

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
 General Services Administration

2. MAJOR SUBDIVISION
 Management Services Division

3. MINOR SUBDIVISION
 Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
 Raymond Hershberger

5. TEL. EXT.
 183-5132

LEAVE BLANK	
DATE RECEIVED JUL 5 1974	JOB NO.
DATE APPROVED NC-269-75-1	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-24-74 Date	James P. O'Neil Archivist of the United States acting

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 4 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

5/21/1974 (Date) *Ray Hershberger* Michael G. Barbour (Signature of Agency Representative) Chief, Records Management Branch (BRAR) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Files Descriptions and requested disposition authorizations are contained in the attached proposed changes to chap. 25, of the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2). The proposed changes are identified by vertical lines in the right margin	NN168-105 NN172-223	

Copy to Agency & FRC; 7/26/74 [Signature]

13 items

25A1. Personnel security investigations. Documents accumulated relating to investigations for clearance of employees and processing applicants for sensitive and nonsensitive positions. Included are reports, statements, affidavits, correspondence, and related papers.

Cut off annually after the investigation is completed, hold 5 years, and retire. Destroy after 45 additional years.

25A2. Personnel overseas travel clearance files. Documents accumulated in checking files of employees planning overseas travel for information that could make such travel inadvisable. Included are travel orders and related papers.

Cut off annually, hold 2 years, and destroy.

25A3 - 25A4. Reserved.

25A5. Inspections and surveys. Documents accumulated relating to inspections and surveys of safeguards employed for the protection of classified information. Included are copies of surveys and inspections conducted by representatives of the GSA Security Office and by document security officers.

GSA Security Office: Cut off annually on completion of the inspection or survey, hold 5 years, and retire. Destroy after 5 additional years.

Document security officers: Cut off annually, hold 2 years, and destroy.

25A6 - 25A9. Reserved.

25A10. Security violation case files. Documents accumulated relating to investigations of alleged security violations, such as missing documents, unauthorized disclosure of information, unattended open containers, documents not properly safeguarded, and matters of a similar nature. Included are reports, correspondence, and related papers.

Cut off annually, hold 5 years, and destroy.

25A11 - 25A14. Reserved.

25A15. Combination changes. Cards and other documents indicating that lock combinations on security containers have been changed.

Cut off annually, hold 1 year, and destroy.

25A16 - 25A19. Reserved.

OAD P 1820.2 CHGE

25A20. Security training. Documents relating to training and indoctrination programs established to provide instruction on the methods and responsibilities for safeguarding classified information. Included are training materials, notices of training sessions, lists of individuals attending training sessions, and related papers.

Training materials: Destroy when canceled or obsolete.

Other papers: Cut off annually, hold 2 years, and destroy.

25A21 - 25A24. Reserved.

25A25. Top Secret control and document security officer designations. Documents created in approving the designation of Top Secret control officers, document security officers, assistant document security officers, and the alternates for each. Included are designations, approvals or disapprovals, and related papers.

Destroy when canceled, obsolete, or no longer needed.

25A26 - 25A29. Reserved.

25A30. Top Secret accountability file. Documents accumulated to identify, receipt, dispatch, downgrade, source obtained, movement from one office to another, destruction, and current custodian of all Top Secret material for which the Top Secret control officer is responsible.

Destroy 2 years after all items on individual pages have been destroyed, downgraded, or transferred to a new page.

25A31. Data index system. Correspondence and GSA Form 2808, Classified Document Record, reflecting a record of all Top Secret, secret, and confidential documents originating in GSA on or after January 1, 1973.

Destroy when no longer needed.

25A32 - 25A34. Reserved.

25A35. Top Secret receipts. Classified document receipts reflecting the receipt and transfer of Top Secret material and certifications of destruction of Top Secret information.

Cut off annually, hold 10 years, and destroy.

25A36 - 25A39. Reserved.

25A40. Personnel clearance status listings. Documents used to show the security clearance status of individuals. Included are listings, rosters, cards, forms, or comparable documents.

Destroy when the listing is superseded, canceled, becomes obsolete, or the employee is separated or transferred.

25A41 - 25A44. Reserved.

25A45. Industrial security files. Case files relating to the current security clearance status of contractors and potential contractors of GSA, release of classified information to them, and administration of other industrial security matters associated with them. Included are letters of status, release requests and related papers.

Cut off annually after the information release request is disapproved or the contract is settled. Hold 5 years and destroy.

25A46. Security support files for temporary organizations. Documents accumulated relating to personnel and information security support rendered to small agencies, Presidential committees and commissions, GSA Ad Hoc committees involving the employment of outside consultants, and temporary storage sites for Presidential papers.

Cut off following termination of the committee, commission, small agency, or construction of the Presidential library, hold 2 years, and destroy.

25A47. Threat information file. Reports accumulated resulting from the collection, evaluation, analysis, integration, and interpretation of information on activities or conditions in the United States that potentially or actually threaten the security of GSA facilities.

Cut off annually, hold 1 year, and destroy.

25A48. Foreign national visit files. Documents relating to requests for foreign nationals to visit GSA facilities. Included are requests and authorizations for visits, itineraries, assignments for tour directors, and related papers.

Cut off annually, hold 2 years, and destroy.

25A49. Reserved.

OAD P 1820.2 CHGE

25A50. Contract employee suitability case files. Documents accumulated in the conduct of security investigations of personnel assigned to Government buildings but employed by private concerns that have guards or cleaning contracts with the Federal Government. Included are investigative reports, correspondence, suitability notifications, and related papers.

Case File: Cut off annually, hold 5 years, and destroy.

Other papers: Cut off annually, hold 1 year, and destroy.

25A51 - 25A54. Reserved.

25A55. Contract employee indexes. Indexes, usually entered on cards, used to post the result of security checks on contract cleaners and laborers.

Cut off in 2-year blocks, hold 2 years, and destroy.

NOTE: Whenever a reference is made to a card in the cutoff file, withdraw the card and file it in the current year file.

25A56 - 25A59. Reserved.

25A60. Debarred contract employee case files. Case files of contract employees and unfavorable information about them developed during security checks. Included are letters and related papers.

Preparing office: Cut off annually, hold 3 years, and destroy.

Other offices: Destroy when superseded or no longer needed.