DPI) <i>Investigations Washington Branch (IWB)</i> b. Washington Division of Investigations (WDI) and RID.	Break closed cards annually. Destroy 2 years after break. Break ^{and destroy} closed cards ^{within 3 months} annually . Destroy 6 months after break.
5.	Desk Case Control File; card record of pending cases maintained by deadline date in OP, HP and RID. <i>DPI, IWB</i>	Destroy when case is closed.
6.	Investigations Security Reference File.	Destroy upon completion of program.
7.	Loyalty Conversion to FBI and Record of Processing FBI Investigation File (in Form 121, or equivalent).	Break annually. Destroy 2 years after break.
16 8.	Regional office evaluation reports.	Break annually. Destroy 5 ³ years after break.
17 9.	Reimbursable Investigations Lead File (Scheduling); index to private firms that maintain personnel records.	Destroy cards when obsolete or superseded.
18 10.	Receipt document for completed investigation reports.	Break annually. Destroy 1 year after break.
16.9 11.	Security Adjudication File; card file containing time control reports of agency actions on personnel investigations.	Control card destroyed upon receipt of action card. Action card made part of case ^{investigative} file, or destroyed if investigative file belongs to another agency.
11 12.	Adjudication Index; card index to cases pending investigation or adjudication of suitability and security matters and closed cases with a brief statement on closing action.	Break closed cards annually. Destroy 1 year after break.
12 13.	Case papers relating to the investigation or adjudication of suitability and security matters which do not warrant the establishment of an Investigative File.	Break annually. Destroy 1 year after break.
14 14.	Regional Office Temporary File on special suitability determination cases established in accordance with instructions contained in FBI Supplement (interim) 735-72.	Break annually. Destroy 3 years after break.
13 15.	<i>OPM</i> SSG Form 2799, or equivalent, Daily Report of Investigator.	Break quarterly. Destroy no later than one year after break.
14.13 16.	Security program workload report.	Break annually. Destroy 1 year after break.
15.14 17.	Appraisal reports of agency security investigation programs.	Place in inactive file on receipt of succeeding report. Break inactive file annually. Destroy 10 years after break. If there is no succeeding report, destroy 10 years from date of report.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	DISPOSITION
18. 18.	Copies of correspondence generated in connection with loyalty conversions and agency determinations made in connection with personnel investigations.	Break annually. Destroy 1 year after break.
19.	Relocation File folders containing duplicate information relating to personnel investigations and adjudications which warrant retention at a relocation site for use in the event of a national emergency.	Transfer to relocation site when sufficient number available.