# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-94-043

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/10/2021

**ACTIVE ITEMS**
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except the ones listed below are active

**SUPERSEDED AND OBSOLETE ITEMS**
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy.  Some items listed here may have been previously annotated on the schedule itself.

Item 2/A is superseded by N1-059-07-001/3
Item 3 is superseded by DAA-0059-2011-0001-0011
Item 4/B is superseded by N1-059-11-013/4
Item 10 is superseded by DAA-GRS-2016-0002-0003
Item 11 is superseded by N1-059-10-020/5
Item 12 is superseded by N1-059-10-020/5
Item 15 is superseded by N1-059-10-020/9
Item 24 is superseded by N1-059-10-019/11
Item 25 is superseded by DAA-GRS-2016-0004-0001
Item 32/D/1 is superseded by DAA-GRS-2017-0006-0013
Item 32/D/2 is superseded by DAA-GRS-2017-0006-0013
Item 32/E is superseded by DAA-GRS-2017-0006-0013
Item 32/F is superseded by DAA-GRS-2017-0006-0013
Item 32/G is superseded by DAA-GRS-2017-0006-0013
Item 35/A is superseded by DAA-GRS-2017-0006-0018
Item 35/B is superseded by DAA-GRS-2017-0006-0001
Item 36 is superseded by DAA-GRS-2017-0006-0001
Item 43 is superseded by N1-059-10-019/7
Item 44 is superseded by N1-059-10-019/8
Item 45 is superseded by N1-059-10-019/9
Item 47/A is superseded by N1-059-11-017/1, 2, 3
Item 47/B/1 is superseded by N1-059-11-017/8
Item 47/B/2 is superseded by N1-059-11-017/5

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 49/C is superseded by N1-059-11-017/4
Item 56 is superseded by DAA-0059-2011-0005-0001
Item 57 is superseded by N1-059-07-001/27
Item 58 is superseded by N1-059-07-001/20/A
Item 59 is superseded by N1-059-10-019/10
Item 60 is superseded by DAA-0059-2011-0008-0002 and DAA-0059-2011-0008-0003
Item 61 is superseded by DAA-0059-2011-0008-0002 and DAA-0059-2011-0008-0003
Item 71 is superseded by N1-059-97-004
Item 72 is superseded by N1-059-97-004
Item 76 is superseded by N1-059-10-026/1 and 2
Item 78 is superseded by N1-059-10-026/1
Item 79 is superseded by N1-059-10-026/3
Item 80 is superseded by N1-059-08-018/1/A/2
Item 81/A is superseded by N1-059-08-018/4
Item 81/B/1 is superseded by DAA-GRS-2017-0006-0024
Item 81/B/2 is superseded by DAA-GRS-2017-0006-0024
Item 81/C/1 is superseded by DAA-0059-2018-0003-0002
Item 81/C/2 is superseded by N1-059-08-018/1/A/7/2
Item 81/C/3 is superseded by DAA-GRS-2017-0006-0025
Item 81/D is obsolete as it reflects a print and file process
Item 83 is superseded by N1-059-11-003/7
Item 85 is superseded by N1-059-11-003/5
Item 85 is superseded by DAA-0059-2011-0001-0012
Item 94/A is superseded by N1-059-07-001/1
Item 94/B is superseded by N1-059-07-001/3
Item 95 is superseded by N1-059-07-002/1
Item 96 is superseded by N1-059-07-002/2
Item 97/A is superseded by N1-059-07-001/1
Item 97/B is superseded by N1-059-07-001/3
Item 98/A is superseded by DAA-0059-2012-0001-0003
Item 99 is superseded by N1-059-07-001/6
Item 100 is superseded by N1-059-07-001/5
Item 105 is superseded by DAA-GRS-2013-0008-0001

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

JOB NUMBER  N1-59-94-43

DATE RECEIVED  3/8/96

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

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.

**1. FROM (Agency or establishment)**
Department of State

**2. MAJOR SUBDIVISION**
Bureau of ████████    Diplomatic Security

**3. MINOR SUBDIVISION**
████████████████

| DATE | ARCHIVIST OF THE UNITED STATES |
|------|-------------------------------|
| 5-9-96 | *John W. Carl* |

**4. NAME OF PERSON WITH WHOM TO CONFER**
John A. Cruce

**5. TELEPHONE**
202-647-7123

**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 **53** 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 |
|------|-----------------------------------|-------|
| 2/20/96 | *Kenneth F. Rossman* | Records Officer, Department of State |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|------------------------------------------------|-----------------------------------|----------------------------------|
| | ████████████████████████████ | | |

115-109
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE
STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

JUN - 5 1996  MAV   Copy to: Agency, NCF
NNT; NIA

## ASSISTANT SECRETARY AND DEPUTY ASSISTANT SECRETARIES

1.  Assistant Secretary & Deputy Assistant Secretaries Files

    1-a. Policy File

    Congressionals, correspondence, memorandums, telegrams, reports and other documentation on security covering awareness, counterintelligence, countermeasures, counterterrorism, diplomatic couriers, emergency plans, field offices, information systems, investigations, overseas operations, Overseas Security Advisory Council (OSAC), physical security, procedures, protection, services, technology, threats, and other related subjects.

    Arrange file by TAGS and Terms.
    Cut off file at end of each calendar year.
    Volume on hand: 2 boxes.     Annual Accumulation: 2 boxes.

    Disposition:     Permanent.    Retire to RSC 3 years after cut off date. Transfer to WNRC 5 years after cut off date.  Transfer to the National Archives 30 years after cut off date.

    1-b. Assistant Secretary's Chronological File.

    Extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams and other documentation maintained by or for the direct use of the Assistant Secretary or Deputy Assistant Secretary.

    Arrange file by message reference number or by date.

    Cut off file at end of each calendar year.
    Volume on hand: 2 boxes.     Annual Accumulation: 2 boxes.

    Disposition:     Permanent.    Retire to RSC 1 year after cut off date. Transfer to WNRC 3 years after cut off date.  Transfer to the National Archives 30 years after cut off date.

## COUNTERMEASURES AND COUNTERINTELLIGENCE

NOTE: See item 1 for the Deputy Assistant Secretary's files.

2.  Course Materials.

   2-a. Active Courses File.

   Plans of instruction, lesson plans, training support materials (audio-visuals), participant course book, and other handout materials, and correspondence and memorandums relating to completed development and / or revision.

   Arrange by course subject.

   Disposition:   Destroy 1 year after course has been revised or terminated.

   2-b. Course Development Working File.

   Working drafts of Anti-terrorism assistance (ATA) course descriptions, plans of instruction, lesson plans, and training materials, and correspondence and memorandums to ongoing development and revision.

   Arrange by course subject as an active working file.

   Disposition:   Transfer correspondence and memorandums to Active Courses File upon completion of development. Destroy working drafts 1 year after development or revision is completed and course is approved.

3.  Training Activities File.

   Documents related to the implementation of specific training assistance, including: relevant cables, participants rosters and itinerary, training provider task orders, training evaluation reports, program officer evaluation reports, escort reports, and incident reports.

   Arrange file by activity number within a fiscal year.

   Disposition:   Destroy when 5 years old.

4. Counterintelligence - Case Files.

    a. Historical files.

       Cases that reflect distinctive Department activities, attract media or Congressional interest, or are otherwise historically significant.

