
U.S. Department of State Records Schedule

Chapter 08: Security

General**B-08-001-01a** **Regional Security Program Files****Description:** a. Monthly Status and other reports.**Disposition:** Destroy when 1 year old.**DispAuthNo:** NN-169-120, item 1 **Date Edited:** 4/1/1999

B-08-001-01b **Regional Security Program Files****Description:** b. Policy and Procedures. Files pertaining to the development and implementation of policies and procedures for the conduct of security functions at overseas posts. Procedures issued by the Department. Procedures prepared and/or issued by post or Regional Security Officer.**Disposition:** Destroy when obsolete or revised by a new procedure or regulation.**DispAuthNo:** NN-169-120, item 2 **Date Edited:** 4/1/1999

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Investigations

B-08-002-01a(1) **Local Personnel Investigative Files**

Description: This covers both Department of State Non-American employees and other U.S. Government agencies' Non-American employees - when post security office conducts investigation.

a. Locals who were certified for employment.

(1) Post Security Office copy.

Disposition: Destroy one year after termination of employment

DispAuthNo: NC1-84-82-4,item 1(a)(1) **Date Edited:** 4/1/1999

B-08-002-01a(2) **Local Personnel Investigative Files**

Description: This covers both Department of State Non-American employees and other U.S. Government agencies' Non-American employees - when post security office conducts investigation.

a. Locals who were certified for employment.

(2) Regional Security Office copy.

Disposition: Destroy three years after termination of employment.

DispAuthNo: NC1-84-82-4, item 1(a)(2) **Date Edited:** 4/1/1999

B-08-002-01b(1) **Local Personnel Investigative Files**

Description: b. Locals who were refused certification for employment on the basis of information of record.

(1) Post Security Office copy.

Disposition: Note card and destroy.

DispAuthNo: NC1-84-82-4, item 1(b)(1) **Date Edited:** 4/1/1999

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B-08-002-01b(2)	Local Personnel Investigative Files
Description:	b. Locals who were refused certification for employment on the basis of information of record. (2) Regional Security Office copy.
Disposition:	Destroy 3 years after refusal.
DispAuthNo:	NC1-84-82-4, item 1(b)(2)
Date Edited:	4/1/1999

B-08-002-01c(1)	Local Personnel Investigative Files
Description:	c. Locals who were investigated, but who abandoned their application. (1) Post Security Office copy.
Disposition:	Note card and forward to Regional Security Office after case is closed.
DispAuthNo:	NC1-84-82-4, item 1(c)(1)
Date Edited:	4/1/1999

B-08-002-01c(2)(a)	Local Personnel Investigative Files
Description:	c. Locals who were investigated, but who abandoned their application. (2) Regional Security Office copy. (a) File containing derogatory information.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-84-82-4, item 1(c)(2)(a)
Date Edited:	4/1/1999

B-08-002-01c(2)(b)	Local Personnel Investigative Files
Description:	c. Locals who were investigated, but who abandoned their application. (2) Regional Security Office copy. (b) File containing NO derogatory information.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NC1-84-82-4, item 1(c)(2)(b)
Date Edited:	4/1/1999

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B-08-002-01d(1)	Local Personnel Investigative Files		
Description:	d. Locals and local applicants who were terminated for cause. (1) Post Security Office copy.		
Disposition:	Forward to Regional Security Office.		
DispAuthNo:	NC1-84-82-4, item 1(d)(1)	Date Edited:	4/1/1999

B-08-002-01d(2)	Local Personnel Investigative Files		
Description:	d. Locals and local applicants who were terminated for cause. (2) Regional Security Office copy.		
Disposition:	Destroy 5 years after termination, except for certain reporting required by security regulations		
DispAuthNo:	NC1 84-82-4, item 1(d)((2)	Date Edited:	4/1/1999

B-08-002-02a	American Personnel Investigative Files		
Description:	Security investigative files on American personnel where investigation is conducted in the field and the report is submitted to the Department. a. Post Security Office files.		
Disposition:	Destroy 6 months after reporting case to Regional Security Office.		
DispAuthNo:	NN-169-120, item 4a	Date Edited:	4/1/1999

B-08-002-02b	American Personnel Investigative Files		
Description:	Security investigative files on American personnel where investigation is conducted in the field and the report is submitted to the Department. b. Regional Security Office files.		
Disposition:	Destroy 1 year after employee departs post or case is closed.		
DispAuthNo:	NN-169-120, item 4b	Date Edited:	4/1/1999

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B-08-002-05a

Security Investigation Card Files

Description:

a. Post Security Office - Card files on security investigations conducted at post. Cards record basic data on cases of:

Foreign Service Nationals certified for employment, including initial and subsequent investigations;

Foreign Nationals refused employment;

Foreign Nationals who abandoned an employment application after the security investigation was conducted;

U.S. Government employees for whom overseas investigation is required;

Non-American citizens being investigated for employment elsewhere, for a visa or other assistance, or for participation in an exchange program;

Individuals involved in incidents such as attempted penetration, fraud, or loss of diplomatic pouches.

