

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-446-02-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7-9-02</i>	
1. FROM (Agency or establishment) <b>Defense Security Service</b>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Janice Savoy</b>	5. TELEPHONE NUMBER <b>703-325-6182</b>	DATE	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>  8  </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>6/28/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice Savoy</i>		TITLE <i>Records Manager</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<b>Department of Defense Polygraph Institute (DoDPI) Research and Development Files</b>  <b>Polygraph examinations:</b> Copies of examination records (other than original copies attached to the original Crime Records Center copies of CID Reports of Investigation) and exhibit copies of polygraph examination reports.  Disposition: Destroy 3 months after the pertinent investigation report has been closed or completed. Reference MARKS FN: 195-6a		
2.	<b>Polygraph certifications:</b> Information on certification of polygraph examiners. Included are applications, recommendations, approvals, disapprovals, and related information.  Disposition: a. Approved certification: Destroy in CFA 10 years after separation or retirement of person. b. Disapproved certification and related information: Destroy after 1 year.  Reference MARKS FN: 195-6b		

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3.	<p><b>Polygraph Technical Files:</b> Completed detailed technical reports prepared by the polygraph examiner, including pretest preparations, examiner's notes, examination charts, and other technical details of the examination.</p> <p>Disposition:</p> <p>a. CI Scope Polygraph Technical Files:</p> <p>(1) Favorably resolved cases: Destroy 90 days after final quality control review.</p> <p>(2) Other than favorably resolved cases: Retain in CFA, then destroy 15 years after final quality control review.</p> <p>b. CI Investigation Polygraph Technical files: Retain in CFA, then destroy 15 years after final quality control review.</p> <p>Reference: MARKS FN: FN: 381-20o</p>		
4.	<p><b>New equipment training program development files:</b> Information accumulated in developing new equipment training concepts, policies, procedures, and directives. Included are new equipment training plans, personnel requirements information, mission orders, contract data requirements lists, materiel fielding plans, inspection and receiving reports, programs of instruction, lesson plans, training statements of work, training and equipment specifications, coordinating actions, and related information.</p> <p>Disposition: Office developing the training program: Destroy when no longer needed for conducting business or decision is made to discontinue the training.</p> <p>Reference: MARKS FN: 70-1a.</p>		

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5.	<p><b>RD supervisory files:</b> Information relating to overall administration of research, development, test, and evaluation activities which due to their general nature cannot logically be filed with information relating to a specific project or task.</p> <p>Disposition:</p> <p>a. Offices having Agency-wide responsibility: Permanent. Cut off annually or PIF on completion, termination, or cancellation of the project, as reference needs require, and cut off at the end of that year.</p> <p>b. Offices at headquarters of intermediate commands responsible for supervision of the Research and Development (RD) function: Permanent.</p> <p>c. Offices involved in research, development, test or evaluation at installations and laboratories: Destroy after 5 years.</p> <p>d. Other offices: Destroy after 2 years.</p> <p>Reference: MARKS FN: 70-1m</p>		
6.	<p><b>RD project controls:</b> Information accumulating from the supervision, management, and administration of research, development, test, and evaluation projects at subordinate installations, activities, and elements. Included is information relating to project appraisals, recommendations for project initiation or cancellation, review and analyses of specific RD projects, and other information relating to the projects, but exclusive of information belonging in the research and development project case files. Arrange by project serial number and nomenclature, or title. NOTE: Correspondence and documents which influence the course of action taken on a project and which are not duplicated in the RD project case file will be withdrawn and consolidated with that file prior to its transfer to the RHA.</p> <p>Disposition:</p> <p>a. Offices having Agency-wide responsibility: Permanent. Cut off annually or PIF on completion, termination, or cancellation of the project, as reference needs require, and cut off at the end of that year.</p> <p>b. Offices at headquarters of intermediate commands: Permanent. PIF on completion, termination, or cancellation of the project and cut off at the end of that year.</p>		

