

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUM <i>N1-NU-97-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-01-96</i>	
1 FROM (Agency or establishment)  Department of the Navy		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION  Chief of Naval Operations, Information and Personnel Security Policy (N09N2)			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER  M. Colleen Crowley	5 TELEPHONE  (202) 433-8844	DATE <i>for 11/13/96</i>	ARCHIVIST OF THE UNITED STATES  <i>Jane W Moore</i>
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 <u>1</u> 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,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.			
DATE 17OCT96	SIGNATURE OF AGENCY REPRESENTATIVE <i>H. A. Gilbert</i> H. A. GILBERT, LT, USN	TITLE Head, Navy Records Management	

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><b>BACKGROUND.</b> Local command security offices created, accumulate and maintain information in support of the Department of Defense Personnel Security Program. This schedule applies to records at local command security offices Navy-wide.</p> <p><b><u>NAME CHECK AND PERSONNEL CLEARANCE RECORDS</u></b></p> <p><b><u>1. SECURITY CLEARANCE/ACCESS INFORMATION (CASE) FILES.</u></b> Includes information concerning requests for investigations, clearance and access records of investigations, clearance and access, reports of disqualifying/derogatory information; records of clearance of individual personnel to critical-sensitive, noncritical-sensitive, and non-sensitive positions as well as accreditation of personnel for access to classified information requiring special access authorization (e.g., SIOP-ESI, SCI, NATO, etc.), associated briefing and debriefing statements, and other related records supporting the Personnel Security Program. (This description does not include completed investigation case files, counter-intelligence cases files, or clearance and access information filed in the official personnel folder.)</p> <p><b><u>DISPOSITION</u></b> (a) Case Files</p>	<p>N1-NU-89-4 (SSIC 5521/1)</p> <p><i>[Signature]</i> Staff Judge Advocate CDR Patrick J. Neher</p>	

NOV 14 1996 *copy to agency*  
*MHR WCF*

7 Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Destroy when employee/service member is separated or departs the command, except for.</p> <p>(b) Access determinations not recorded in official personnel folder.</p> <p>Destroy 2 years after person departs command.</p> <p><b>3 CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENTS (NdA)</b> Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, and DD 1847-1, SCI Nondisclosure Agreement, and their predecessor forms signed by civilian, contractor, and military personnel with access to information that is classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from civilian personnel security clearance files. Agreements from civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder For all other persons, these forms may be filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees)</p> <p>(a) If maintained separately from the individual's official personnel folder</p> <p>Destroy when 70 years old.</p> <p>(b) If maintained in the individual's official personnel folder.</p> <p>Apply the disposition for the official personnel folder.</p> <p>Privacy Act System Nouce. N05520-5</p>	<p>GRS 18, No. 25 Item</p>	