

## Request for Records Disposition Authority

Records Schedule Number           DAA-AFU-2020-0008

Schedule Status                    Approved

  

Agency or Establishment           Department of the Air Force

Record Group / Scheduling Group   Air Force Undifferentiated

Records Schedule applies to       Agency-wide

Schedule Subject                   Special Investigations (71-Series)

Internal agency concurrences will be provided   No

Background Information           This big bucket schedule replaces all current tables and rules for 71 series (formerly 124 series), except for table 71-1, rule 1 (investigations into offenses of espionage, sabotage, treason, sedition, violation of AFI 71-101, and security violations; authority NC1-AFU-77-55, item 124-1/1) and table 71-2, rule 1 (counterintelligence operational case files; authority NC1-330-76-1, item 1a(3)) . The above-mentioned authorities for these two rules remain in effect. A revision for these two rules will be submitted on a separate schedule.

The rules deleted by schedule DAA-AFU-2020-0008 are listed in the crosswalk for the schedule. All records in this schedule, once they are final, are filed at HQ OSI. This means that, once final, all records created at field extensions and other levels below HQ are filed at HQ OSI. This schedule is media neutral.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
12	1	11	0

### GAO Approval

## Outline of Records Schedule Items for DAA-AFU-2020-0008

Sequence Number	
1	Investigations Eligible for to DCII Indexing Disposition Authority Number: DAA-AFU-2020-0008-0001
2	Investigations Not Eligible for DCII Indexing Disposition Authority Number: DAA-AFU-2020-0008-0002
3	Personnel Suitability Records, Applicant Records, and Training Records Disposition Authority Number: DAA-AFU-2020-0008-0003
4	Special Reports on Non-DoD Affiliated Personnel Disposition Authority Number: DAA-AFU-2020-0008-0004
5	Counterintelligence Information and Collection Files Disposition Authority Number: DAA-AFU-2020-0008-0005
6	Refugee and Defector Records Disposition Authority Number: DAA-AFU-2020-0008-0006
7	Special Agent Credentials Disposition Authority Number: DAA-AFU-2020-0008-0007
8	Sources Disposition Authority Number: DAA-AFU-2020-0008-0008
9	Specialized Investigative Support Disposition Authority Number: DAA-AFU-2020-0008-0009
10	Protective Service Operations Disposition Authority Number: DAA-AFU-2020-0008-0010
11	Polygraph Examinations Disposition Authority Number: DAA-AFU-2020-0008-0011
12	Memorandums of Agreement or Understanding Disposition Authority Number: DAA-AFU-2020-0008-0012

## Records Schedule Items

Sequence Number					
1	<p><b>Investigations Eligible for to DCII Indexing</b></p> <p>Disposition Authority Number      <b>DAA-AFU-2020-0008-0001</b></p> <p>Investigative Case File including reports, statements, affidavits, correspondence, and other records related to investigations that meets Department of Defense (DoD) Instruction 5505.07 and eligible for indexing in the Defense Central Index of Investigations (DCII) or meets DoD fingerprint reporting requirements. Indexing in DCII or fingerprinting is not necessary for records to be covered under this rule. Unsolved/cold cases and unknown subject case records as well as records of all sexual assault allegations and death investigations (to include suicide), are retained under this rule. All substantive investigations are scheduled under this rule, except for investigations of espionage, sabotage, treason, and other offenses which are scheduled under NC1-AFU-77-55, item 124-1/1.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>Yes</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>T 71-01 R 02.00</b></td> <td><b>AF RDS</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>N1-AFU-90-3 / 124/1/3 N1-AFU-90-3 / 124/1/4 N1-AFU-90-3 / 124/7/2 N1-AFU-90-3 / 124/7/1 N1-AFU-90-3 / 124/1/15</b></p> <p>Disposition Instruction</p> <p>Retention Period                         <b>Destroy immediately after 75 Years</b></p> <p>Additional Information</p> <p>GAO Approval                                <b>Not Required</b></p>	Manual Citation	Manual Title	<b>T 71-01 R 02.00</b>	<b>AF RDS</b>
Manual Citation	Manual Title				
<b>T 71-01 R 02.00</b>	<b>AF RDS</b>				

2

**Investigations Not Eligible for DCII Indexing**

Disposition Authority Number      DAA-AFU-2020-0008-0002

Investigative records including reports, statements, affidavits, correspondence, surveys, employment screenings, premarital investigations, and other related records related to investigations, with the exception of death investigations (including suicide) and sex offenses, that are NOT eligible for indexing in the Defense Central Index of Investigations (DCII). Records of unsubstantiated allegations, zero files, analysis and production files, target management files, developmental files, or other records produced that do not result in a substantive investigation. Includes memorandums reporting the outcome of OSI record checks.

