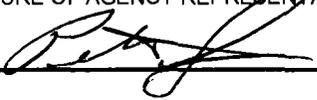


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-565-08-14</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/24/08</i>	
1 FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY In accordance with the provisions 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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WITH WHOM TO CONFER Mr Petar Sredojevic	5 TELEPHONE NUMBER (719)721-8724	DATE 4/28/11	ARCHIVIST OF THE UNITED STATES WITHDRAWN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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Missile Defense Agency records series (see attached)		WITHDRAWN 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: 506**Category Title: PERSONNEL SECURITY FILES**

Category Description These files accumulate from actions to ensure that all persons requiring access to classified information or Agency spaces meet Agency personnel security standards. These files include copies of investigative reports polygraph interview reports, orientation/indoctrination/debriefing oaths, and related matters.

File: 506-01**Title: Personnel Security Files**

Description: Files on all individuals employed, seeking employment, or whose relationship with the Agency requires security investigations, clearance processing, indoctrinations, or orientation Includes investigations, clearance status, reinvestigations, Indoctrinations and Debriefing Oaths, military check-In and Check-Out Forms, Official Courier Briefing Forms, Unofficial Foreign Travel Request Forms, Certifications Upon Indoctrination for Access to Critical Nuclear Weapon Design Information forms, and other security related memorandums or correspondence

A Absence of Derogatory Information

1 Personnel considered for affiliation with MDA but withdraw or are withdrawn before any polygraph and/or investigations are initiated

Disposition: Temporary. Destroy immediately after processing is terminated or case is closed

Authority:

2 All others have received some investigative processing (polygraph or investigation)

Disposition: Temporary. Following date of last action, retain locally for minimum of 30 days then transfer to the WNRC/FRC for 10 years Office of Primary Responsibility (OPR) will then review prior to destruction

Authority:**B Presence of Derogatory Information**

Disposition: Temporary. Retain locally for minimum of 30 days then transfer to the WNRC/FRC for 25 years OPR will then review

Authority:**C Investigations which Result in Adverse Actions**

1 Cases of historical Value or Widespread public or congressional interest
Disposition: Permanent. Transfer inactive files to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

Authority:

2 All Others

Disposition: Temporary. Destroy 25 years after date of last action

Authority:**Privacy Act:**

WITHDRAWN

File: 506-02**Title: Investigative and Polygraph Files**

Description: Investigator's and examiner's data and question sheets, notes, polygraph charts, examination reports, and related records resulting from investigations and polygraphs examinations

A Record Copy of Final Report

Disposition: Temporary. Retain in Personnel Security File (506-1) Destruction concurrent with Personnel Security File

Authority:**B Audio Recordings**

Disposition: Temporary. Destroy 45 days after case is closed by DOS or sponsor

Authority:**C All Others**

Disposition: Temporary. Destroy after submission of official record copy, successful completion of polygraph process, or upon administrative case closure by DOS or sponsor

Authority:**Privacy Act:****File: 506-03****Title: Visitor Passes and Access Control Files**

Description: Visit Requests and Receipts giving names, addresses, security status, and nature of business of individuals visiting MDA Files include access control and accountability of visitors, such as visitor requests, access lists, ID badges, and logs

Disposition: Temporary. Destroy 15 years after final entry or 15 years after date of document, as appropriate

Authority:**Privacy Act:****File: 506-04****Title: Secrecy Agreements, Indoctrinations, Nondisclosure Agreements, and Debriefings Files**

Description: Non-Disclosure Agreements (NDA) and SI Indoctrination Oaths of individuals affiliated with MDA Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive Orders governing security classification, These forms should be maintained separately from personnel security clearance files Agreements for civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder For all other persons, these forms may be filed in the official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees)

Authority:**WITHDRAWN**

A If maintained separately from the individual's official personnel folder
Disposition Temporary Destroy when 70 years old
Authority: (GSR-18-25a)

B If maintained in the individual's official personnel folder
Disposition: Temporary. Apply the disposition for the official personnel folder
Authority: (GSR-18-25b)
Privacy Act:

File: 506-05

Title: Indoctrination Roster Files

Description: Rosters of individuals indoctrinated and/or cleared for access to special classified material

Disposition: Same disposition as item 506-1

Authority:

Privacy Act:

File: 506-06

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 Record Copy

Disposition: Permanent Review annually at the end of the fiscal year Transfer those selected for closing to WNRC/FRC 1 year after closing After 5 years, transfer to the NARA

Authority: (GRS-18-1)

B All Others

Disposition: Temporary. Review annually at the end of the fiscal year Transfer those selected for closing to the WNRC/FRC 1 year after closing Destroy when 6 years old

Authority:

Privacy Act:

File: 506-07

Title: Personnel Security Clearances Files

Description: Lists of rosters showing the current security clearance status of individuals

Disposition: Temporary Destroy when superseded or obsolete

Authority: (GRS-18-23)

Privacy Act:

WITHDRAWN