REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

TO: National Archives and Records Administration (NIR)
     8601 Adelphi Road, College Park, MD 20740-6001

JOB NUMBER *N1-AU-99-12*

DATE RECEIVED *8-05-99*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

1. FROM (Agency or establishment) U.S. Army

2. MAJOR SUBDIVISION U.S. Total Army Personnel Command

3. MINOR SUBDIVISION Records Management Program Division

4. NAME OF PERSON WITH WHOM TO CONFER Brenda S. Deel, Management Analyst	5. TELEPHONE 703-806-3709

DATE 6-22-00	ARCHIVIST OF THE UNITED STATES

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   1   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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

DATE 27 Jul 99	SIGNATURE OF AGENCY REPRESENTATIVE HOWARD N. GREENHALGH	TITLE Director, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	BACKGROUND: According to the Deputy Chief of Staff for Intelligence (DCSINT), the proponent of AR 380-28, Army Special Security Officer and Office System, the current description under MARKS file number 380-28a does not adquately cover Sensitive Compartmented Information (SCI) personnel security files. All disposition instructions under FN 380-28 are changed to reflect the Army's recordkeeping system redesign.		
1	FN: 380-28a Title: Sensitive Compartmented Information (SCI) billet files Privacy Act: Not applicable Description: Information relating to the approval and maintenance of SCI billet structures and SCI billets. Personnel security access information to include indoctrination and debrief information, compelling need request visit and permanent certifications, periodic investigations, and other information related to personnel security. Disposition: Code KE6. Event is after transfer of personnel or deletion/transfer of billets. Keep in the current files area (CFA) until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.	N1-AU-92-5	
2	FN: 380-28b Title: SCI contractor operation files Privacy Act: Not applicable Description: Information relating to civilian contractor operations. Included are DD Forms 254 (DoD Contract Security Classification Specification), MOUs, MOAs, contractor inspection correspondence, and related information.	N1-AU-92-5	

agency, NR

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Disposition: Code KE6. Event is after termination of government contracts. Keep in the current files area (CFA) until no longer needed for conducting business, but not longer than 6 years after the event, *then destroy*.		
3	FN: 380-28c Title: Sensitive Compartmented Information Facility (SCIF) accreditations and physical security files Privacy Act: Not applicable Description: Information relating to the physical security and construction of SCIFs. Included are SCIF concepts, Fixed Facility Checklists (FFC), Facility TEMPEST Assessment/Risk Analysis (FTA/RA), Technical Surveillance Countermeasures Inspection Reports (TSCM), TEMPEST Service Inspection Reports, Automated Data Processing Checklists, and related information pertaining to physical security and construction. Disposition: Code KE6. Event is after termination of accreditation. Keep in the current files area (CFA) until no longer needed for conducting business, but not longer than 6 years after the event, *then destroy*.	N1-AU-92-5	
4.	NOTE: The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating, *whichever is later*.		

115-205   Two copies, including original, to be submitted
to the National Archives and Records Administration.

STANDARD FORM 115-A (Rev. 3-91)
Prescribed by NARA
36 CFR 1228