       Volume on hand: 1 box.    Annual Accumulation: 1 box.

          Disposition:    Permanent. Designate as permanent at time the case takes on significance. Retire to RSC 3 years after case closes for transfer to WNRC. Transfer to the National Archives when 30 years old.

    b. All other cases.

          Disposition:    Review every 5 years. Destroy 20 years after determination date that the case no longer has any security interest.

5. Technical Threat Assessment - Program File.

Analysis material, collected threat information, memorandums, telegrams, and other documentation on defensive technical analysis covering facilities, intelligence, personnel, programs, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of each calendar year.
Volume on hand: 1 box.    Annual Accumulation: 1 box.

          Disposition:    Permanent. Retire to RSC 5 years after cut off date for transfer to WNRC. Transfer to the National Archives 30 years after cut off date.

6.    Device Finds Files.

Memorandums, reports, correspondence, photographs, diagrams, and other material relating to technical penetration of U.S. overseas facilities and the analysis of those devices.  Also included are publications and reports of the U. S. Intelligence Board, Security Committees, Technical Surveillance Countermeasures Subcommittee.  Files date primarily from the 1940s to the 1980s.

Arrange alphabetically by name of post.
Volume on hand:4? boxes.    Annual Accumulation: 0

> Disposition:    Permanent.  Retire to RSC 10 years after case is closed for transfer to WNRC.  Transfer to the National Archives 30 years after case is closed.

7.    Research and Development Project Precedent Case File.

This file contains only historical or technologically significant cases.  Records documenting the complete history of the project from initiation through completion and including a copy of contract, request for proposal (RFP) and supporting documents, drawings specifications, evaluation reports, and related correspondence.

Arrange file by case.
Cut off file at end of every 5 calendar years.
Volume on hand 1 box.  Annual accumulation 1 box.

> Disposition:    Permanent. Retire to RSC 1 year after cut off date.  Transfer to WNRC 3 years after cut off date.  Transfer to the National Archives 30 years after cut off date.

8.  U.S. Intelligence Board / Technology Security Coordination
    Group.  (USIB / TSCG)

    Audio Countermeasures Subcommittee File.

    Record copies of reports and related documentation.

    Arrange file by TAGS and Terms.
    Cut off file at end of each calendar year.

    Volume on hand 1 box.  Annual volume 1 box.

        Disposition:    Permanent.  Retire to RSC when no longer
                        needed.  Transfer to WNRC after 3 years.
                        Transfer to The National Archives when 30
                        years old.

9.  Engineering Security

    Engineering Security Services Report (DS-1539), forms,
    memorandums, monthly status reports, technical reports, and
    other documentation on engineering security covering
    countermeasures, drawings, engineering, ESC (Engineering
    Security Center), equipment, floor plans, inspections,
    installations, penetration, security technology, support
    services, surveillance, surveys, technical services, visits,
    and other related subjects.

    Arrange file by posts.
    Cut off file at end of every three calendar years.

        Disposition:    Microfiche file when 3 years old.
                        Destroy paper file after filming.  Retire
                        microfiche to RSC when 12 years old for
                        transfer to WNRC.  Destroy microfiche
                        when 30 years old.

10. File Cabinet or Vault Security Forms.

    Forms: Security Container Information (SF-700) and Security
    Container Checksheet (SF-702) used to record access to
    unclassified sensitive, administratively controlled, or
    classified information, and valuable equipment and property
    in file cabinets, file safes, or other security containers,
    and vaults, controlled access areas, and facilities.

        Disposition:    Destroy 1 year after last date entered on
                        sheet.  (NC-59-75-2, item 3)

11. Diplomatic Courier - Program File.

Documentation on the Department's courier operations program covering couriers, funding, guidelines, policies, procedures, closing of courier services, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of each calendar year.

   Disposition:   Destroy 10 years after cut off date.

12. Diplomatic Courier Post - Program File.

Documentation on the Department's courier operations program covering assignments, couriers, funding, routes, schedules, travel, weight messages, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of each calendar year.

   Disposition:   Destroy 2 years after cut off date.

13. Missing Pouch File.

Documentation on diplomatic pouches covering "out of control pouches" classified or unclassified.

a. Pouches that have never been recovered.

   Disposition:   Destroy when 30 years old.

b.    Pouches that have been recovered.

   Disposition:   Retire to RSC when 3 years old for transfer to the WNRC.  Destroy when 10 years old.

14. Control Officer's - Program File.

Operational chronologies on controlled pouch trips to selected posts covering airway bills, deliveries to controlled access areas (CAA), tasks, telephones, warehouse set ups, vehicles, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of each year.

   Disposition:   Destroy 5 years after cut off date.

15. Diplomatic Courier Trip Report - Program File.

Completed Diplomatic Courier Trip Reports (FS-400) on couriers covering trip data.

     Disposition:    Destroy when 3 years old.
                          (352-S-326, item 1)

16. Diplomatic Courier Visa - Program File.

Memorandums, Government Travel Requests (GTR), and other documentation on When-Actually-Employed (WAE) contract couriers covering visa applications, visas, vouchers, hotel receipts, and other related subjects.

Arrange file by name.
Cut off file at end of each year.

     Disposition:    Destroy 1 year after cut off date.

17. Diplomatic Courier Contract - Program File.

Copies of contracts on companies performance of courier services.

Arrange by vendor.

     Disposition:    Destroy 1 year after termination of the contract.

18. Washington Regional Diplomatic Courier - Program File.

Documentation on the Department's courier operations covering airports, couriers, funding, guidelines, monthly fiscal reports, monthly narrative reports, passes, pouches, procedures, schedules, trip reports, weekly activity reports, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of each year.

     Disposition:    Destroy 3 years after cut off date.

19. Official Courier Accompanied Pouch Charges (FS-452) Program File.

Form FS-452 covering airlines, excess baggage charges, payments, shipping receipts, and other related subjects.

     Disposition:    Destroy when 1 year old.

20. Diplomatic Pouch Certification and Receipt - Program File.

   Diplomatic Pouch Certification and Receipts (OF-253) covering posts, pouch numbers, receipts, signatures, weight, and other related pouch shipping data.

   Disposition:   Destroy when 1 year old.

21. Crisis Management Training - Program File.

   Documentation on crisis management training exercises covering country clearances, equipment, evacuations, shipments of material, and other related subjects.

   Arrange file by TAGS and Terms.
   Cut off file at end of each year.

   Disposition:   Retire to RSC 3 years after cut off date for transfer to WNRC. Destroy 10 years after cut off date.

22. Crisis Management Exercises - Program File.

   Background material and reports on exercises covering country clearances, equipment, evacuations, reports, shipments, training material, trips, and other related subjects.

   Arrange file by post.
   Cut off file at end of every three calendar years.

   Disposition:   Retire to RSC 1 year after cut off date for transfer to WNRC. Destroy 6 years after cut off date.

23. Crisis Management Exercise Controller Books - Program File.

   Books and other documentation on exercises covering specific countries.

   Arrange file by post.

   Disposition:   Destroy after new report is issued.

24. Emergency Action Plan Policy and Procedures File.

   Briefing materials, telegrams, and weekly activity reports on
   emergency evacuation and relocation planning covering
   background and development work, publication of regulations
   and handbooks, meetings, general policy papers, and other
   related subjects.