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?                      Yes

Manual Citation	Manual Title
T 71-01 R 03.00	AF RDS

- GRS or Superseded Authority Citation
- N1-AFU-90-3 / 124/1/10
  - N1-AFU-90-3 / 124/1/11
  - N1-AFU-90-3 / 124/1/14
  - N1-AFU-90-3 / 124/1/6
  - N1-AFU-90-3 / 124/1/7
  - N1-AFU-90-3 / 124/1/8
  - N1-AFU-90-3 / 124/3/16
  - N1-AFU-90-3 / 124/3/17
  - N1-AFU-90-3 / 124/3/18
  - N1-AFU-90-3 / 124/3/19
  - N1-AFU-90-3 / 124/3/20
  - N1-AFU-90-3 / 124/4/11
  - N1-AFU-90-3 / 124/4/4.1
  - N1-AFU-90-3 / 124/4/4.2
  - N1-AFU-90-3 / 124/4/4.3
  - N1-AFU-90-3 / 124/4/12
  - N1-AFU-90-3 / 124/4/5.1
  - N1-AFU-90-3 / 124/4/6
  - N1-AFU-90-3 / 124/4/7
  - N1-AFU-90-3 / 124/4/8

N1-AFU-90-3 / 124/4/9

Disposition Instruction

Retention Period

Destroy immediately after 7 Years. Investigative records may be retained longer as needed if they could be associated with current or future cases covered under NC1-AFU-77-55, item 124-1/1, or rule 71-1/2 of this schedule. Other records may be retained longer if still needed for business purposes.

Additional Information

GAO Approval

Not Required

Personnel Suitability Records, Applicant Records, and Training Records

Disposition Authority Number

DAA-AFU-2020-0008-0003

Records relating to personnel suitability investigations (PSI), formerly known as 110 investigations, and related applicant records, pertaining to persons occupying positions or applying for positions in OSI and other DoD agencies, including sensitive positions and other positions of high trust. Records include special inquiries, IG inquiries, records of employee conduct, affidavits, applicant processing forms, testing results, correspondence, and related records. Also included are records of mission-related training of OSI personnel.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Manual Citation	Manual Title
T 71-01 R 04.00	AF RDS

GRS or Superseded Authority Citation

N1-AFU-90-3 / 124/4/20  
N1-AFU-90-3 / 124/4/21  
N1-AFU-90-3 / 124/4/2  
N1-AFU-90-3 / 124/4/17  
N1-AFU-90-3 / 124/4/1  
N1-AFU-90-3 / 124/4/3  
N1-AFU-90-3 / 124/5/22

3

N1-AFU-90-3 / 124/7/10  
N1-AFU-90-3 / 124/7/23  
N1-AFU-90-3 / 124/7/24  
N1-AFU-90-3 / 124/7/25  
GRS 5.6, Item 171

**Disposition Instruction**

Retention Period Destroy immediately after 30 Years

**Additional Information**

GAO Approval Not Required

**Special Reports on Non-DoD Affiliated Personnel**

Disposition Authority Number DAA-AFU-2020-0008-0004

OSI special reports, publications, presentations, and local estimates on non department of defense affiliated persons.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
T 71-02 R 02.00	AF RDS

GRS or Superseded Authority Citation  
N1-AFU-90-3 / 124/2/7  
N1-AFU-90-3 / 124/2/6  
N1-AFU-90-3 / 124/2/8  
N1-AFU-90-3 / 124/2/10

**Disposition Instruction**

Retention Period Destroy immediately after 3 years. Longer retention authorized if still needed for business purposes.