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	<p>c. Offices of laboratory chiefs and directors supervising RD projects conducted by project officers in elements of their installation or laboratory: Destroy when no longer needed for conducting business after completion, cancellation, or termination of the related project.</p> <p>Reference: MARKS FN: 70-1n</p>		
7.	<p><b>RD project reports:</b> Reports prepared by developing agencies containing information about individual research, development, test, and evaluation projects and project tasks, including the identification, time phasing, resource requirements, objectives, and other information about the project or task. Included are research and development plans and similar reports.</p> <p>Disposition: Destroy when no longer needed for current operations. Reference MARKS FN: 70-1p</p>		
8.	<p><b>RD item cases:</b> Information created in connection with a specific project, task, or subtask. This standard and file number may be used when it is impractical or undesirable to file the segments of the item case file separately.</p> <p>Disposition: Destroy 6 years after completion or termination of the project, task, or subtask. Reference MARKS FN: 70-1r</p>		
9.	<p><b>Authorizations:</b> Information reflecting actions leading up to and including the authorization for initiation of a project, task, or subtask. Included are project proposals, copies of requirements, characteristics, technical committee minutes, and related correspondence.</p> <p>Disposition: Destroy 6 years after completion or termination of the project, task, or subtask. Reference MARKS FN: 70-1s</p>		
10.	<p><b>RD procurement files:</b> These files consist of a copy of the RD contract or grant agreement (if the project includes one), with changes, modifications, or addenda to it.</p> <p>Disposition: Destroy 6 years after completion or termination of the project, task, or subtask. Reference: MARKS FN: 70-1t.</p>		

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11.	<p><b>RD item test data:</b> Information received from testing elements of design agencies which reflect the results of tests, trials, and evaluations of research and engineering design of RD items. Included are test reports and comparable test data.</p> <p>Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.</p> <p>Reference MARKS FN: 70-1u</p>		
12.	<p><b>RD item specifications and drawings:</b> Copies of experimental, preliminary, and final drawings and copies of specifications or technical requirements created in the design, engineering development, and modification of an item.</p> <p>Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.</p> <p>Reference MARKS FN: 70-1v.</p>		
13.	<p><b>RD item reports:</b> Information consisting of a copy of each technical, progress, or test report issued or received in connection with a project, task, or subtask. Included are feasibility, cost effectiveness, and state-of-the-art study reports, weekly, quarterly, and final progress reports, contractor reports, research, engineering and service test plans and reports, and reprints from scientific journals which pertain to basic research projects.</p> <p>Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.</p> <p>Reference: MARKS FN: 70-1x.</p>		
14.	<p><b>RD item correspondence:</b> Retained copies of correspondence relating to a project, task, or subtask.</p> <p>Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.</p> <p>Reference: MARKS FN: 70-1y</p>		
15.	<p><b>RD item films:</b> Motion picture films exposed and printed during research, development, test, and evaluation of a project, task, or subtask.</p> <p><b>Disposition:</b> Destroy 6 years after completion or termination of the project, task, or subtask.</p> <p>Reference: MARKS FN: 70-1aa</p>		

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16.	<p><b>RD item training files:</b> Information relating to a project, task, or subtask office's participation in the preparation of a course of technical instruction or training on the project item.</p> <p>Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.</p> <p>Reference: MARKS FN: 70-1cc.</p>		
17.	<p><b>RD item completion notices:</b> Information reflecting notices of, or authority for, completion or termination of a project, task, or subtask, such as notification of type classification, technical committee action, termination notice, or comparable local document indicating that all research and development on the particular item has ceased.</p> <p>Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.</p> <p>Reference: MARKS FN: 70-1ee.</p>		
18.	<p><b>Other RD items:</b> Other information as determined by the project, task, or subtask offices as being necessary for inclusion in the item files.</p> <p>Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.</p> <p>Reference MARKS FN: 70-1ff.</p>		
19.	<p><b>Project management plans:</b> Information reflecting the project manager's master plan for research, development, procurement, production, distribution, and logistical support of a designated equipment system. These plans are used as management tools and to inform higher authority of the system's status. Included are project management master plans, superseded and obsolete parts of the plans, reports used to keep the plan current, and similar information.</p> <p>Disposition:</p> <p>a. Office of the project manager: Permanent. PIF on removal of the item or system from project management control and cut off at the end of that year.</p> <p>b. Other Offices: Destroy on supersession, obsolescence, or when no longer needed for reference.</p> <p>Reference: MARKS FN: 70-1hh</p>		