   Arrange file by TAGS and Terms.
   Cut off file at end of each year.

      Disposition:   Destroy when no longer needed.

25. Emergency Action Plans (EAP) - Program File.

   Current EAPs, correspondence, reports, and other documentation
   on action plan covering emergencies and evacuations.

   Arrange file by post.

      Disposition:   Destroy when replaced by a new plan.
                     (NN-171-120, item 9)

26. Emergencies - Program File.

   Telegrams, trip reports, and reports on U.S. citizens abroad
   in actual emergencies covering protection, evacuation,
   relocation and other related subjects.

   Arrange file by post.

   Cut off file at end of every three calendar years.

      Disposition:   Destroy 7 years after cut off date.
                     (NN-171-120, item 10)

27. Information Systems Security - Program File.

Correspondence and other documentation on information systems security covering analyses, communications, computers, procedures, projects, research, studies, training material, and other related subjects.

Arrange files by post or project whenever appropriate.
Arrange sub-files by TAGS and Terms when applicable.
Cut off file at end of each calendar year.

26a. Computer Security Evaluation Reports (COMPUSEC) and Communication Security Evaluation Reports (COMSEC).

Disposition:   Destroy when new report is issued.

26b. All other items.

Disposition:   Destroy 3 years after cut off date.

28. Post Security Drawings.

Conceptual drawings on building security covering different building stages.

Arrange by post.

Disposition:   Destroy when updated or obsolete.

29. Penetration Post - Program Files.

Correspondence, reports, and other documentation on post penetration activities covering photographs, original building plans, copies of U.S. Intelligence Board/Technical Security Coordination Group (USIB/TSCG) reports, Technical Security Survey Reports, and other related subjects.
Total Volume: c. 100 ft³
Arrange by case.

a.   Active Cases.

Disposition:   Review annually.   Transfer to inactive file 3 years after determination case no longer has security interest.

b.   Inactive Cases.

Volume on hand: 1 box.   Annual Accumulation: 1 box.

Disposition:   Permanent.   Retire to RSC 10 years after cut off date for transfer to WNRC.   Transfer to the National Archives 30 years after cut off date.

30. Building Passes for Persons who are not Department Employees Case File.

   Applications for Department of State Building Pass (DSP-97), and Security Investigation Data for Nonsensitive Position (SF-85) on persons who are not Department employees covering applications, building passes, investigations, and other related subjects.

   Arrange file by case.

   Disposition:   Destroy 1 year after cancellation of pass.

31. Data Cards File.

   Data cards on individuals covering the issuance of building passes.

   Arrange file by case.

   Disposition:   Destroy when new pass is issued or at termination of employment.

32. Internal Investigation - Program Files.

Documentation on investigations covering access controls, fires, medical emergencies, security inspections, and other related subjects.

a.  Entry Notices.

Disposition:   Destroy when 3 months old.

b.  Evidence.

Reports, testimony, witnesses' statements, etc.

Arrange file by case.

Disposition:   Destroy 2 years after case is completed.

c.  Forms.

Accident Report, GSA ........................ (SF-94-A)
Claim for Damage, Injury or Death .......... (SF-95)
Data Bearing on Scope of Employment of
  Motor Vehicle Operator ................... (OF-26)
Operator's Report of Motor Vehicle Accident. (SF-91)
Statement of Witness ....................... (SF-94)

Disposition:   Destroy when 3 years old.

d.  Logs.

d(1) Short Term Logs.

Equipment Issue Log,
Key Sign Out Log,
Post Duty Log,
Tape Log,
24 Hour Duty Log.

Disposition:   Destroy when 3 months old.

d(2) Long Term Logs.

Alarm Logs,
Employee logs,
Visitor Logs.

Disposition:   Destroy when 2 years old.

e.  Property Passes.

Disposition:   Destroy 3 months after expiration date.

f.   Reports.

    f(1).   Short Term Reports

    Post Inspection Reports.

        Disposition:   Destroy when 3 months old.

    f(2).   Long Term Reports

    Event Reports,
    Lost and Found Reports,
    Vehicle Activity and Inspection Reports,
    Vehicle Incident Reports,
    Vehicle Maintenance Reports,
    Vehicle Monthly Reports.

        Disposition:   Destroy when 2 years old.

    f(3).   Access Control Reports, Guard Services Contract.

    Daily Assignment Report
    General Inventory Report
    Key Inventory Report
    Master Inventory Report
    Post Inventory Report

      Disposition:   Destroy 2 years after end of
                         contract.

    Time and Attendance Report (PRD-139)

      Disposition:   Destroy 3 years after end of
                         contract.

g.   Security Violations.

    Disposition:   Destroy 2 years after final action.

h.   VIP Pin Request.

    Disposition:   Destroy when 3 months old.

33. Fire and Security Alarms File.

Correspondence, and reports on fire and security alarms covering opening and closing schedules, lists of authorized personnel, alarm reports, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at the end of each calendar year.

     Disposition:   Destroy 3 years after cut off date.
                    (GRS 18, item 10)

34. Special Events Security - Program File.

Correspondence, memorandums, reports, on all aspects of physical security for special events that the Department hosts covering conferences, dignitary visits, guard orders, guests and participants lists, local police, meetings, requests for security requirements, technical security, training, U.S. Marine Corps, VIP escort requests, and other related other subjects.

Arrange file by event.

     Disposition:   Destroy when 3 months old.
                    (NN-172-188, item 17)

35. Building Pass Files.

a. Card Issuance File.

Authorization to Issue Permanent Department of State Employee I.D. Card (DS-1838), Authorization to Issue Department of State Building Pass (DS-1839), and other documentation on I.D. cards and building passes covering authorizations, buildings, issuances, and other related subjects.

     Disposition:   Destroy when 1 year old.

b. Card Activity History File.

On-line history of building pass usage.

(1) Printouts.

     Disposition:   Destroy when 6 months old.

(2) Cassettes, floppies, and magnetic tapes.

     Disposition:   Destroy when 3 years old.

36. Alarm Systems Files.

Reports on fire and security alarms covering the Central Monitoring Station (CMS).

a.   Fire Alarm Report File.

Activity reports generated by the Department's Interactive Technologies Inc. (ITI) fire alarm system.

a(1) Printouts.

Disposition:   Destroy when 1 year old.

a(2) Cassettes.

Disposition:   Reuse when 2 weeks old. Destroy tape when no longer usable.

b.   Security Alarm Report File.

Activity reports generated by the Department's Monitor Dynamics Security System (MDI) security alarm system.

b(1) Printouts.

Disposition:   Destroy when 1 year old.

b(2) Cassettes.

Disposition:   Reuse when 2 weeks old. Destroy tape when no longer usable.

c.   Security Monitoring Cameras File.

Video Home System (VHS) video cassette tapes generated by the security monitoring cameras.

Disposition:   Reuse when 1 week old. Destroy tape when no longer usable.

37.  Information Security Files.

Policies and procedures documentation on information security standards, operations, and compliance covering access, accountability, administratively controlled information, classified information, communications security, compromises, controls, declassification, destruction, disposition, dissemination, enforcement, evaluations, guides, identification, inspections, markings, open storage, protection, reproduction, security violations, storage, surveys, Tempest, training, transmission, transportation, unauthorized disclosures, unit security officers, upgrading, and other related subjects.

a.  Program File.

