

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

*18 items* *320*  
TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

FROM AGENCY OR ESTABLISHMENT  
**Department of Defense**

2 MAJOR SUBDIVISION  
**Assistant Secretary of Defense (Comptroller)**

3 MINOR SUBDIVISION **Deputy Assistant Secretary of  
Defense (Administration)**

4 NAME OF PERSON WITH WHOM TO CONFER

**James S. Nash or  
Rowland A. Morrow**

5 TEL EXT  
**50970  
79647**

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal

☒ B Request for disposal after a specified period of time or request for permanent retention

C. DATE

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE **Deputy Assistant Secretary  
of Defense (Administration)**

**1 APR 1976**

*[Signature]*

7  
ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9  
SAMPLE OR  
NO

10  
ACTION TAKEN

**Defense Investigative Program Records**

The Defense Investigative Program includes those investigative and related counterintelligence activities which are undertaken to safeguard Department of Defense information, personnel, functions and installations. This request for authority to dispose of records is applicable to all DoD components which engage in, or maintain, investigative records of Defense Investigative Program activities, including, but not limited to, the Army Investigative Records Repository (IRR), Naval Investigative Service, Air Force Office of Special Investigations, and Defense Investigative Service.

1. **Defense Investigative Case Files.** Includes personnel security data on members of the Armed Forces, DoD civilian employees, and contractor employees under the Defense Industrial Security Program; data on activities threatening the security, or involving the disruption or subversion, of DoD military and civilian personnel, functions, activities, installations,

*Copy to Agency 5-11-76*

115-107

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services  
Administration  
GSA FPMR (41 CFR) 101-11.4

*5/5/76. Change on p. 2 with approval of Mr. [unclear]*

## Request for Records Disposition Authority - Continuation

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	<p>information, communications, equipment and supplies; data on investigative activities authorized in connection with civil disturbance responsibilities within the United States, the District of Columbia, the Commonwealth of Puerto Rico and United States territories and possessions.</p> <p>a. <u>Files Relating to DoD-Affiliated Civilian/Military Members. Disposable.</u> Retention periods for investigative records will be as follows:</p> <p>(1) <u>Routine Investigations.</u> Personnel security investigations of a favorable nature and other investigations of a minor nature. Disposable. Destroy 15 years after the date of the last action. Personnel security files on persons who are considered for affiliation with DoD will be destroyed after 1 year if the affiliation is not completed.</p> <p>(2) <u>Significant Incidents or Adverse Actions.</u> Personnel security investigations resulting in an adverse personnel action or court-martial, or other investigation <del>of a significant nature which resulted in widespread public or Congressional interest.</del> Disposable. Destroy 25 years after the date of the last action. Those file <del>determined to be of possible historical value</del> may be offered to the National Archives after 15 years.</p> <p>(3) <u>Major Investigations.</u> Investigations of espionage and sabotage, or other major investigations of a counterintelligence/security nature. Permanent. Offer to the National Archives within 25 years after the date of the last action.</p> <p>b. <u>Files Relating to non-DoD Affiliated U.S. Citizens/Organizations.</u></p> <p>(1) <u>Activities or events posing one of the following types of continuing threats to DoD military and civilian personnel and Defense activities and installations: Demonstrated hostility - activities in which an actual example of violent or criminal hostility</u></p>		

*required for long-term  
Admin. or legal  
interest,  
2/5/76  
PL*

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has been carried out within the previous year; threatened hostility - activities which during the previous year have explicitly threatened DoD functions; potential hostility - activities whose continuing hostile nature in the vicinity of DoD installations provides a significant potential source of harm or disruption of the installation or its function; dissidence activities - activities during the previous year which have involved actively encouraging violation of law, disobedience of lawful order or regulation, or disruption of military activities. Disposable as follows:

(a) Information which falls in the above categories that is originated by, and received or acquired from, agencies outside the DoD, will be destroyed not later than 1 year after acquisition unless validated for retention for another year when it is determined during the annual verification review by the Secretaries of the Military Departments that a continued threat exists.

(b) Files or other documents created within DoD which contain significant analytical comments, value judgments or recommendations pertaining to information received or acquired from agencies outside the DoD shall be retained for a period not in excess of 1 year after acquisition, unless validated on an annual basis for continued retention. When DoD originated information is not validated for continued retention, these files will be offered to the National Archives for a determination of their historical value.