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20.	<p><b>Project registers:</b> Registers, listings, index cards, and related documents used to record information on projects and tasks, such as project or task number and title, project or task office, and contract number.</p> <p>Disposition: Destroy when no longer needed for current operations.</p> <p>Reference: MARKS FN: 70-1jj</p>		
21.	<p><b>Research reporting files:</b> Information compiled on research studies to be conducted or sponsored by DoDPI. The reports reflect the research, project number, title, and name of the investigator; purpose, approach, and status of the study; and similar information. Included are DD Forms 1498 (Research and Technology Work Unit Summaries), and similar information.</p> <p>Disposition: Destroy when no longer needed for current operations. Reference MARKS FN: 70-9a</p>		
22.	<p><b>Test controls:</b> Information relating to the management, administration, and control of tests of research and development and other items which are conducted by subordinate testing organizations. Included are engineering, service, and other test directives, plans, and reports, and correspondence relating to the test.</p> <p>Disposition: Offices of test directors at intermediate command headquarters, and offices of system test managers: Destroy when no longer needed for conducting business after completion of the last scheduled test of the item. Reference: MARKS FN: 70-10p.</p>		
23.	<p><b>Scientific and professional articles:</b> Information relating to preparation, review, and approval of articles for publication in civilian scientific and professional periodicals. Included are comments and recommendations of reviewing offices, copies of the proposed articles, approvals, reprints, and similar information.</p> <p>Disposition: Destroy after 5 years. Reference MARKS FN: 70-14a.</p>		
24.	<p><b>Research medical volunteer registry:</b> Information contained in a registry pertaining to personal demographic data on individuals participating in medical research. Included are name, SSN, sex, date of birth, and similar information.</p> <p><b>Disposition:</b> Destroy after 65 years. Reference: MARKS FN: 70-25a</p>		

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25.	<p><b>Technical report records:</b> These files consist of one copy of each preliminary, progress, or final research and development technical report or publication prepared or issued by a research, development, or test agency, command, installation, or activity or received from their contractors. Each report included in these files will be distinctly marked "Record Set." Reports in this file will not be charged out. Commanders will take appropriate action to ensure that the record set is complete and that unclassified and classified reports are retired.</p> <p>Disposition: Office responsible for preparation and issue or requiring preparation by contractor: Permanent. Cut off annually and retire with next regular transfer or retirement. Reference: MARKS FN: 70-31a.</p>		
26.	<p><b>Technical references:</b> Copies of documents maintained to provide reference for an entire research and development agency, command, installation, or activity. They include one copy of each technical report or publication issued by the organization or received from its contractors and one copy of these reports of interest, which are received from other sources.</p> <p>Disposition: Destroy on supersession, or when no longer needed for reference. Reference: MARKS FN: 70-31b.</p>		
27.	<p><b>Scientific and raw data:</b> Information maintained and used by scientific and engineering personnel for research, development, and test of an item, a group of items, or within a field of scientific inquiry. Included are scientific notes, drafts of technical reports and articles, telemetering, oscilloscopes, and time and motion films and recordings, types, punched cards, round recordings, and similar rough or raw data which is not made a part of the official research and development item case file.</p> <p>Disposition: Destroy on incorporation or summarization of the data in a technical report or paper, on completion of the project, task, or subtask, or when no longer needed for research within the field of inquiry. Reference: MARKS FN: 70-45a.</p>		

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28.	<p><b>Electronic Mail and Word Processing System Copies:</b>  Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p style="padding-left: 40px;">Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Destroy/delete when dissemination, revision, or updating is completed.</p>		