

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 71-72-03-1	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 12-30-2002	
1 FROM (Agency or establishment) Department of the Navy		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Naval Criminal Investigative Service			
3 MINOR SUBDIVISION Department of the Navy Central Adjudications Facility (Code 29)			
4 NAME OF PERSON WITH WHOM TO CONFER Henry W Persons, Jr	4 TELEPHONE NUMBER (202) 433-9505	DATE 7-2-03	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
5 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>2</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 10 DEC 02	SIGNATURE OF AGENCY REPRESENTATIVE <i>S. M. Boatwright</i> S. M. BOATWRIGHT, LTJG, USN		TITLE DEPT OF NAVY RECORDS MANAGER CNO N09B15
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>BACKGROUND The Department of the Navy (DON) Central Adjudication Facility (CAF) provides centralized security clearance adjudicative services for DON military and civilian personnel, alien persons, and U S Coast Guard (USCG) military personnel whose duties require a USCG security clearance and those USCG civilian employees having access to sensitive compartmented information only This schedule will apply only to DONCAF full time and contractor created records</p> <p><i>J. King Crawford</i> Janice King Crawford Deputy Assistant Director for Central Adjudication Facility</p> <p><i>Zoe Kugeares</i> Zoe Kugeares LT, JAGC, USNR Staff Attorney</p> <p><i>Reynolds, NR, NUNMU</i></p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Electronic Mail and Word Processing Copies</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the SSIC included in this schedule. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating</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>1. 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>2. Destroy/delete when dissemination, revision, or updating is complete</p> <p><u>SSIC 5529</u></p> <p><u>CLEARANCE ADJUDICATIONS RECORDS</u></p> <p>1a – c No change</p> <p>d <u>Adjudication decisions entered into electronic systems</u> Record of adjudication decisions entered into the DoD's Joint Personnel Adjudications System (JPAS) and or the Navy Joint Adjudications and Clearance System (NJACS). This includes decisions by DONCAF employees based on contractor case review records containing recommendations on the suitability of individuals for security clearances</p> <p>(1) Reviews with no or minor issues that do not require documentation as addressed in SSIC 5529, paragraph 1a</p> <p>3 Destroy/delete one year after affiliation is terminated</p> <p>(2) Reviews with issues</p>		
4	Use SSIC 5529, paragraphs 1a, 1b, 2a, or 2b	NI-NU-97-2/ SSIC 5529, para 1 and 2	Previously Approved NI-NU-97-2

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5	(3) Contractor case review records. Destroy 1 year after verification that case review record information is accurately entered into the electronic system	N1-NU-97-2/ SSIC 5529, para 1	