

NC

4/1/80

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Logistics Agency

2. MAJOR SUBDIVISION

Staff Director, Administration

3. MINOR SUBDIVISION

Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Ms. Anne Nicewicz

5. TEL EXT

274-6234

LEAVE BLANK

JOB NO.
NC1-361-80-8

DATE RECEIVED
4-1-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

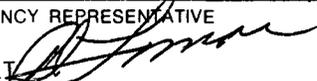
Date _____ Archivist of the United States

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 _____ 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 <u>24 Mar 80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>PETER I. TOMAL</u> 	E. TITLE Chief, Records Management Branch Administrative Management 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
1	<p><u>Industrial Personnel Security Case Files (155.55)</u> Documents accumulated in processing industrial personnel security clearances, which may include Personnel Security Questionnaires, and other related forms, as appropriate.</p> <p>Destroy after 5 years from the date of last clearance action or 1 year after issuance of the clearance when no derogatory, adverse or questionable information obtained is part of the file.</p> <p style="font-size: 2em; text-align: center;">Returned to agency (see attached letter of 4/16/80)</p>	NC1 361-78-4	

1 item

Class Withdrawn 4-25-80

BACKGROUND

These files consist of documents accumulated in processing industrial personnel security clearances.

The files described are maintained at the Defense Industrial Security Office (DISCO) located at Columbus, Ohio. It is a field extension of the Office of Industrial Security, Headquarters, Defense Logistics Agency.

The purpose of this change is to reduce the retention period for "clean" cases to one year. The recommended standard will insure that only necessary documents pertaining to the personnel security clearance process will be retained.

Current disposition standard: Destroy after 5 years from the date of last clearance action.

Recommended standard: Destroy after 5 years from the date of last clearance action or 1 year after issuance of the clearance when no derogatory, adverse or questionable information is part of the file.

GRS do not apply.