

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

JOB NO
NCI-269-84-3

DATE RECEIVED
9-26-84

1. FROM (Agency or establishment)
General Services Administration

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Information Security Oversight Office

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Marria Braden

5 TELEPHONE EXT
535-7934

DATE
2-19-86

ARCHIVIST OF THE UNITED STATES
Frank A. Burke

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 5 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
8/6/84

C. SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

D TITLE
Actg. Chief, Records and Forms Management Branch

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p><u>Information Security Oversight Office Program Records</u></p> <p>Enclosed are new file descriptions and disposition schedules for proposed Ch. 28, Information Security Oversight Office Program Records (OAD P 1820.2).</p>		<p><i>26 items</i></p>

Item Nos

1. 28A1. Executive orders and implementing directives (.....). Documents showing the preparation, review, clearance and publication of orders, directives, rules, and regulations concerning safeguarding national security information.

Permanent. Cut off annually, ~~hold 1 year, and retire to FRC. Offer to NARS when 10 years old.~~

PERMANENT. Transfer to FRC when 6 years old. Offer to NARS when 10 years old, in 5 year blocks

2. 28A2 - 28A4. Reserved.

28A5. Request for original classification authority (.....). Documents resulting in an agency's request to classify documents originally. They include correspondence, reports, memorandums for the record, minutes of meetings, and related records.

a. Documents granting ^{or denying} requests for original classification authority: Permanent. Cut off annually, ~~hold 1 year, and retire to FRC. Offer to NARS when 10 years old.~~ ^{PERMANENT. Transfer to FRC when 6 years old. Offer to NARS when 10 years old, in 5 year blocks}

b. Other records: Place in inactive file after final decision. Cut off the inactive file at end of fiscal year; destroy when 5 years old.

3. 28A6 - 28A9. Reserved.

28A10. Complaints and suggestions (.....). Documents resulting from complaints and/or suggestions from individual(s) within or outside of the government relating to the administration of the information security program. They include correspondence, reports, memorandums for the record, minutes of meetings, and related records.

Place in inactive file after final decision. Cut off inactive file at end of fiscal year; destroy when 5 years old.

4. 28A11 - 28A14. Reserved.

28A15. Appeals (.....). Documents resulting from an individual(s) request to review documents denied under the Mandatory Review Request for Declassification. They include correspondence, related classified documents and other related records.

a. Documents showing final decision: Permanent. Place in inactive file after final decision. Cut off inactive file at end of fiscal year, ~~hold 2 years, and retire to FRC. Offer to NARS when 10 years old.~~

PERMANENT. Transfer to FRC when 6 years old. Offer to NARA when 10 years old, in 5 year blocks

b. Other records: Place in inactive file at end of the fiscal year; destroy when 5 years old.

c. Classified documents: Destroy when 1 year old or no longer needed, whichever is sooner.

28A16 - 28A19. Reserved.

5.

28A20. Reclassification actions (.....). Documents resulting from an agency's decision to reclassify declassified information or to classify any information that had not been classified following public disclosure; but released to the public. They include unclassified correspondence, minutes of meetings, and related classified and unclassified documents.

a. Place in inactive file after final decision. Cut off inactive file at end of fiscal year; destroy when 5 years old.

b. Classified documents: Destroy when 1 year old or no longer needed, whichever is sooner.

28A21 - 28A24. Reserved.

6.

28A25. Waivers or exceptions (.....). Documents resulting from an agency's request to be granted an exception from requirements under the Executive order and its implementing directives.

a. Review annually; destroy documents which are superseded, obsolete, or no longer needed.

b. Documents reflecting decisions to grant *or deny* waivers: Place in inactive file, ~~hold 5 years, and retire to FRC. Offer to NARS when 10 years old.~~

PERMANENT. Transfer to FRC when 5 years old. Offer to NARS when 10 years old, in 5 year blocks.

28A26 - 28A29. Reserved.

7.