**Additional Information**

GAO Approval Not Required

**Counterintelligence Information and Collection Files**

4

5

Disposition Authority Number DAA-AFU-2020-0008-0005

Counterintelligence (CI) data requirements, collections, and production records supporting OSI's CI mission including special CI inquiry case records, vulnerability assessment reports, multidiscipline CI reports, messages, studies, and analyses. Reports, papers, photos, and clippings related to foreign citizens, foreign organizations, terrorism, and hostile foreign intelligence entities. Intelligence Information Reports (IIR) produced by OSI and copies of other agency reports supporting OSI activities. Records, rosters, and reports of CI name traces and operational briefings/debriefings.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
T 71-02 R 03.00	AF RDS

GRS or Superseded Authority Citation

- N1-AFU-90-3 / 124/1/12
- N1-AFU-90-3 / 124/2/12
- N1-AFU-90-3 / 124/2/9
- N1-AFU-90-3 / 124/3/1
- N1-AFU-90-3 / 124/3/10
- N1-AFU-90-3 / 124/3/11
- N1-AFU-90-3 / 124/3/12
- N1-AFU-90-3 / 124/3/13
- N1-AFU-90-3 / 124/3/14
- N1-AFU-90-3 / 124/3/15
- N1-AFU-90-3 / 124/3/2
- N1-AFU-90-3 / 124/3/23
- N1-AFU-90-3 / 124/3/24
- N1-AFU-90-3 / 124/3/24.1
- N1-AFU-90-3 / 124/3/25
- N1-AFU-90-3 / 124/3/26
- N1-AFU-90-3 / 124/3/27
- N1-AFU-90-3 / 124/3/28
- N1-AFU-90-3 / 124/3/29
- N1-AFU-90-3 / 124/3/3
- N1-AFU-90-3 / 124/3/4

N1-AFU-90-3 / 124/3/5  
 N1-AFU-90-3 / 124/3/6  
 N1-AFU-90-3 / 124/3/7  
 N1-AFU-90-3 / 124/3/8  
 N1-AFU-90-3 / 124/3/9  
 N1-AFU-90-3 / 124/6/6  
 N1-AFU-90-3 / 124/6/7

**Disposition Instruction**

Retention Period                      Retain for a minimum of 3 years. Then destroy after 30 years or when no longer needed, whichever is sooner.

**Additional Information**

GAO Approval                              Not Required

**Refugee and Defector Records**

Disposition Authority Number      DAA-AFU-2020-0008-0006

**reports, statements, correspondence, and informational data filed therewith pertaining to or furnished by foreign nationals.**

Final Disposition                        Temporary

Item Status                                Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?      Yes

Manual Citation	Manual Title
T 71-02 R 04.00	AF RDS

GRS or Superseded Authority Citation      N1-AFU-90-3 / 124/4/18  
 N1-AFU-90-3 / 124/4/19

**Disposition Instruction**

Retention Period                        Destroy immediately after 75 years

**Additional Information**

GAO Approval                              Not Required

6



7

**Special Agent Credentials**

Disposition Authority Number **DAA-AFU-2020-0008-0007**

**Records relating to Special Agent credentials, including receipts, inspection reports, and lists of eligible personnel.**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
<b>T 71-03 R 01.00</b>	<b>AF RDS</b>

GRS or Superseded Authority Citation  
**N1-AFU-90-3 / 124/7/11**  
**N1-AFU-90-3 / 124/7/12**  
**N1-AFU-90-3 / 124/7/13**  
**N1-AFU-90-3 / 124/7/14**  
**N1-AFU-90-3 / 124/7/15**  
**N1-AFU-90-3 / 124/7/16**  
**N1-AFU-90-3 / 124/7/16.1**

**Disposition Instruction**

Retention Period **Destroy immediately after 3 Years After Cancellation**

**Additional Information**

GAO Approval **Not Required**

**Sources**

Disposition Authority Number **DAA-AFU-2020-0008-0008**

**Confidential Source (CS) identification, recruitment, training, development, handling, and termination records**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

8

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T 71-03 R 02.00	AF RDS

GRS or Superseded Authority Citation  
 N1-AFU-90-3 / 124/6/1  
 N1-AFU-90-3 / 124/6/10  
 N1-AFU-90-3 / 124/6/11  
 N1-AFU-90-3 / 124/6/12  
 N1-AFU-90-3 / 124/6/13  
 N1-AFU-90-3 / 124/6/14  
 N1-AFU-90-3 / 124/6/15  
 N1-AFU-90-3 / 124/6/16  
 N1-AFU-90-3 / 124/6/17  
 N1-AFU-90-3 / 124/6/18  
 N1-AFU-90-3 / 124/6/19  
 N1-AFU-90-3 / 124/6/2  
 N1-AFU-90-3 / 124/6/20  
 N1-AFU-90-3 / 124/6/21  
 N1-AFU-90-3 / 124/6/22  
 N1-AFU-90-3 / 124/6/23  
 N1-AFU-90-3 / 124/6/3  
 N1-AFU-90-3 / 124/6/4  
 N1-AFU-90-3 / 124/6/5  
 N1-AFU-90-3 / 124/6/8  
 N1-AFU-90-3 / 124/6/9

**Disposition Instruction**

Retention Period **Destroy immediately after 75 Years**

**Additional Information**

GAO Approval **Not Required**

**Specialized Investigative Support**

Disposition Authority Number **DAA-AFU-2020-0008-0009**

Technical Surveillance Countermeasures (TSCM), wire tapping, eavesdropping, surveillance, and forensic requests and reports not included in investigative case files covered under NC1-AFU-77-55, item 124-1/1, NC1-330-76-1, item 1a(3), or rules 71-1/2 or 71-1/3 of this schedule.