Arranged file by TAGS and Terms.
Cut off file at end of each calendar year.

Disposition:    Destroy 3 years cut off date.

b.  Post File.

Arrange file by post.
Cut off file at end of each calendar year.

Disposition:    Retire to RSC 3 years after cut off date for transfer to WNRC.  Destroy 5 years cut off date.

38. Security Violations - Program File.

   Correspondence, memorandums, telegrams, Notice of a Security Violation (OF-117), and Record of Violation (OF-118) on security violations covering classified material, security regulations, and other related subjects.

   Arrange by case.

   a. Ongoing Cases.

      Disposition:    Retain in office.

   b. Closed Cases.

      b(1). Historical Cases.

         Files relating to incidents that receive Congressional, media, or major public interest.

         Volume on hand: Less than 1/4 box.
         Annual volume: Less than 1/4 box.

         Disposition:    Permanent. Retain in office. Retire to RSC after death of violator, if known, or after 50 years, whichever comes first for immediate transfer to National Archives.

      b(2). All Other Cases.

         Disposition:    Destroy 5 years after close of case. GRS 18, item 24.

39. Communications Security (COMSEC) Violations - Program File.

Report of Violation of Communications Security (FS-507) and other documentation on communications security (COMSEC) covering infractions, loss, theft, or unauthorized viewing of cryptographic material, the transmission of unencrypted classified telegrams by exposed communications channel, and other related subjects.

Arrange by post.

a. Ongoing Cases.

> Disposition: Retain in office until case is closed.

b. Inactive cases that have long term security interest.

> Disposition: Retain in office until there has been no active interest for 10 years then retire to RSC for transfer to WNRC. Destroy 30 years after date RSC received.

c. Closed cases that have no further security interest.

Arrange file by case.
Cut off file at end of calendar year.

> Disposition: Retire to RSC 3 years after cut off date for transfer to WNRC. Destroy 7 years after cut off date.

40. Industrial Security - Case File.

Documentation on security clearances covering the facilities of private organizations, when the Department is interested in biding on a classified contract which uses those facilities.

Arrange file by case.

> Disposition: Destroy upon close out of contract. (NN-172-188, item 19)

41. Industrial Security Inspection File.

Reports on contracts covering security classification inspections.

> Disposition: Destroy 6 months after closeout of contract.

42. Local Guard - Program File.

Invoices (copies), memorandums, and telegrams on local guards covering body guards, contracts, finances, funding ceilings, mobil security patrols, official buildings security, personnel services contracts, profile surveys, radios, uniforms, vehicles, and other related subjects.

Arrange file by post.
Cut off file at end of each calendar year.

Disposition:   Destroy 3 years after cut off date.

43. U.S. Marine Corps Security Guards - Program History File.

Agreements, correspondence with the Commandant U.S. Marine Corps, memorandums, memorandums of agreement, memorandums of understanding, and telegrams on the assignment of U.S. Marines at Foreign Service posts around the world covering detachments, graduation programs, guard program, guards, guidelines, personnel, policies, requests for assistance, schools, security, and other related subjects.

Arrange file by subject.
Cut off file at end of every 5 calendar years.

Volume on hand: 7 boxes.      Annual volume: 1 box.

Disposition:   Permanent.  Retire to RSC 5 years after cut off date for transfer to WNRC. Transfer to National Archives 15 years after cut off date.
(NN-172-188, item 30)

44. U.S. Marine Corps Security Guards - Administrative File.

Administrative and operational correspondence on the assignment of U.S. Marines at Foreign Service posts covering: advice of allotment, allowances, assignments, clothing, copies of orders, drop reports, funding, inspection reports, payments, reassignments, temporary duty assignments (TDY), vehicles, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of each calendar year.

Disposition:   Retire to RSC 5 years after cut off date for transfer to WNRC.  Destroy 10 years after cut off date.
(NN-172-188, item 32b.)

45.  U.S. Marine Corps Security Guards Case File.

     Record of Marine Security Guard (DST-939) on U.S. Marines
     assignments at posts covering security clearances, assignment
     information, and other related subjects.

     Arrange file by case.

          Disposition:   Destroy 30 years after the end of first
                         assignment.
                         (NN-172-188, item 33) &
                         (NC-59-75-2, item 2)

46.  Post Residential Security Program File.

     Maps, memorandums, photographs, surveys, and telegrams on
     residential security covering alarms, crime information,
     direct hire employees, funding, grills, guidance, lighting,
     locks, monthly status reports, personal residences, physical
     security, travel, trip reports, and related subjects.

     Arrange file by TAGS and Terms.
     Cut off file at end of every 3 calendar years.

          Disposition:   Destroy 1 year after cut off date.

47. Defensive Equipment - Program Files.

    a.    Armored Vehicles File.

        Telegrams and reports on defensive equipment covering cars, condition, maintenance, planning, requests for, vehicles, and other related subjects.

        Arrange file by country.

           Disposition:      Destroy 1 year after vehicle is no longer owned by Department.

    b.    Special Protective Equipment File.

        Notice of Shipment (DS-1549), Equipment Disposition Record (DS-1753), and memorandums on special protective equipment for individuals and posts covering agents, disposition, equipment, inventories, posts, shipments, and other related subjects.

        (1). Agent's Assigned Equipment File.

           Arrange file by case.

               Disposition:    Destroy 5 years after employee departs DS.

        (2). Post Assigned Equipment File.

           Arrange file by post.

               Disposition:    Destroy when no longer needed.

48. Physical Security Laboratory - Program Files.

Documentation on physical security evaluations and testing covering equipment, locks, training, interagency liaison, and other related subjects.

a. Interagency Advisory Committee on Security Equipment (IACSE)

Specifications, standards, technical information, copies of committee minutes (GSA chairs committee).

Arrange file by TAGS and Terms.

Disposition:    Destroy when no longer needed.

b. Technical Data File.

b(1). Technical reference materials on classified storage equipment.

Disposition: Destroy    when    no    longer needed.

b(2) Telegrams.

Arrange file by post.
Cut file off at end of each calendar year.

Disposition: Destroy 3 years after cut off date.

c. Training Material File.

Arrange file by subject.

Disposition:    Destroy when updated or obsolete.

49    Security Equipment and Maintenance (SEMP) - Program Files.

Documentation on security equipment covering maintenance, procurement, product integrity, protective equipment, shipments, special equipment, storage, supplies, vehicles, and other related subjects.

a.    Bill of Materials File.

Pick list, materials, and shipping information.

Arrange file by subject.
Cut off file at the end of each fiscal year.

   Disposition:    Destroy 3 years after cut off date.

b.    Blanket Purchase Agreements Files.

b(1) Data.

          Copies of invoices, memorandums, order registers on BPAs covering accounting data, fiscal data, and funding information.

          Arrange file by TAGS and Terms.
          Cut off file at the end of each fiscal year.

             Disposition:    Destroy 3 years after cut off date.

b(2) Transactions.

          Transmittal sheets on BPAs covering accounts receivable, copies of open and closed purchase orders, parts, requisitions, salvage reports, and vendor information.

          Arrange file by TAGS and Terms.
          Cut off file at the end of each fiscal year.

