

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUM. <i>NI-NU-97-2</i>	
To. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-01-96</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Adjudication Facility			
4 NAME OF PERSON WITH WHOM TO CONFER Henry W. Persons, Jr. (NCIS-27D)	5 TELEPHONE (202) 433-9505	DATE <i>12-16-96</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 17 OCT 96	SIGNATURE OF AGENCY REPRESENTATIVE <i>H. A. Gilbert</i> H. A. GILBERT, LT, USN	TITLE Head, Navy Records Management	

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<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 DON CAF created records.</p> <p>CLEARANCE ADJUDICATIONS RECORDS. Department of the Navy (DON) Central Adjudication Facility created case files that include personnel security clearance and access data on members of the DON, DOD civilians, civilian consultants, nonappropriated fund employees, USO personnel, Red Cross volunteers and staff, and U.S. Coast Guard military and selected civilian personnel under the Defense Industrial and Personnel Security Programs.</p> <p>1. <u>Routine Adjudication Actions.</u> Files relating to security clearance adjudicative actions of a generally favorable nature on persons requiring access to classified information. Files may include information of minor adverse action reports that result in a favorable adjudicative action. Also included are polygraph examination results and other adjudication documentation used in arriving at security clearance and access</p>	<p>NI-NU-89-4 (SSIC 5529)</p> <p><i>J. Landon</i> Head, Plans, Programs & Administrative Division Jean C. Landon</p> <p><i>Patrick J. Neher</i> Staff Judge Advocate CDR Patrick J. Neher</p>	

JAN 28 1997 *MMW* Copy to Agency, NWDD, NWRE + NR-S Roley

determinations

DISPOSITION.

(a) Case files.

Cut off at case closure. Return to NCIS Records Management Division. If space is not available, return to WNRC. Destroy 15 years after the date of last action except:

(b) When affiliation with DOD is not completed.

Destroy when 1 year old

(c) Other copies

Destroy 1 year after closure or when no longer needed, whichever is later

2. Significant Incidents or Adverse Actions Files containing significant adverse action reports or relating to personnel security clearance adjudicative decisions of a significant or potentially disqualifying nature and subsequent adjudicative and access determinations and associated information such as polygraph examination results. Also included is information from Defense Hearings and Appeals (DOHA) proceedings.

DISPOSITION.

(a) Case files.

Cut off at case closure. Return to NCIS Records Management Division. If space is not available, return to WNRC. Destroy 25 years after the date of last action, except:

(b) Files from (a) above that are precedent setting or have widespread public or Congressional interest.

PERMANENT. Transfer to NARA after 25 years. (a) Paper records that have been converted to microform: 1 Paper copy: Destroy upon verification that record copy information has been fully and accurately converted to microform. 2 Microform copy: NCIS will convert file to archival medium acceptable at the time of transfer. (b) Paper copy and microform records that have been converted to electronic/optical images: 1 Paper copy and microform images: Destroy upon verification that the record copy information has been fully and accurately converted to electronic/optical images. 2 Electronic/optical images: NCIS will convert file to archival medium acceptable at the time of transfer.

(c) Other copies.

Destroy 1 year after case closure or when no longer needed, whichever is later.

Privacy Act system notice: N05520-5