28A30. Security violations and infractions (.....). Documents resulting from an individual or agency reporting security violations and infractions of the order and its implementing directives and regulations. They include correspondence, minutes of meetings, and related records.

Place in inactive file when case is closed. Destroy when 5 years old.

28A31 - 28A34. Reserved.

8. 28A35. Reports of compromises of national security information (.....). Unclassified and classified documents resulting from an agency or individual reporting leaks of national security information.

a. Cut off annually. Destroy when 5 years old; except classified documents.

b. Classified documents: Destroy when 1 year old or no longer needed, whichever is sooner.

28A36 - 28A39. Reserved.

9. 28A40. Annual Report to the President (.....). Documents resulting from the preparation and publication of the Annual Report to the President. They include previous and current reports.

a. Working papers: Cut off annually, destroy when 3 years old.

b. ~~Other records~~ ^{Annual Report} Permanent. Cut off annually and retire to FRC. Offer to NARA when 10 years old in 5 year blocks.

28A41 - 28A44. Reserved.

10. 28A45. Agency information security program data (.....). Included are copies of SF-311's, Agency Information Security Program Data, showing statistical data related to the information security program.

Permanent. Cut off annually, ~~hold 1 year, and retire to FRC. Offer to NARS when 10 years old.~~ PERMANENT. Transfer to FRC when 6 years old. Offer to NARA when 10 years old, in 5 year blocks.

28A46 - 28A49. Reserved.

11. 28A50. Interagency meetings (.....). Included are minutes of interagency meetings and related records. These meetings are convened and chaired by the ISOO director.

a. Summaries: Permanent. Cut off annually, ~~hold 4 years, and retire to FRC. Offer to NARS when 10 years old.~~

PERMANENT. Transfer to FRC when 4 years old. Offer to NARA when 10 years old, in 5 year blocks.

b. Other records: Cut off annually; destroy when 5 years old.

28A51 - 28A54. Reserved.

12. 28A55. Security education training tools (.....). Included are training tools evaluated, developed, and disseminated by the ISOO.

Destroy when superseded or obsolete.

28A56 - 28A59. Reserved.

13. 28A60. Speeches (.....). Speeches concerning the information security program, and other matters concerning national security information; excluding testimony given to Congress.

Review annually; destroy documents superseded, obsolete, or no longer needed for current operations.

28A61 - 28A64. Reserved.

14. 28A65. Agency files (.....). Documents resulting from monitoring executive branch agencies in the governmentwide information security program. Included are inspection reports, regulations, correspondence, and related records.

Permanent. Cut off annually, ~~hold 4 years, and~~ PERMANENT. Transfer to FRC ~~retire to FRC. Offer to NARS when 10 years old,~~ when 4 years old. Offer to NARS when 10 years old, in 5 Year blocks.

28A66 - 28A69. Reserved.

15. 28A70. Special reports (.....). Documents furnished to ISOO because of its oversight interest in the information security program.

Cut off annually; destroy when 5 years old.

28A71 - 28A74. Reserved.

16. 28A75. Special projects (.....). Documents accumulated from ISOO's oversight of the governmentwide information security program to detect any problem areas or develop improvements for the system from participation in a task force. They include documents accumulated as a result of such task forces.

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PAR

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*CH if a handbook page.

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GSA - FORM 1336 BA

a. Working papers: Cut off annually; destroy when 5 years old.

b. Other records: Permanent. Cut off annually, ~~held 4 years, and retire to FRC. Offer to NARS when 10 years old.~~ PERMANENT. Transfer to FRC when 4 years old. Offer to NARS when 10 years old. in 5 year blocks,

28A76 - 28A79. Reserved.

17. 28A80. Litigation files (.....). Documents containing comments on national security information cases, including copies of the court case(s) and related correspondence. Also included are copies of court cases relating to the national security matters not commented on.

Cut off annually; destroy when 5 years old.

I concur in the revisions to this schedule.

Max Simms
Agency Representative

11/6/85
Date

Ronald J. Keise
NARA Appraiser

11/6/85
Date