

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
 DIRECTORATE MISSION SYSTEMS

3. MINOR SUBDIVISION
 DCS/Communication and Information

4. NAME OF PERSON WITH WHOM TO CONFER
 JESSICA L. SPENCER

5. TELEPHONE
 703-695-4263

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-AFU-97-12

DATE RECEIVED
 3-12-97

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
 ARCHIVIST OF THE UNITED STATES:
 WITHDRAWN

6. AGENCY CERTIFICATION
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 7 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6 Mar 97	<i>[Signature]</i>	ROBERT E. CARR, COL, USAF. Chief, Infrastructure Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Request approval of the attached proposed disposition changes for: (AFMAN 37-139) SCI ADMINISTRATION SECURITY RECORDS SCI PERSONNEL SECURITY RECORDS SCI PHYSICAL SECURITY RECORDS INFORMATION SECURITY PROGRAM Tables 14-10, 11, 12 AND TABLE 31-4 (Applicable Air Forte-Wide)		Job with-drawn

Revised Scheduled for Table 14-10, 11 and 12; Table 31-4, Rule 12.01

TABLE 14-10				
SCI ADMINISTRATIVE SECURITY RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	accountability records for incoming SCI (excludes CSSOs)	registers, logs, or retained copies of documents receipts/shipping manifests received with hard copy accountable SCI documents, TCC message logs, forms or similar records	used to record the receipt and internal distribution of accountable SCI received by a SCIF.	destroy 2 years after annual cutoff.
2	SCI sanitization memorandum of agreements of similar records	agreements among "Proper Authorities" and supporting SCI sanitization procedures.	Used to promulgate established standards for SCI sanitization action.	destroy 2 years after agreement is superseded or terminated.
3	records of sanitization or operational use of SCI in emergency/hostilities	a description of the sanitization or release action taken by a "Proper Authority"	used to document emergency action taken according to DoD 5105.21-M-1, M-2 and M-3	destroy 2 years after the sanitization or operational use action occurs
4	SCI sanitization in non-emergency situations	copies of sanitized records annotated with original SCI source; record of release action by PA	used to document action taken according to DoD 5105.21-M-1, M-2, and M-3	destroy 2 years after the sanitization took place.
5	access to GAMMA products	registers and access rosters	used to record the signature and related data of persons having individual GAMMA products	destroy 1 year after the related document is destroyed
6	Consumer Intelligence reports	a periodic specialized SCI Intelligence reports, studies, including both technical and general Intelligence concerning their combat application	the results of in-depth research and analysis for SCI consumers	forward original copy to AIA/IM when obsolete, rescinded or no longer needed.
7	destruction certificates for accountable SCI	destruction certificates certifying the destruction of accountable SCI	maintained by SCI Control Officers at all offices	destroy 2 years after the date of destruction
8	accountable SCI inventory records	logs, registers, forms, or similar inventory records. ADP/database inventory records		destroy 1 year after next comparable inventory
9	inadvertent disclosure agreements	agreements subscribing to secrecy rules signed at the time of inadvertent disclosure to SCI by non-SCI indoctrinated persons	executed by appropriate SCI security officials	destroy 2 years after signature.
10	SCI security violations, incidents	reports of SCI security violations/, incidents	SCI compromise declared	destroy 2 years after date of last action taken by final reviewing authority.
11	SCI security violations, incidents		no SCI compromise declared	destroy 1 year after date of last action taken by

**Revised Scheduled for Table 14-10, 11 and 12; Table 31-4, Rule
12.01**

				final reviewing authority.
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Revised Scheduled for Table 14-10, 11 and 12; Table 31-4, Rule 12.01

TABLE 14-11				
SCI PERSONNEL SECURITY RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	personnel security determinations and adjudication of persons filling or nominated to fill SCI position	complete case files showing dates of access, adjudication data and rationale, reason for debriefing or determining ineligible for SCI, SCI data code award/deletion; eligibility requests, investigative requests, personal history data.	at AF Central Adjudication Facility (CAF), HQ 4971G	destroy 15 years after the individual is debriefed from SCI access.
2	personnel security determinations and adjudications of persons filling or nominated to fill SCI position	access requests investigative request and reports, indoctrination/debriefing reports, in status transfer authorizations, copies of personal history statements, SCI data code award/deletion		destroy 6 months after accountability requirement ends.
3	access certifications	visitor certifications of SCI accesses transmitted via SSO channels; automated and hard copy	at receiving and sending SSOs; at visited locations; at requester locations	destroy 3 month after visit.
3.1	access certifications	permanent certifications of SCI accesses transmitted via SSO channels; automated and hard copy		destroy 3 months after expiration of certification period
4	"For Cause" separation or discharge actions under AFMAM 14-304, AFPD 31-5; AFI 31-501	recommendations, reports, and other records concerning possible "for cause" separation actions on SCI indoctrinated persons	AF Central Adjudication Facility (CAF), HQ 497 IG, if determination unfavorable	destroy 20 years after final decision
4.01	"For Cause" separation or discharge actions under AFMAN 14-304, AFPD 31-5; AFI 31-501	recommendations, reports, and other records concerning possible "for cause" separation actions on SCI indoctrinated persons	at AF Central Adjudication Facility (CAF), HQ 497 IG; if determination favorable	destroy 1 year after final decision
5	"For Cause" separation or discharge actions under AFMAM 14-304, AFPD 31-5; AFI	recommendations, reports, and other records concerning possible "for cause" separation actions on SCI indoctrinated persons		destroy 6 months after final action is completed
6	absentee case files	data on SCI indoctrinated persons listed as missing	at AF Central Adjudication Facility (CAF), HQ 497 IG	destroy 15 years after the individual is debriefed from SCI access

