

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-565-08-12</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/24/08</i>	
1 FROM (Agency or establishment) Department of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Missile Defense Agency			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Mr Petar Sredojevic	5 TELEPHONE NUMBER (719)721-8724	DATE <i>4/28/11</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 (See attached) 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 type="checkbox"/> is not required <input checked="" type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 3/18/08	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Deputy Information Management, Chief Information Office
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Missile Defense Agency records series (see attached)		WITHDRAWN <i>4/28/11</i>

Category: 500**Category Title: SECURITY****Category Description:****Category Number: 502****Category Title: Physical Security Files****Description:** These files accumulate for the implementation of physical security and standards to ensure proper restrictions of access, to sensitive documents and locations.**File: 502-01****Title: Security Policy and Direction Files****Description:** Correspondence and other types of documents including directives from higher authority, reflecting policy and direction of security services

A Office of Primary Responsibility

Disposition: Permanent. Review annually Transfer those selected for closing to WRNC after 1 year Transfer to NARA when no longer needed for operations**Authority:**

B All others

Disposition: Temporary. Review annually Transfer inactive files to WRNC 1 year after closing Destroy when 6 years old**Authority:****Privacy Act:****File: 502-02****Title: Security Violation Reports****Description:** Documents or reports on alleged security violations or practices dangerous to security, such as unattended open safes, improper handling or unauthorized divulgence of classified information**Disposition: Temporary.** Consolidate with Personnel Security File (See 506)**Authority:****Privacy Act:****File: 502-03****Title: Not Used****File: 502-04****Title: Classification Advisory Committee Files****Description:****Disposition:** See 508 Series**Authority:****Privacy Act:****File: 502-05**

WITHDRAWN

WITHDRAWN

Title: Security Classification Assignment Files**Description:****Disposition:** See 508 Series**Authority:****Privacy Act:****File: 502-06****Title: Cryptologic Activities, Surveys and Inspection Files****Description:** Periodic or one time surveys conducted primarily by security personnel Purpose is to determine adequacy of security, measures in all Agency installations to safeguard information and facilities against sabotage and unauthorized entry

A Cryptologic Activities Files Routine surveys, studies and reports of various MDA facilities

Disposition: Temporary. Close annually Cut off at the end of the fiscal year Transfer to WNRC/FRC after closing Destroy when 10 years old**Authority:**

B Special Project Files One-time inspections or surveys made of a facility because of an immediate security need or incident, or apparent deficiency

Disposition: Temporary. Close annually Cut off at the end of the fiscal year Transfer to WNRC/FRC 3 years after closing Destroy when 10 years old**Authority:****Privacy Act:****File: 502-07****Title: Accident Investigation Files****Description:** Reports of investigations, resulting from fires, explosions, or accidents which involve security aspects**Disposition: Temporary.** Place in an inactive file upon completion of investigation Destroy when 2 years old**Authority:** (GRS-18-11)**Privacy Act:****File: 502-08****Title: Guard Service Control Files****Description:**

A Control center key or code records, emergency call cards, and building record and employee identification cards

Disposition: Temporary. Destroy when superseded or obsolete**Authority:** (GRS 19a)

B Round reports, service reports on interruptions and tests, and punch clock dial sheets

Disposition: Temporary. Destroy when 1 year old**Authority:** (GRS 19b)

WITHDRAWN

C Destroy when 1 year old

Disposition: Temporary. Place in an inactive file upon completion of investigation Destroy when 2 years old

Authority: (GRS19c)

D Arms distribution sheets, charge records, and receipts

Disposition: Temporary. Destroy 3 months after return of arms

Authority: (GRS 19d)

Privacy Act:

File: 502-09

Title: Key Accountability Records

Description: Documents relating to issue, return and accountability of keys to security areas

Disposition: Temporary. Destroy 3 years after turn-in of key

Authority: (GRS-18-16)

Privacy Act:

File: 502-10

Title: Safe Combination and Access Files

Description: "Safe Combination Record" and "Classification Container Combination" forms showing personnel authorized to use combination, serial number and location of container, the current combination, and date of next combination change

Disposition: Temporary. Destroy individual item when superseded by new combination or when container (or safe) is turned in

Authority: (GRS-18-7)

Privacy Act:

File: 502-11

Title: Safe (or Container) Records

Description: Forms placed on combination safes or containers containing classified information to control entry

Disposition: Temporary. Destroy after removal from container, except forms involved in an investigation, which will be retained until completion of the investigation

Authority:

Privacy Act:

File: 502-12

Title: Document Control Cards

Description:

Disposition: See 508 series

Authority:

Privacy Act:

File: 502-13

Title: Periodic Inventory Runs

WITHDRAWN

Description:**Disposition:** See 508 series**Authority:****Privacy Act:****File: 502-14****Title: Element Top Secret Control Records****Description:****Disposition:** See 508 series**Authority:****Privacy Act:****File: 502-15****Title: Physical Security Compromise Files****Description** Reports of compromises, violations, or insecure practices, with analyses of same**Disposition: Temporary.** Transfer to WNRC/FRC 3 years after closing Destroy when 10 years old**Authority:****Privacy Act:****File: 502-16****Title: Contract Facilities Security Case Files****Description** Case files on private facilities performing work on classified contracts These files originate to protect MDA classified information and equipment in possession of contractors, consultants and advisors, and contain all documents related to the maintenance of security at the contractor facility

