

*(See Instructions on reverse)*

**STANDARD FORM 115 (REV. 3-91)**  
Prescribed by NARA  
36 CFR 1228

I. Construction Security Program File.

Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.

a. For Existing Office Building (EOB) construction projects.

Disposition: Destroy 3 years after completion of project and project technical security inspection by Security Engineering Officer.

b. For New Office Building (NOB) projects.

Disposition: Upon project's completion, the Site Security Manager to forward documents to A/FBO/PE/CSM.