             Disposition:    Destroy 3 years after completion of contract.

c.    Contracts File.

Copies of Award/Contract (SF-26).

   Disposition:    Destroy 3 years after completion of contract.

d.    Inventory File.

Memorandums, telegrams, and other documentation on inventories covering security equipment.

Arrange file by TAGS and Terms.

    Disposition:    Destroy when updated.

e.    Logistics Program File.

Memorandums, messages, telegrams on logistics covering building management, copies of contracts, receiving, supplies, technical equipment, warehouses, and other related subjects.

e(1) Copies of contracts.

    Arrange file by TAGS and Terms.

        Disposition:    Destroy    1    year    after termination of contract.

e(2) All other material.

    Arrange file by TAGS and Terms.
    Cut file off at the end of each fiscal year.

        Disposition:    Destroy 3 years after cut off date.

f.    Post File.

Status reports and telegrams on services provided to posts by contractors covering equipment, post trip itineraries, shipping, and other related subjects.

Arrange file by post.

    Disposition:    Destroy 1 year after termination of contract.

g.    Receiving File.

Order-Supplies or Services (DS-1089), and Receiving and Inspection Report (OF-127) covering inventory check lists, local operating funds, packing lists, truck tickets, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of fiscal year.

    Disposition:    Destroy 3 years after cut off date.

h.  Purchase Orders and Requisitions File.

Order-Supplies or Services (DS-1089), and support request forms purchases.

Arrange file by TAGS and Terms.
Cut off file at end of fiscal year.

Disposition:    Destroy 3 years after cut off date.

i.  Shipping File.

i(1) Government Bills of Lading, memorandums, telegrams, and Diplomatic Pouch Mail Registration (OF-120) on shipping covering funding and funding sites.

Arrange file by TAGS and Terms.
Cut off file at end of fiscal year.

Disposition:    Destroy 5 years after cut off date.

i(2) Telegrams on equipment shipments.

Arrange file by post.

Disposition:    Destroy when 1 year old.

j.  Technical Surveillance Countermeasures Equipment File.

Memorandums, and telegrams on technical surveillance countermeasures covering equipment, inquires, Diplomatic Pouch Mail Registration (OF-120), requests, shipping messages, and other related subjects.

Arrange file by post.
Cut off file at the end of every 3 fiscal years.

Disposition:    Destroy 3 years after cut off date.

k.  Technical Trip Reports File.

Correspondence, diagrams, memorandums, telegrams, and trip reports (in process and final) covering posts, technical equipment information, visa requirements, and other related subjects.

Arrange by post.

Disposition:    Destroy when 1 year old.

50.  Construction Security Certification - Program File.

Congressionals, correspondence, memorandums, notes, and telegrams on construction security certifications (document, physical, technical) covering background information, buildings, certifications, comments, construction, drawings, inspections, phases, plans, projects, renovations, residences, security, standards, and other related subjects.

Arrange by post.

Disposition:    Retire to RSC 3 years after certification for transfer to WNRC.  Destroy 10 years after certification.

51.  Facilities Physical Security - Program File.

Accrediting reports, copies of contracts, memorandums, status reports, surveys, and telegrams on physical security for facilities covering advice of allotments, antennas, certifications, comments, controlled access areas, construction, designs, drawings, funding, installations, new office buildings (NOB), plans, projects, rehabilitations, requirements, reviews, shipping, space, surveys, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of each calendar year.

Disposition:    Retire to RSC 3 years after cut off date for transfer to WNRC.  Destroy 7 years after cut off date.

52.  Building Drawings File.

Drawings at different phases of design (conceptual, 30%, 60%, 90%, and final) on existing or new office buildings covering electrical, mechanical, and physical plans.

Arrange file by post.

Disposition:    Destroy 5 years after completion of project.

53.  Program Standards and Policy Files.

Records accumulated by offices responsible for security program management, including the development of security standards and policies for which they have primary responsibility, leading to the publication of Foreign Affairs manuals and handbooks.

a.  Master Set of Standards.

Arrange by subject.
Volume on hand: 4 boxes.
Annual accumulation: 2 boxes.

Disposition:    Permanent.   Retire to RSC 1 year after updated for transfer to WNRC. Transfer to NARA when 30 years old.

b.  Master Set of Policies.

Arrange by subject.
Volume on hand: 2 boxes.
Annual accumulation: 14 box.

Disposition:    Permanent.   Retire to RSC 1 year after updated for transfer to WNRC. Transfer to NARA when 30 years old.

c.  Drafts of standards.

Disposition:    Destroy 3 months after standards are published.

d.  Drafts of policies.

Disposition:    Destroy 3 months after standards are published.

54.  Requests for Waiver of Physical Security Standards.

Arrange by post or geographical area.
Cut off file after updated.

Disposition:    Destroy when no longer needed.

55. Construction Evaluation and Review File.

Small construction drawings, telegrams, requests for review, comments, post specific information, and other material.

   Arrange by post or geographic area.
   Cut file off after updated.

   Disposition:      Destroy when no longer needed.

56. Security Product Certification File.

Records on specifications for test and evaluation of vendor products, and design drawings.

   Arrange by vendor and product.

   Disposition:      Destroy when no longer needed.

57. External Training Support File.

Records on training requests from outside sources, schedule of classes, class rosters, lesson plans, handouts, and training aids.

   Arrange by training facility and course.
   Cut off file at the end of each calendar year.

   Disposition:      Destroy when 2 years old or when no
                     longer needed whichever is sooner.

58. Internal Training Support File.

Records on training requests requiring procurement action, training course requirements, schedule of classes, and attendance rosters.

   Arrange by training course.
   Cut off file at the end of each calendar year.

   Disposition:      Destroy when 2 years old or when no
                     longer needed whichever is sooner.

59. OIG Inspection / Audit File.

Copies of OIG (Office of Inspector General) inspection, security oversight, and audit reports; documents relating to tasking actions involving OIG report recommendations; and reports of coordinating actions and responses to OIG recommendations.

Arrange by geographic area.
Cut off file at the end of each calendar year.

Disposition:     Destroy when 2 years old after action is closed by the OIG or when no longer needed whichever is sooner.

60. Transit Security Plans - Program File.

Correspondence, memorandums, surveys, and telegrams on transit security covering customs, plans, preclearances, procurement, projects, shipments, specifications, storage, and other related subjects.

Arrange by shipment.

Disposition:     Destroy 1 year after all invoices and vouchers have been paid; or investigation has been completed.

61. Transit Security Contracts.

Copies of contracts, correspondence, memorandums, and related documentation on transit security covering shipments, services, and other related subjects.

Arrange by case.

Disposition:     Destroy 7 years after completion of contract.

62. Countermeasures - Program File.

Memorandums, reports, and telegrams on technical and physical security covering accreditation, anti-terrorism, buildings, construction, contractors, countermeasures, debugging, demolition, detection equipment, electronic security, emanations, inspections, receipts, systems development, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of each calendar year.

Disposition:     Destroy 2 years after cut off date.

63. Emanations Security - Program File.

Correspondence, memorandums, reports, studies, and telegrams on emanation security covering coordination, equipment, inspections, product evaluation, shielding, tempest, testing, training, zones of control, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of every 5 calendar years.

   Disposition:   Destroy 5 years after cut off date.

