

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-269-88-1

DATE RECEIVED

4/11/88

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment)

General Services Administration

2. MAJOR SUBDIVISION

Office of Administration

3. MINOR SUBDIVISION

Office of Administrative Services (CA)

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

~~Ellen Gross~~ *Mae Simms*

535-7938
566-0668

8/12/88

[Signature]

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>3/24/88</i>	<i>[Signature]</i>	<i>Records Officer</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>25A1. <u>Personnel security case files.</u></p> <p>Enclosed is the proposed change to the disposition schedule for personnel security case files. This schedule will be included in the GSA Records Maintenance and Disposition System (OAD P 1820.2) after it is approved by NARA. These records are currently scheduled.</p>	<p><i>GRS 18/23</i></p>	

RECORD SYMBOL DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

25A1. Personnel security case files.

a. Case files (on microforms or paper) containing suitability and security investigations of employees in and applicants to GSA and committees and commissions services by GSA. Case files of reports of investigations, and other records reflecting case processing and clearance status.

(1) If the case file is referred to management officials for employment suitability determination, or if the investigation is conducted by GSA and the official copy of the report is kept in the security office:

Destroy on notice of death or not later than 5 years after separating from GSA, committee, or commission.

*GRS
18/23a*

(2) If the outside applicant is not appointed to GSA and the case file is not referred under (1):

Destroy after completing case processing.

New

(3) If the record copy of the report of investigation is not kept in the security office and the case file is not referred under (1):

Destroy after completing case processing.

(NOTE TO NARA: Clearance case files of persons performing work under contract are now covered under Ch. 46 E 92.)

b. Certification summary of case files (GSA Form 6107, Security Case):

Destroy with the related case file.

(1) Summary related to a(2), above:

Destroy on notice of death or not later than 5 years after separation from GSA, committee, or commission

*GRS
18/23c*

(2) All other summaries:

(NOTE TO NARA: These summaries replace the old indexes to personnel security case files and are a cross-reference to the case files.)