

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AEU-89-25

DATE RECEIVED

6/27/89

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

1. FROM (Agency or sub-branch)  
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION  
Directorate of Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION  
Information Management Policy Branch

NOTIFICATION TO AGENCY  
In accordance with the provisions of 44 USC 3305, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Mr. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

3/4/90

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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 2 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 B of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence.  is attached, or  is unnecessary

8. DATE

22 JUN 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

D. TITLE

GRACE T. ROWE  
Chief, Records Mgmt Policy Section  
Directorate of Info Mgmt and Admin

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SUPERSEDED  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)

1 PERSONNEL SECURITY PROGRAM (Table 205-5)  
(Applicable Air Force-wide)  
  
1 Rule 29. Added, to dispose of personal foreign travel reports from personnel with security clearances after 5 years. Reason is that DOD imposed this disposition requirement on the military services in its DOD 5200.2-R, DOD Personnel Security Program.

*Copies sent to agency  
MNT, MNA 3/8/90*

TABLE 205-5

PERSONNEL SECURITY PROGRAM

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
29 *	foreign travel	personal foreign travel reports from personnel with security clearances, and related records	at security manager	destroy after 5 years.

TABLE 205-4. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
2	security agreements	the security agreement used by the commander having security supervision of a contractor to comply with the DoD industrial security manual.	originals	send to DIS cognizant security office.
3			copies	destroy 3 months after the security agreement is terminated.
4	facilities security clearance surveys	data used to perform surveys in examining a contractor to determine whether he is capable of properly safeguarding classified information	originals	send to DIS cognizant security office.
5			copies	destroy 3 months after the security agreement is terminated.
6	industrial security inspection report	inspections to determine whether contractors are providing proper protection for classified material according to the industrial security manual and their contracts		destroy 1 year after new inspection is performed, or when no longer needed, whichever is later
7	contract security classification specifications	the security classification assigned to various elements (information records, material, etc.) of prime and subcontractor	copies	destroy when superseded, or when related contract is terminated.
8			copies incorporated with contract records	destroy according to disposition instructions for the contracts
9	security of classified information case files	records relating to the inspection and its followup to insure the adequacy of security practices within contractor facilities		destroy 1 year after new inspection is performed, or when no longer needed, whichever is later.
10	central index file requests	data used to obtain security clearance status of contractor personnel from DIS		destroy 6 months after completion of assignment.
11	industrial defense records			see table 78-3.

TABLE 205-5

## PERSONNEL SECURITY PROGRAM

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	personnel security clearance and access	records of personnel security investigation and clearance	at base security police	destroy 2 years after individual has been separated from active duty or has terminated civilian employment.
2			in the Unit Personnel Record Group (UPRG)	see table 35-1, rule 1.1.
3		emergency or special access certificates or documents and related correspondence	at units of assignments or issuing authorities	destroy upon termination of access.
4			in a special security file	see rules 23 through 25.
5		limited access authorizations and related correspondence	at units of assignment or base security police	return to issuing authority when access authorization is withdrawn or expires.
6			at issuing authorities	destroy 2 years after limited access is terminated.
7	personnel security investigation requests	unit requests for investigation, clearance or unescorted entry		destroy when no longer needed.
8		request to DIS for an investigation, verification of prior investigation and tracers		destroy upon receipt of investigation report or response to query.
9	duty and travel restriction	records requesting, denying, approving and verifying duty and travel restrictions	at base security police or CCPO and issuing authorities	destroy upon termination of restriction.

TABLE 205-5. CONTINUED				
R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
10			in the UPRG	destroy after annotating DD Form 214 per AFR 205-32, or upon termination of restriction
11	personal history statements	completed personal history statements, personnel security questionnaires or comparable forms		see table 35-1, rule 1.
12			at base security police or units of assignment	destroy when employment is terminated
13	security termination statements			see table 205-1
*14	Classified Information Nondisclosure Agreements (NdAs)		for military personnel	see table 35-1, rule 1
*15			for civilian personnel	retain pending disposition approval.
16	civilian security documents	security termination statements	completed upon termination of employment	see table 205-1.
17			completed upon termination of special access	
18		duty and travel restriction correspondence		see rule 9
19		clearance certificates or records of completed investigations		see rule 1.
20		access certificates or related correspondence		see rules 3 through 6.
21		personal history statements or similar forms		see rule 12.
22		any record not covered in rules 16 through 21		destroy when the record is no longer needed or upon termination of employment.
23	special security files (SSF)	unfavorable personnel security information, investigative reports, correspondence and related records	at base security police until decision to close file favorably/unfavorably	destroy after favorable decision by local commander, or send to AFSCO if not closed favorably.
24		(RESERVED)		
25		correspondence forwarding the SSF to AFSCO and related records	at base security police until final decision is received from AFSCO	destroy upon receipt of final decision from AFSCO.
26	special security case files	complete case files, including case summaries, memoranda of final decision correspondence, letters of intent to deny or revoke clearance or to deny eligibility for assignment to sensitive positions, exhibits, and related case records for cases adjudicated under AFRs 205-32 and 40-732	at AFSCO, if not closed favorably	destroy 20 years after final decision.
26.1			at AFSCO, if closed favorably	destroy 1 year after final decision.
27		duplicate case files	at local bases until final decision is made	destroy after final decision is received from AFSCO.
28	security case history record card	index card giving summary of security cases	at AFSCO	destroy 20 years after final decision or when no longer needed, whichever is later.