64. Emanations Security Post - Program File.

Memorandums, reports, and telegrams on emanation security covering Automated Emanations Security Operations Program (AESOP) reports, construction, coordination, equipment, floor plans, inspections, shielding, tempest, testing, travel schedules, zones of control, and other related subjects.

Arrange file by post.

   Disposition:   Destroy 4 years after all requirements have been met.

65. Systems Development and Evaluation Laboratory - Program File.

Background material, reports, and other documentation on security requirements covering developments, evaluations, existing systems, interagency research, market research, new equipment, new systems, requirement developments, systems, and other related subjects.

a.    Current Equipment - Research File.

Research on existing equipment and systems in use.

Disposition:    Maintain until updated or the equipment is no longer used by the Department.

b.    Proposed Equipment - Research File.

Research on proposed equipment for future use.

Disposition:    Destroy 5 years after the equipment is determined to be of no further use to the Department.

c.    Obsolete Equipment - Research File.

Completed research on equipment no longer in use.

c(1).    Research material of continued interest to the Department.

Disposition:    Maintain until the Department has no further interest.

c(2).    Research material no longer of interest to the Department.

Disposition:    Destroy 5 years after determined to be of no further interest to the Department.

66. Plain Text Processing Equipment - Program File.

Memorandums, telegrams, and other documentation on plain text processing equipment covering certifications, classified information processing equipment (CIPE), controlled access areas, emergencies, engineering, equipment, evaluations, maintenance, opinions, policies, shipments, studies, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of each calendar year.

Disposition:    Destroy 1 year after cut off date.

# DIPLOMATIC SECURITY AND SERVICES

NOTE: See item 1 for the Deputy Assistant Secretary's files.

67. Security Legal Services - Program File.

Correspondence, memorandums, telegrams and other documentation on legal issues covering security programs and projects.

Arrange file by subject.
Cut off file when program or project is terminated.
Volume on hand: 1 box.    Annual Accumulation: 1 box.

> Disposition: Permanent.  Retire to RSC 5 year after cut off date for transfer to WNRC.  Transfer to the National Archives 30 years after cut off date.

68. Litigation Cases - Reference File.

Copies of pending litigation documents and other legal documentation on security matters.

Arrange file by case.
Cut off file when case is closed.

> Disposition: Destroy 3 months after case is closed or when no longer needed.    (Non-record)

69. Field Office - Program File.

Correspondence, reports, and other documentation on Field Office operations covering background security investigations, criminal investigations, foreign dignitaries, instructions, investigations, law enforcement agencies, liaison with foreign missions, offenses, passport fraud, procedures, prospective employees, protection, resident foreign officials, security, visa fraud, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of each calendar year.

> Disposition: Destroy 2 years after cut off date.

70. Suitability Investigation Case File.

Reports and other documentation on investigations covering DOS applicants and employees.

Arrange file by case.

> Disposition: Destroy 2 years after case is closed.

71. Passport Investigation Case Files.

    a.    Headquarters Files.  Passport Cases.

        Correspondence, reports, and other documentation on passport applicant investigations, conducted at the request of the Passport Office in order to determine U.S. citizenship, covering criminal investigations, law enforcement agencies, offenses, passport fraud, and other related subjects.

        Arrange file by case.

           Disposition:  Destroy 2 years after case is closed. (NC1-59-76-18, Item 1)

    b.    Field Office Files.

        Documentation on investigations, requested by the Passport Office, covering passport fraud.

        Arrange file by case.

           Disposition:  Destroy when 10 years old.
~~(NC1-76-18, item 1)~~
(NC1-59-78-7, Item 5)

72. Visa Investigation Case Files.

    a.    Headquarters Files.

        Correspondence, reports, and other documentation on visa applicant investigations, conducted at the request of the Visa Office in order to determine visa eligibility, covering criminal investigations, law enforcement agencies, offenses, visa fraud, and other related subjects.

        Arrange file by case.

           Disposition:  Destroy 2 years after case is closed. (NC1-59-76-18, Item 2)

    b.    Field Office Files.

        Documentation on investigations, requested by the Visa Office, covering visa fraud.

         Arrange file by case.

           Disposition:    Destroy when 10 years old.
(NC1-59-78-7, Item 6)

73. Visit File.

   Reports and site surveys on visiting domestic and foreign dignitaries covering their arrival, protection, and other related subjects.

   Arrange file by case.

   Disposition: Destroy 2 years after case is closed.

74. Special Investigations - Case File.

   Documentation on special investigations covering criminal, misconduct, security, and other related subjects.

   Arrange file by case.

   Disposition: Transfer to Personnel Security Case File after case is closed.

75. Other Agency Investigations - Case File.

   Documentation on Department investigations, requested by other agencies, covering security, and other related subjects.

   Arrange file by case.

   Disposition: Destroy 1 year after case is closed.
               (NC1-59-77-05)
               Item 1

76. Reward Program For Terrorism Information File.

Correspondence, reports, and other documentation on the Terrorism Information Reward Program covering after action reports, information, intelligence reports, payment records, and other related subjects.

Arrange files by case.

a. Active Case File.

　　Disposition:　　Review annually and remove inactive cases.

b. Inactive Case File.

Cases that have had no activity, new documentation or information added to them in 10 years - but the potential for new activity remains.

b(1). Cases that involve threats to an individual's life or well being, threats against facilities, property, threats against U.S. interests, and other related subjects.

　　Disposition:　　Retain in office. Destroy when 50 years old.

b(2). All other Types of Cases.

　　Disposition:　　Retain in office. Destroy when 20 years old.

c. Closed Case File.

c(1). Cases that involved threats to an individual's life or well being, threats against facilities, property, threats against U.S. interests, and other related subjects.

　　Disposition:　　Retire to RSC when no longer needed for transfer to WNRC. Destroy 50 years after date received.

c(2). All Other Types of Cases.

　　Disposition:　　Retire to RSC when no longer needed for transfer to WNRC. Destroy 10 years after date received.

77. Rewards Program Subject Files.   Memorandums, notes, chits, telegrams, reports, and other material relating to the Rewards Program.

    Cut off when no longer needed.

    Volume on hand: 1 box.      Annual Accumulation: 1 box.

        Disposition:      Permanent.  Retire to RSC when 3 old for transfer to WNRC.    Transfer to the National Archives when 30 years old.

78. Interagency Rewards Committee.  Minutes of meetings and copies of the memorandums and reports to the Secretary of State and the Attorney General reflecting decisions of the committee.

    Volume on hand: 1 box.      Annual Accumulation: 1 box.

        Disposition:      Permanent.  Retire to RSC when 3 old for transfer to WNRC.    Transfer to the National Archives when 30 years old.

79. Publicity Material. Posters, leaflets, and other hardcopy items audio and video public service announcements used to promote the program and target specific individuals.

a. Posters, leaflets, and other hard copy items.

    (1). Records set. Two copies of each poster, leaflet, or other hardcopy item.

        Volume on hand: 1 box. Annual Accumulation: 1 box.

        Disposition: Permanent. Retire to RSC when 3 old for transfer to WNRC. Transfer to the National Archives when 30 years old.

    (2). All other copies.

        Destroy when no longer needed.

b. Audio-visual materials.

    (1). English language version of audio and video production.

        ((a)) Two copies in a professional audio -video format.

            Volume on hand: 1 box.
            Annual Accumulation: 1 box.