Final Disposition **Temporary**

9

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T 71-03 R 03.00	AF RDS

GRS or Superseded Authority Citation

N1-AFU-90-3 / 124/5/1  
 N1-AFU-90-3 / 124/5/10  
 N1-AFU-90-3 / 124/5/17  
 N1-AFU-90-3 / 124/5/18  
 N1-AFU-90-3 / 124/5/19  
 N1-AFU-90-3 / 124/5/2  
 N1-AFU-90-3 / 124/5/20  
 N1-AFU-90-3 / 124/5/21  
 N1-AFU-90-3 / 124/5/3  
 N1-AFU-90-3 / 124/5/4  
 N1-AFU-90-3 / 124/5/5  
 N1-AFU-90-3 / 124/5/6  
 N1-AFU-90-3 / 124/5/7  
 N1-AFU-90-3 / 124/5/8  
 N1-AFU-90-3 / 124/5/9  
 N1-AFU-90-3 / 124/7/26  
 N1-AFU-90-3 / 124/7/27

**Disposition Instruction**

Retention Period **Destroy immediately after 7 years. Longer retention authorized if still needed for business purposes.**

**Additional Information**

GAO Approval **Not Required**

**Protective Service Operations**

Disposition Authority Number **DAA-AFU-2020-0008-0010**

identification data and summaries concerning individuals or groups reportable to the United States Secret Service (USSS) under AFI 71-101V2. Reports of completed protective services operations reflecting the expenditure of OSI resources to provide protective coverage to a specific individual or group.

10

Final Disposition **Temporary**  
 Item Status **Active**  
 Is this item media neutral? **Yes**  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**  
 Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T 71-03 R 04.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-3/124/4/13  
 N1-AFU-90-3/124/4/14  
 N1-AFU-90-3/124/4/15  
 N1-AFU-90-3/124/4/16**

**Disposition Instruction**

Retention Period **Destroy immediately after 7 years. Longer retention authorized if still needed for business purposes.**

**Additional Information**

GAO Approval **Not Required**

**Polygraph Examinations**

Disposition Authority Number **DAA-AFU-2020-0008-0011**

**Polygraph examinations conducted by OSI and includes examiner report, results, charts, consent statements, medical waivers, and related correspondence not contained in an investigative case files covered under NC1-AFU-77-55, item 124-1/1, NC1-330-76-1, item 1a(3), or rules 71-1/2 or 71-1/3 of this schedule.**

Final Disposition **Temporary**  
 Item Status **Active**  
 Is this item media neutral? **Yes**  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**  
 Do any of the records covered by this item exist as structured electronic data? **Yes**

11

12

Manual Citation	Manual Title
T 71-03 R 05.00	AF RDS

GRS or Superseded Authority Citation      N1-AFU-90-3/124/5/11  
N1-AFU-90-3/124/5/12

**Disposition Instruction**

Retention Period      Destroy immediately after 30 years. Longer retention authorized if still needed for business purposes.

**Additional Information**

GAO Approval      Not Required

**Memorandums of Agreement or Understanding**

Disposition Authority Number      DAA-AFU-2020-0008-0012

letters of agreement, status of forces agreements and other similar or related records dealing with liaison matters of mutual interest with and render requisite assistance to investigative, law enforcement, intelligence, counterintelligence, and other US and foreign government agencies

Final Disposition      Permanent

Item Status      Active

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?      Yes

Manual Citation	Manual Title
T 71-03 R 06.00	AF RDS

GRS or Superseded Authority Citation      N1-AFU-90-3/124/7/4

**Disposition Instruction**

Transfer to the National Archives for Accessioning      Transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1971 To 1975**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	
Paper	20 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
09/01/2020	Return to Submitter	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
09/02/2020	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
01/25/2021	Return for Revision	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/25/2021	Submit For Certification	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
01/25/2021	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
07/31/2021	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/06/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/06/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/08/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist