

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-374-89-13

DATE RECEIVED

4/5/89

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

1. FROM (Agency or establishment)

Defense Nuclear Agency

2. MAJOR SUBDIVISION

Directorate for Command Services, Asst for Log & Engr

3. MINOR SUBDIVISION

Support Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpanty

5. TELEPHONE EXT.

325-1162

DATE

6/20/89

ARCHIVIST OF THE UNITED STATES

Claudine J. Miller

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 3 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 ☒ unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
31 Mar 89	<i>Pauline E. Korpanty</i>	DNA Records Management Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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	<u>501</u> <u>FACILITIES SECURITY AND PROTECTIVE SERVICES FILES</u> (See attached pages 2 - <u>3</u> of revised schedule.)	Total rewrite.	

Copy sent to agency 6/23/89

501 **FACILITIES SECURITY AND PROTECTIVE SERVICES FILES.** These files relate to civilian guard (both Defense Protective Service and commercial) activities concerned with the protection and security of installations, including personnel identification and badging documentation. They are maintained by security units in Headquarters, DNA, and the Armed Forces Radiobiology Research Institute. Only those relating to badging are maintained by the security unit at Field Command, DNA. (NOTE: All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.)

501.01 **ESCORT/NON-ESCORT IDENTIFICATION AND BADGING FILES.** Documents which identify approvals and disapprovals for non-excorst badging, waivers for uncleared personnel; badging for in-house contractors; and related procedural matters.

Proposed Disposition

DESTROY 3 MONTHS AFTER EXPIRATION OF REQUEST OR TURN-IN OF BADGE.

501.02 **CONTROL/ACCOUNTABILITY OF IDENTIFICATION CARDS AND BADGES.** Documents such as registers used to maintain accountability for identification cards and badges.

Proposed Disposition

DESTROY UPON DISCONTINUANCE OF USE OF BADGE OR SYSTEM.

501.03 **PROTECTIVE SERVICES FILES.** These files relate to guard personnel assigned and required clearances; procedural requirements for day-to-day operation of guard desk(s) by either Federal protective officers or commercial guards; and routine related correspondence.

Proposed Disposition

DESTROY PERSONNEL-RELATED MATERIAL UPON DEPARTURE OF INDIVIDUAL(S) CONCERNED AND PROCEDURES WHEN SUPERSEDED OR OBSOLETE.

~~**501.04** **PERSONAL PROPERTY ACCOUNTABILITY FILES.** Files relating to accountability for personal property lost or stolen. Included are reports, loss statements, receipts and other documents relating to lost and found articles. (GRS 18, #15)~~

~~**DESTROY WHEN 1 YEAR OLD.**~~

~~**501.05** **ACCESS REGISTER CONTROL FILES.** Registers, logs or tape media used to record names of all personnel to included employees, admitted to the Agency and controlled areas within the Agency. (GRS 18 #17)~~

~~Proposed Disposition~~

~~**DESTROY 5 YEARS AFTER FINAL ENTRY OR DATE OF DOCUMENT, AS APPROPRIATE.**~~

~~501.06~~ FACILITY LOGS AND REGISTER FILES. Guard logs and registers used to record routine checks or reporting initial incidents. (G 2518 #20a)

Proposed Disposition
DESTROY 2 YEARS AFTER FINAL ENTRY.

501.07 VISIT REQUEST APPLICATION FILES. Files relating to visits by personnel from other Federal Departments, such as DOD and DOE, and non-DNA contractors to Headquarters, DNA.

Proposed Disposition
DESTROY UPON OBSOLESCENCE.

501.08 DOE FACILITY REQUEST APPLICATION FILES. Files such as DOE Forms 5031.20, Request for Visit or Access Approval, which document the visit of HQ DNA personnel and HQ contractors to DOE facilities.

Proposed Disposition
DESTROY UPON OBSOLESCENCE.