A Office of Primary Responsibility

Disposition: Temporary. Place individual case in an inactive file upon termination of contract DESTROY 10 years after termination of contract**Authority:**

B All Others

Disposition: Temporary. Destroy upon termination of contract or case**Authority:****Privacy Act:****File: 502-17****Title: Contractor Accounts Files****Description** This file contains information on all contractor accounts It identifies all TS or SCI materials received or generated by that account, the authorization and the custodians and security officers responsible It also contains copies of all incoming TS collateral materials**Disposition: Temporary.** Close annually Cut of at the end of the fiscal year Transfer inactive files to WRNC/FRC Destroy when no longer needed for operations**Privacy Act:**

WITHDRAWN

File: 502-18**Title: Industrial Clearance Files**

Description: Case files reflecting granting, denying, or revoking industrial security clearance. Include such papers as security requirements check lists, contract security surveys, and personnel security questionnaires.

Disposition: Temporary. Place case in an inactive file upon termination. Destroy 10 years after termination of contract.

Authority:

Privacy Act:

File: 502-19**Title: Protection of Functions and Property**

Description: Consists of investigative case files or information acquired about activities threatening Defense military/civilian personnel, Defense activities and installations, including vessels, aircraft, communications equipment and supplies.

A Non-DOD Affiliated Organizations/Individuals not posing continuing threats

Disposition: Temporary. Destroy when 90 days old

Authority:

B Non-DOD Affiliated Organizations/Individuals posing continuing threats, such as demonstrated hostile activities in which an actual example of violent or criminal hostility has been carried out within the previous year, threatened hostile activities which during the previous year explicitly threatened DOD functions, and dissident activities, which during the previous year have counseled or published information, actively encouraging violations of the law

Disposition: Temporary. Review annually, at the end of the fiscal year. Destroy when of no further reference value

Authority:

C Routine Investigations

Disposition: Temporary. Destroy 1 year after service is discontinued

Authority:

D One-Time Request for Admittance to Installations (Speakers, band, drill team, etc)

Disposition: Temporary. Destroy when 90 days after event

Authority:

E Requests for DOD Personnel to Attend or Officiate at Meetings, Ceremonies, etc as representative of DOD

Disposition: Temporary. Destroy when 90 days after event

Authority:

F Investigations Pending on Date of Annual Verification

Disposition: Temporary. Destroy 1 year after investigation is completed

Authority:

Privacy Act:

WITHDRAWN

File: 502-20

Title: Restricted Material Control File

Description This file consists of documents used for the control and accountability of one-time security passes and courier badges

Disposition: Temporary. Transfer to WNRC/FRC after 30 days Destroy when 5 years old

Authority:

Privacy Act:

File: 502-21

Title: Document Receipt Files

Description Records documenting the receipt and issuance of classified documents

Disposition: Temporary. Destroy when 2 years old

Authority: (GRS-18-2)

Privacy Act:

File: 502-22

Title: Survey and Inspection Files (Government-owned Facilities)

Description Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry

Disposition: Temporary. Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner

Authority: (GRS-18-9)

Privacy Act:

WITHDRAWN

File: 502-23

Title: Survey and Inspection Files

Description (Privately-owned Facilities) Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies, and related documents

Disposition: Temporary. Destroy when 4 years old or when security is terminated, whichever is sooner

Authority: (GRS-18-10)

Privacy Act:

File: 502-24

Title: Guard Assignment Files

Description Files relating to guard assignments and strength

A Ledger records

Disposition: Temporary. Destroy 3 years after final entry

Authority:

B Requests, analysis, reports, change notices, and other papers relating to post assignments and strength requirements

Disposition: Temporary. Destroy when 2 years old

Authority: (GRS-18-13b)

Privacy Act:

File: 502-25

Title: Police Functions Files

Description Files relating to exercise of police functions

A Ledger records of arrest, cars ticketed, and outside police contracts

Disposition: Temporary. Destroy 3 years after final entry

Authority: (GRS-18-14a)

B Reports, statements of witnesses, warning notices, and other documents relating to arrest, commitments, and traffic violations

Disposition: Temporary. Destroy when 2 years old

Authority: (GRS-18-14b)

C Reports on contract of outside police with building occupants

Disposition: Temporary. Destroy when 1 year old

Authority: (GRS-18-14c)

Privacy Act:

File: 502-26

Title: Personal Property Accountability Files

Description Files relating to accountability for personal property lost or stolen

A Ledger files

Disposition: Temporary. Destroy 3 years after final entry

Authority: (GRS-18-15a)

B Reports, loss statements, receipts and other documents relating to lost and found articles

Disposition: Temporary. Destroy when 1 year old

Authority: (GRS-18-15b)

Privacy Act:

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