(2) Activities or events not posing a continuing threat. Information originated by, and received or acquired from, agencies outside the DoD during the course of routine investigative or liaison activity which after receipt is subsequently determined to fall outside the area of interest of the DoD, or which is determined not to pose a threat to DoD personnel, property or functions and no DoD file is created or DoD information generated. Disposable.

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Destroy immediately after an evaluation determines a threat does not exist or not later than 90 days following acquisition.

(3) Special Investigations/Operations.

Files or other documentation originated by DoD components pertaining to those activities of non-DoD affiliated organizations/individuals which potentially or actually threaten DoD functions, property or personnel, and files or other documentation relating to Defense Investigative Review Council (DIRC) approved measures to quell or counter these activities. Permanent. Offer to the National Archives within 25 years after the date of the last action.

(4) Organizations/Individuals Servicing

DoD Installations. Investigative information on organizations/individuals providing commercial services, engaged in contracts, or otherwise engaged in business enterprises on DoD installations. Disposable. Destroy 1 year after the service is discontinued unless the contract is in dispute in which event the file will be destroyed one year after final payment or other settlement of the obligation.

(5) Requests for DoD personnel to

attend or officiate at meetings, ceremonies, etc. as representatives of DoD. Information concerning the organization/individual making the request, the nature of the event, and any other details describing the occasion. Disposable. Destroy not later than 1 year after the event.

(6) One-time requests for admittance

to installations (speakers, bands, drill teams, tours, etc.) Information concerning the organization/individual requesting admittance to the installation. Disposable. Destroy not later than 1 year after the event.

(7) Inquiries from members of the

public to the DoD for information relating to DoD functions or units, unit insignia, signatures or photos of senior commanders, etc. Information concerning the collectors of such items. Disposable. Destroy after 1 year or

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	<p>when no longer determined pertinent by an annual review.</p> <p>(8) <u>Unsubstantiated reports to DoD components from members of the public alleging imminent invasions, plots and similar events of a delusional nature, and assorted "crank" letters. Information concerning the organization/individual providing such details. Disposable. Destroy after 1 year or when no longer determined pertinent by an annual review.</u></p> <p>(9) <u>Information Collected on non-DoD Affiliated Civilians Incident to the Personnel Security Investigation of an Affiliated Member. Disposition normally will be the same as the related case file as set forth in paragraph 1.a. above.</u></p>		
2.	<p><u>Civil Disturbance Files.</u> The Attorney General is the chief civilian officer in charge of coordinating all Federal Government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to the Department of Defense to assist civil authorities in dealing with civil disturbances. Such authorizations will only be granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Information collected in these circumstances will be disposed of as follows:</p> <p>a. Open source listing of federal, state, and local officials who have official responsibilities related to control of civil disturbances which are obtained prior to commitment of federal troops and routinely maintained for planning purposes. Disposable. Destroy when superseded, obsolete, or no longer needed.</p> <p>b. Open source physical data on vital public or private installations, facilities, highways, and utilities, which may be necessary to carry out missions assigned are obtained</p>		

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	<p>prior to commitment of federal troops and routinely maintained for planning purposes. Disposable. Destroy when superseded, obsolete, or no longer needed.</p> <p>c. Data which pertains to early warnings of incidents, potential threats and situation estimates which are obtained from federal, state, or local investigative or law enforcement agencies (which is duplicative of files maintained by the originating agency) prior to commitment of federal troops and subjected to evaluation to determine pertinency with no DoD file being created or no DoD information generated. Disposable. Destroy 60 days after termination of the specific situation or incident.</p> <p>d. Data collected or developed by DoD components during a period when field acquisition, reporting or processing activities have been specifically authorized by the Secretary of Defense. This data include: unconfirmed, fragmentary, routine or transitory material not included as background data in item c. below. Disposable. Destroy within 60 days after the termination of the civil disturbance.</p> <p>e. Documents prepared by military departmental staffs, agency headquarters, or task force elements which are responsible for directing the activities of field units and activities of field units and activities which are engaged in quelling a civil disturbance, including background data, after action reports and historical summaries. Such after action reports and historical summaries will avoid references to nonaffiliated persons and organizations to the greatest extent possible. Permanent. Cffer to the National Archives within 25 years after the situation or event terminates.</p>		