

Rec'd NCD #1 Mar 80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-269-80-4
DATE RECEIVED 3-11-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
4-16-80 <i>Walter M. Stender</i> Date Acting Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2 MAJOR SUBDIVISION
Administrative Services

3 MINOR SUBDIVISION
Security Division

4 NAME OF PERSON WITH WHOM TO CONFER
Raymond Hershberger

5. TEL EXT
566-0673

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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention period specified.

A Request for immediate disposal.

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

C. DATE <u>3/7/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i> Michael G. Barbour	E. TITLE Chief, Records Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>Security Program Records</u> Files descriptions and requested disposition authorizations are contained in the attached proposed chapter 25 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN168-105 NN172-223 NC-269-75-1	

24 *Jim*

*Closed 4/21/80
Copy to agency*

CHAPTER 25. SECURITY PROGRAM RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for security program records. These instructions are contained in appendix 25-A.

2. Reserved.

This appendix describes information and personnel security program records. Information security includes the identification, classification, downgrading or declassification, dissemination, and safeguarding of classified information in the interest of national defense. Personnel security is concerned with measures designed to ensure that occupants of, or applicants for, positions requiring access to classified information meet security standards. Security program records are created as a result of responsibilities outlined in the GSA Organization Manual (OFA P 5440.1); provisions of GSA orders and handbooks in the 1025 subject classification series; and the GSA Administrative Manual, ch. 8 (OAD P 5410.1). These records are accumulated by offices of the GSA Security Officer, Central Office; and regional office document security officers; and individuals designated as Top Secret control officers. Documents accumulated by other offices in administering security matters are described in ch. 9 of this handbook.

~~25A1. Personnel security investigations. Documents accumulated relating to investigations for clearance of employees and processing applicants for sensitive and nonsensitive positions. Included are reports, statements, affidavits, correspondence, and related records.~~

See Page 2A

~~Cut off annually after the termination of the employee or the clearance, transfer to FRC when 5 years old.
Destroy when 25 years old.~~

GRS 18/27a

25A2. Personnel overseas travel clearance files. Documents accumulated in checking files of employees planning overseas travel for information that could make the travel inadvisable. Included are travel orders and related records.

Cut off annually, destroy when 2 years old.

25A3 - 25A4. Reserved.

25A5. Inspections and surveys. Documents accumulated relating to inspections and surveys of safeguards employed for the protection of classified information. Included are copies of surveys and inspections conducted by representatives of the GSA Security Office and by document security officers.

a. GSA Security Office: Cut off annually on completion of the inspection or survey, transfer to FRC when 5 years old. Destroy when 10 years old.

b. Document security officers: Cut off annually, destroy when 2 years old.

25A6 - 25A9. Reserved.

25A10. Security violation case files. Documents accumulated relating to investigations of alleged security violations, such as missing documents, unauthorized disclosure of information, unattended open containers, documents not properly safeguarded, and matters of a similar nature. Included are reports, correspondence, and related records.

GRS 18/25

Destroy 2 years after completion of final corrective or disciplinary actions.

25A11 - 25A14. Reserved.

25A15. Combination changes. Cards and other documents indicating that lock combinations on security containers have been changed.

GRS 18/9

~~Cut off annually, destroy when 1 year old.~~

Destroy when superseded by a new form or list, or upon turn in of containers.

Appendix 25-A

Amended by RHP via vcp 14 Apr 80

25A16 - 25A19. Reserved.

25A20. Security training. Documents relating to training and indoctrination programs established to provide instruction on the methods and responsibilities for safeguarding classified information. Included are training materials, notices of training sessions, lists of individuals attending training sessions, and related records.

a. Training materials: Destroy when canceled or obsolete.

b. Other records: Cut off annually, destroy when 2 years old.

25A21 - 25A24. Reserved.

25A25. Top Secret control and document security officer designations. Documents created in approving the designation of Top Secret control officers, document security officers, assistant document security officers, and the alternates for each. Included are designations, approvals or disapprovals, and related records.

Destroy when canceled, superseded, obsolete.

25A26 - 25A29. Reserved.

25A30. Top Secret accountability file. Documents that identify Top Secret material for which the Top Secret control officer is responsible and indicate its receipt, dispatch, source, movement between offices, destruction, and its current custodian.

Destroy 5 years after all items on individual pages have been destroyed, downgraded, or transferred to a new page.

25A31. Data index system. Correspondence and GSA Form 2808, Classified Document Record, reflecting a record of all Top Secret, Secret, and Confidential documents originating in GSA on or after January 1, 1973.

Destroy when canceled, superseded, or obsolete.

25A32 - 25A34. Reserved.

25A35. Top Secret receipts. Classified document receipts reflecting the receipt and transfer of Top Secret material and certifications of destruction of Top Secret information.

Destroy 3 years after documents shown on forms are downgraded, transferred, or destroyed.

*Amended by
D/S Rein, NCD
14 Apr 80
per Telcom w.
Roy Harshbarger, GSA*

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25A36 - 25A39. Reserved.

25A40. Personnel clearance status listings. Documents used to show the security clearance status of individuals. Included are listings, rosters, cards, forms, or comparable records.

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Destroy when the listing is canceled, superseded, obsolete, or the employee is separated or transferred.

25A41 - 25A44. Reserved.

25A45. Industrial security files. Case files relating to the current security clearance status of contractors and potential contractors of GSA, release of classified information to them, and administration of other industrial security matters associated with them. Included are letters of status, release requests, and related records.

Cut off annually after the information release request is disapproved or the contract is settled. Destroy when 5 years old.

25A46. Security support files for temporary organizations. Documents relating to personnel and information security support rendered to small agencies, Presidential committees and commissions, GSA ad hoc committees involving the employment of outside consultants, and temporary storage sites for Presidential records.

Cut off following termination of the committee, commission, or small agency or after construction of the Presidential library, destroy when 2 years old.

25A47. Threat information file. Reports resulting from the collection, evaluation, analysis, integration, and interpretation of information on activities or conditions in the United States that potentially or actually threaten the security of GSA facilities.

Cut off annually, destroy when 1 year old.

25A48. Foreign national visit files. Documents relating to requests for foreign nationals to visit GSA facilities. Included are requests and authorizations for visits, itineraries, assignments for tour directors, and related records.

Cut off annually, destroy when 2 years old.

25A49. Reserved.

25A50. Contract employee suitability case files. Documents accumulated in the conduct of security investigations of personnel assigned to Government buildings but employed by private concerns that have guards or cleaning contracts with the Federal Government. Included are investigative reports, correspondence, suitability notifications, and related records.

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a. Contract cleaner case files:

- (1) Favorable adjudication: Destroy immediately after adjudication.
- (2) Unfavorable adjudication: Cut off annually, destroy when 2 years old.

b. Contract guard case files: Cut off annually, destroy when 2 years old.

25A51 - 25A54. Reserved.

25A55. Contract employee indexes. Indexes, usually entered on cards, used to post the result of security checks on contract cleaners and laborers.

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Cut off in 2-year blocks, destroy when 4 years old.

Note.--Whenever reference is made to a card in the cutoff file, withdraw the card and file it in the current year file.

25A56 - 25A59. Reserved.

25A60. Debarred contract employee case files. Case files of contract employees and unfavorable information about them developed during security checks. Included are letters and related records.

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a. Preparing office: Cut off annually, destroy when 3 years old.

b. Other offices: Destroy when canceled or superseded.