            Disposition: Permanent. Retire to RSC when 3 old for transfer to WNRC. Transfer to the National Archives when 30 years old.

        ((b)) All other copies.

            Disposition: Destroy when no longer needed.

    (2). All other versions.

        Disposition: Destroy when no longer needed.

80. Contractor Security - Case File.

   Documentation on contractor investigations covering
   clearances, security, and other related subjects.

   Arrange by case.
   Cut off at the end of year in which security clearance
   expired.

   Disposition: Destroy 5 years after the expiration of
                security clearance.

81. Department of State Personnel Security Case File.

    a. Program Policy and General Subject Files. Records relating to program management, policy making, and overall supervision of the personnel security function in the Department of State as well as specific security issues and matters.

        Disposition: Permanent. Cut off when no longer needed for current business. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

    b. Applicant Files.

        (1). Successful.

        File material under Employee Files.

        (2). Unsuccessful.

        Destroy when 5 years old.

    c. Employee Files.

        (1). Top Echelon Files.

        Volume on hand: 3 boxes Annual Accumulation: 1 box.

            Disposition: Permanent. Retire to RSC 5 years after separation or closure of file for transfer to WNRC. Transfer to the National Archives when 30 years old.

        (2). Historical Files.

        Volume on hand: ? box. Annual Accumulation: ? box.

        Cases that reflect distinctive Department activities, attract media or Congressional interest, or are otherwise historically significant.

            Disposition: Designate as permanent at time the case takes on significance. Retire to RSC 5 years after separation or closure of file for transfer to the National Archives when 30 years old.

(3).   All other case files.

Retire to RSC 5 years after separation for transfer to WNRC.  Destroy 20 years after separation.


d.   Microfilm.  Microfiche or microfilm of case files.

Disposition:  Retire to RSC 5 years after date of most recent separation for transfer to WNRC. Destroy 20 years after the date of the most recent separation.

82.  Threat - Case File.

Correspondence, reports, and other documentation on terrorist, criminal, and other specific threats or actions taken against individuals or property.

Arrange file by country.
Volume on hand: 78 boxes.        Annual volume: 21 boxes.

a.   Cases concerning diplomats, American citizens, Department personnel or families, Department facilities or property, and cases of an unusual nature.

Disposition:        Permanent.  Retire to RSC when no longer needed.  Transfer to WNRC 1 year after received by RSC. Transfer to the National Archives when 30 years old.
(NC-59-75-2 item 1a)

b.   All other cases.

Disposition:        Destroy when 10 years old.
(NC-59-75-2 item 1b)

83.  Monthly Activity Reports File.

Monthly Activity Reports on security received each month from posts covering current events, incidents, investigative statistics, projects, threats, and other related subjects.

Arrange file by post.
Cut off file at end of each calendar year.

Disposition: Destroy 1 years after cut off date.
(NN-172-188, item 24)

84. Security Survey Reports File.

Physical Security Surveys, supplementals, exhibits, and supporting documentation on physical security covering U.S. Government owned facilities abroad.

Arrange file by post.

Disposition: Destroy when superseded by new report. (NC1-59-80-3)

85. Post Security - Program File.

Correspondence, memorandums, reports, and telegrams on posts security activities covering ambassador briefings, anti-terrorist assistance, buildings and grounds, crimes, crisis management, emergency action committees, local guards, management inspections, post profile reports, protection, RSO travel, security committees and groups, surveys, technical security, terrorism, threats, U.S. Marines, and other related subjects.

Arrange file by post.

Disposition: Destroy when no longer needed.

86. Overseas Security Advisory Council (OSAC) File.

Correspondence, memorandums, telegrams and publications on overseas security problems covering businesses, business information, charter of OSAC, classified information, coordination, corporations, council members, emergency planning, enterprises, exchange of information, facilities,families, liaison, meetings, other agencies, personnel, private organizations, private sector, programs, protective security, questionnaires, security awareness, terrorism, threats, vulnerabilities, and other related subjects.

a.  Records relating to: establishment, organization, membership, and policy of OSAC; and records created by OSAC: agenda, minutes, final reports, and related records documenting the accomplishments of OSAC maintained by Department as OSAC chair.

Arrange file by TAGS and Terms.
Cut file off at end of each calendar year.
Volume on hand 1 box.  Annual volume: 1 box.

> Disposition:     Permanent.  Retire to RSC 3 years after cut off date for transfer to WNRC.  Transfer to National Archives 30 years after cut off date.

b.  All other OSAC records.

> Disposition:     Destroy 3 years after cut off date or when no longer needed for reference, whichever is sooner.

87. Foreign Dignitaries and U.S. Officials Protective Detail - Case File.

Correspondence, memorandums, telegrams, and other documentation on protective security details provided to visiting  dignitaries and U.S. Government officials (other than the Secretary of State) covering agent time sheets, biographic information, bulletins, command post logs, expenditures, maps, schedules, summary sheets, and other related subjects.

Arrange file by case.

Disposition: Destroy when 2 years old.
(NC1-59-78-11, item 3)

88. United Nations General Assembly (UNGA) Planing and Preparation Program File.

   Correspondence, memorandums, telegrams, and other documentation on administrative planning and preparations for UNGA protective operations covering contracts, equipment, hotels, locator lists, protective detail assignments, support agents, and other related subjects.

   Arrange file by TAGS and Terms.
   Cut off file at end of each calendar year.

   Disposition: Destroy 3 years after cut off date.

89. Protective Liaison Country - Program File.

   Diplomatic notes, copies of faxes, memorandums, activity reports, telegrams, and other documentation on diplomatic protection liaison assistance and support with national and international law enforcement agencies covering airports, consulate security surveys, demonstrations, details, diplomatic immunity, escorts, International Association of Chiefs of Police (IACP), investigations, traveling foreign officials and U.S. dignitaries, foreign mission property, requests for protective security, terrorist information, threats, and other related subjects.

   Arrange file by TAGS and Terms.
   Cut off file at end of each calendar year.

   Disposition: Destroy 1 year after cut off date.

90. Protective Liaison Reimbursement - Program File.

   Bills, correspondence, invoices, memorandums, and other documentation on reimbursements for protective security of foreign diplomats and missions covering budgets, cellular telephones, contracts, cooperative and interagency agreements, equipment inventories, foreign mission property throughout the U.S., security coverage, tasking orders, and other related subjects.

   Arrange file by TAGS and Terms.
   Cut off file at end of each calendar year.

   Disposition: Destroy 7 years after cut off date.

91. City Closing Report - Program File.

   Advance reports, place survey reports, maps, and correspondence on physical and security problems covering airports, hotels, public places, and other related subjects.

   Arrange file by city.

   Disposition: Destroy when report has been updated.

92. Financial Printouts Reports.

   Printout: Monthly Transaction Status Reports, Unaccepted Documents & Accepted / Rejected Documents, and other reports on financial activities covering status, transactions, and other related subjects.

   a.   Updated Copies.

       Disposition:      Destroy when update has been printed.

   b.   Final Copies.

       1311 Report, and other reports.

       Cut off file at end of fiscal year.

       Disposition:      Destroy 5 years after cut off date.

