

GRS 18

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

7. Classified Document Container
Security Files.

b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist and SF 702 Security Container Check Sheet.

Destroy 3 months following the last entry on the form, except forms involved in investigations which will be retained until completion of the investigation.