Revised Scheduled for Table 14-10, 11 and 12; Table 31-4, Rule 12.01

7	absentee case files	data on SCI indoctrinated persons listed as missing		destroy 1 year after final action
8	SCI access validation records	records validating individual "need-to-know" determinations for SCI/SI/TK access	at organization determining "need-to-know"	destroy when position incumbent duties no longer require access to SCI
8.1	SCI access validation records	requests for approval to establish BRAVO access position billets; billet approvals; billet realignments/deletions	maintained by cognizant special security office	destroy 1 year after billet is deleted
8.2	SCI access validation records	requests for approval to establish BRAVO access position billets; billet approvals; billet realignments/deletions	at requesting organizations	destroy 1 year after billet is deleted
9	SCI indoctrination and debriefing oaths	DD Forms 1847 and 1848, and other forms used to record indoctrination or debriefing	maintained by SCI security officials conducting indoctrination's and debriefings	destroy 6 months following individual's debriefing or change in security cognizance
10	SCI indoctrination/debriefing materials	Briefing slides, scripts, video tapes, etc.	maintained by special security office or other organizations with indoctrination authority	destroy when superseded, obsolete, or no longer needed
11	assignment or travel to hazardous areas, official/unofficial	documentation of official/unofficial travel of SCI indoctrinated person, security/advisory briefings	maintained by SCI security official	destroy 1 year after completion of travel or when person is debriefed
12	assignment or travel to hazardous areas, official/unofficial	documentation of official/unofficial travel of SCI indoctrinated person, security/advisory briefings		destroy when security cognizance changes
13	personnel statistical SCI access records	automated and hard copy statistical compilations of persons indoctrinated, debriefed, suspended, denied, and revoked access to SCI		destroy when no longer needed
14	SCI secrecy agreements	SCI nondisclosure Statements (DD Form 1847-1)	at AF Central Adjudication Facility (CAF), HQ 497 IG	retire to records center 1 year after annual cutoff and they have been entered into ADP system
15	SCI secrecy agreements	SCI nondisclosure Statements (DD Form 1847)		destroy 180 days after individual, debriefed, or a change in security cognizance
16	SCI access certifications for foreign visitors	request, advisories, certifications of accesses for foreign visits/visitors	at HQ AIA/SO and all other offices	destroy 1 year after termination of visit
17	Permanent certifications for foreign visits/visitors	request, advisories; permanent 3 year access certifications for foreign visits/visitors	at HQ AIA/SO and all other offices	destroy 1 year after expiration of permanent certification
18	transfer-in-status	requests, notifications, and authorizations of in-status transfer of SCI indoctrinated persons via SSO	initiated and maintained by cognizant special	destroy 6 months after individual is debriefed from SCI

**Revised Scheduled for Table 14-10, 11 and 12; Table 31-4, Rule
12.01**

		channels	security office	
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Revised Scheduled for Table 14-10, 11 and 12; Table 31-4, Rule 12.01

TABLE 14-12				
SCI PHYSICAL SECURITY RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	SCIF validation and accreditation	records officially accrediting a SCIF for SCI operations to include related checklists, drawings, exceptions/waivers; preconstruction checklists and page changes/updates similar data	at MAJCOMs	destroy 6 months after accreditation is withdrawn.
2	SCIF validation and accreditation	records officially accrediting a SCIF for SCI operations to include related checklists, drawings, exceptions/waivers; preconstruction checklists and page changes/updates similar data	at intermediate SCI security offices (SSO, SVA Custodians, SSR, CSSO) with SCI security cognizance	destroy 6 months after accreditation is withdrawn.
3	SCIF validation and accreditation	records officially accrediting a SCIF for SCI operations to include related checklists, drawings, exceptions/waivers; preconstruction checklists and page changes/updates similar data	at accredited SCIF	destroy when superseded or when SCI accreditation is withdrawn.
4	Technical Surveillance Countermeasure (TSCM) surveys	reports of physical and electronic searches conducted within SCIFs and corrective action follow-up data	maintained at SCIF surveyed	destroy when superseded or when SCI accreditation is withdrawn.
5	TSWA requests/approval	TSWA requests; MAJCOM APPROVALS	at MAJCOM and requester locations	destroy when no longer required.
6	intrusion detection equipment testing	semiannual testing of intrusion detection alarms within SCI facilities; recorded on AF Form 2530	used to evaluate intrusion detection systems	destroy 1 year after test date.
7	response force testing	documented response times of specified response forces to SCI facilities	used to evaluate adequacy of response forces	destroy 1 year after test date.
8	entry/exit inspections	reports of random inspections personal property and vehicles entering and exiting SCI facilities		destroy 1 year after annual

TABLE 31-4				
INFORMATION SECURITY PROGRAM				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12	emergency planning	plans which detail procedures and		destroy when

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		responsibilities for emergency protection, removal, or destruction of classified material in case of natural disaster, civil disturbance, or enemy action		superseded or no longer needed. AUTH: N1-AFU-88-37
12.01 ***	emergency planning	plans which detail procedures and responsibilities for emergency protection, removal, or destruction of classified material in case of natural disaster, civil disturbance, or enemy action	located in Sensitive Compartment Information (SCI) Facilities	destroy when superseded or no longer needed. AUTH: N1-AFU-88-37