93. Overseas Security Policy Group File (OSPG).

Correspondence, memorandums, and other documentation on interagency overseas security policies covering agendas, assistance, committees, interagency cooperation, issues, liaison, membership, minutes (drafts and finals), policies, security, standards handbook, talking points, working groups, and other related subjects.

a. Records relating to: establishment, organization, membership, and policy of OSPG; and records created by OSPG: agenda, minutes, final reports, and related records documenting the accomplishments of OSPG maintained by Department as OSPG chair.

Arrange file by TAGS and Terms.
Cut off file at end of each calendar year.
Volume on hand: 1 box.    Annual volume: 1 box.

Disposition:    Permanent.  Retire to RSC 3 years after cut off date for transfer to WNRC.  Transfer to National Archives 30 years after cut off date.

b. All other OSPG records.

Disposition:    Destroy 3 years after cut off date or when no longer needed for reference, whichever is sooner.

## EXECUTIVE DIRECTOR

94. RSO and SEO Training Class - Program File.

   Correspondence, maps, memorandums, reports, slides, videos, and Request, Authorization, Agreement, & Certification of Training (SF-182) on regional security officer (RSO) and security engineering officer (SEO) training covering background and briefing materials, construction, counter-terrorism, course materials, courses, diplomatic couriers, engineering, handouts, instructors, instructor notes, investigations, local guards, locks, notifications, U.S. Navy Seabees, requests to teach, schedules, security awareness, speakers, special training, student rosters, surveillance, technical security awareness, travel, U.S. Marine Corps security guards, and other related subjects.

   Arrange files by class.
   Cut off files at end of each calendar year.

   a.  RSO Classes.

      Disposition:     Destroy 2 years after cut off date.

   b.  SEO Classes.

      Disposition:     Destroy 5 years after cut off date.

95. Emergency Security Support - Program File.

   Telegrams and other documentation on posts emergency security support covering American community briefings, counter-terrorism defensive driving, counter threats, deployments, emergencies, evacuations, firearms, hostages, improvised explosive devices (IED), local guards, operations, personal protection, post security programs, protection, responses, safety, security, security situations, security support teams (SST), surveillance, terrorists, threats, U.S. Marine Corps security guards, and other related subjects.

   Arrange file by post.
   Cut off file at end of each calendar year.

   Disposition: Destroy 1 year after cut off date.

96. Mobile Training Teams - Program File.

Telegrams and reports on posts security training by mobile training teams (MTT) covering scheduled training, security support teams (SST) for unscheduled training, closing reports, crimes, counter threats, courses, course schedules, deployments, evacuations, personal security, protective training, safe haven emergency medical care training, security operations, terrorism, security training programs, terrorism, travel, trip reports, U.S. Marine Corps security guards, visits, and other related subjects.

Arrange file by post.
Cut off file at end of each calendar year.

Disposition: Destroy 1 year after cut off date.

97. Training Courses - Program Files.

Memorandums, summary reports, and other documentation on the design and evaluation of training courses or lesson plans covering course historical documentation, data, development and final plans, evaluations, instructional aids and objectives, RSOs, SEOs, student handouts, working lesson plans, and other related subjects.

Arrange file by course.
Cut off course file when obsolete and place in inactive file.

a.  Course Design and Evaluation File.

Disposition:    Retain in office.  Destroy 25 years after cut off date.

b.  Course Lesson Plans - Master Copy File.

Arrange file by plan.

Disposition:    Destroy when updated.

98. Agent Credentials - Program File.

Accountability Receipts Forms for DSS Identification Media, correspondence, memorandums, reports on agents' credentials covering badge numbers, badges, cards, couriers, credential numbers, credentials (cards), engineers, pins, receipts, security officers, special investigators, and other related subjects.

a. Receipts and related documentation.

Arrange file by media identification number.
Cut off file upon credential design change.

Disposition: Retain in office. Destroy 25 years after cut off date.

b. General correspondence.

Arrange file by subject.
Cut off file at the end of each calendar year.

Disposition: Retire to RSC when 3 years old. Destroy when 5 years old.

99. Agent Training - Case File.

Certificates, DSTR Training Form (DS-1889), and Request, Authorization, Agreement, and Certification of Training (SF-182) on agent basic security training or extension training covering attendance, courses, funding, transcripts, verification of training, and other related subjects.

Arrange file by agent.
Cut off file at termination of employment with Department.

Disposition: Retire to RSC 1 year after cut off date. Destroy 5 years after cut off date.

100. Class - Program File.

Certificates, and memorandums on security training covering attendance records, class schedules, evaluations, instructor notes, report cards, rosters, travel vouchers, and other related subjects.

Arrange file by class.
Cut off file at end of class.

Disposition: Destroy 10 years after cut off date.

101.   Privacy Act General - Administrative File.

Correspondence,    memorandums,    notices,    and    other
documentation    on    the    Privacy    Act    covering    DS's
implementation of the Act.

Arrange file by TAGS and Terms.
Cut off file at end of each calendar year.

Disposition:    Destroy 2 years after cut off date.
                (GRS 14-26)

102.    Privacy - Case File.

Documentation on individual Privacy Act requests covering access to their security records or to have them amended.

a.    Copy of requestor's letter, final response, record of areas searched, results, and Request Transmittal Sheet (DS-1748).

Arrange file by case.

Disposition:    Retire to DS central file when 2 years old or after final action.

b.    All other items.

Disposition:    Destroy 2 years after final action.

103.    Security Planning - Program File.

Charts, congressionals, plans, and other documentation on security planning covering background information, budget, evaluations, goals, initiatives, inspections, internal controls, management controls and systems, mile stone charts, Office of the Inspector General (OIG) inspection replies, operational planning systems, operations, programs, requirements, security, vulnerabilities, and other related subjects.

Arrange file by TAGS and Terms.
Cut off file at end of every 5 calendar years.

a.    Milestone Charts.

Disposition:    Destroy 5 years after cut off date.

b.    Office of the Inspector General (OIG) inspection replies.

Disposition:    Destroy when no longer needed.

c.    All other material.

Disposition:    Destroy 1 year after cut off date.

104.    Security Policy Publications File.

Briefing books, memorandums, memorandums of understanding, reports, and other documentary material on security policies covering approvals, audits, clearances, other agencies, policies, security, services, standards, 12 FAM Diplomatic Security, and other related subjects.

~~100~~(a)   Master Set.

Disposition:   Permanent.   Retire to RSC 1 year after updated for transfer to WNRC. Transfer to National Archives after 30 years.

100(b)   All Other Copies.

Disposition:   Destroy when updated.

105.    Security Grant Case Files.

Individual grants (originals) and cooperative agreements (originals) on antiterrorism training, protective services, and covering amendments, basic agreements, cash transaction reports, certifications, correspondence, expenditures, F.B.I, Federal Assistance Award (DS-1909), final products, final reports, grant policy directives, grant program, local police, OIG audit reports, Cost Principles for State and Local Governments, Grants and Cooperative Agreements (with State and Local Governments, and universities), operational responsibilities, payments (copies of), protection, reports, schedules, services, state police, tasking orders, training, vehicles, and other related subjects.

DISPOSITION:   Destroy 3 year after final payment or termination of agreement whichever is sooner.

106.    Security Grant Administrative File.

Correspondence relating to routine operations and daily activities in administration of the grant program.

DISPOSITION:   Destroy when 2 years old. (GRS-3, item 14)