Disposition:

Destroy 2 years after transfer to the inactive file.

DispAuthNo:

NC1-84-82-4, item 2a

Date Edited:

4/1/1999

B-08-002-05b

Security Investigation Card Files

Description:

Regional Security Office - Card files on security investigations conducted at post. Cards record basic data on cases of:

Foreign Service Nationals certified for employment, including initial and subsequent investigations;

Foreign Nationals refused employment;

Foreign Nationals who abandoned an employment application after the security investigation was conducted;

U.S. Government employees for whom overseas investigation is required;

Non-American citizens being investigated for employment elsewhere, for a visa or other assistance, or for participation in an exchange program;

Individuals involved in incidents such as attempted penetration, fraud, or loss of diplomatic pouches.

Disposition:

Destroy 20 years after transfer to the inactive file.

DispAuthNo:

NC1-84-82-4, item 2

Date Edited:

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Document Security

B-08-003-01a	Classified Material Receipt - OF-112		
Description:	a. Part I.		
Disposition:	Destroy upon return of signed Part IV.		
DispAuthNo:	II-NNA-2409, item 2	Date Edited:	4/1/1999
B-08-003-01b	Classified Material Receipt - OF-112		
Description:	b. Part II.		
Disposition:	Destroy upon receipt.		
DispAuthNo:	II-NNA-2409, item 2	Date Edited:	4/1/1999
B-08-003-01c	Classified Material Receipt - OF-112		
Description:	c. Part III (Messenger Service copy).		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 18, item 2	Date Edited:	4/1/1999
B-08-003-01d	Classified Material Receipt - OF-112		
Description:	d. Part IV (copy retained by addressee).		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 18, item 2	Date Edited:	4/1/1999
B-08-003-02	Register or Logs for Recording the Receipt, Distribution, and Disposition of Classified Material		
Description:	Consists of forms approved by Diplomatic Security, such as Form JF-60, Register Distribution of Classified Material.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 18, item 4	Date Edited:	4/1/1999
B-08-003-03	Diplomatic Pouch Mail Registrations - OF-120		
Description:			
Disposition:	Destroy when 1 year old.		
DispAuthNo:	II-NNA-2409, item 4	Date Edited:	4/1/1999

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B-08-003-04	Receipt Manifest - DS-794		
Description:	Includes other approved type of receipts covering transmission of classified material between Department and its overseas posts.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 18, item 2	Date Edited:	4/1/1999

B-08-003-05a	Top Secret Accounting and Control Files		
Description:	Top Secret Document Inventory Record (OF-123) and other registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or distribution of the documents.		
Disposition:	Destroy 5 years after documents shown on form are downgraded, transferred, or destroyed.		
DispAuthNo:	GRS 18, item 5a	Date Edited:	4/1/1999

B-08-003-05b	Top Secret Accounting and Control Files		
Description:	Top Secret Cover Sheet SF-703.		
Disposition:	Destroy when related document is downgraded, transferred or destroyed.		
DispAuthNo:	GRS 18, item 5a	Date Edited:	4/1/1999

B-08-003-06	Classified Cover Sheet - OF-124		
Description:	Cover sheets used for classified or controlled files.		
Disposition:	Destroy when no longer required to be attached to classified document to indicate the security classification.		
DispAuthNo:	II-NNA-2409, item 8	Date Edited:	4/1/1999

B-08-003-07	Register of Destruction of Classified Documents		
Description:	Includes Form JF-58, Register Distribution of Classified or Administratively Controlled Material, and other records of destruction.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 18, item 3	Date Edited:	4/1/1999

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B-08-003-08a	Downgrading and Declassification Records
Description:	Includes documents used in connection with (1) requests to originating or action offices for approval to downgrade, declassify or upgrade document and/or (2) notifications to all recipients of approved changes in the classification or designation of document. a. Original (attached record copy of document approved for downgrading or declassification).
Disposition:	Retain for same period of time specified for the document.
DispAuthNo:	II-NNA-2409, item 19
Date Edited:	4/1/1999
B-08-003-08b	Downgrading and Declassification Records
Description:	Includes documents used in connection with (1) requests to originating or action offices for approval to downgrade, declassify or upgrade document and/or (2) notifications to all recipients of approved changes in the classification or designation of document. b. All other copies.
Disposition:	Destroy when document has been properly annotated, i.e., identification of authorizing document, date of change, and initials of persons making change.
DispAuthNo:	II-NNA-2409, item 19
Date Edited:	4/1/1999
B-08-003-09a	Record of Material Removed for Overnight Custody - OF-119
Description:	Shows name of individual removing classified documents, purpose, identification of each document removed, and name of person approving removal. a. Original, maintained by Security Office.
Disposition:	Destroy when 2 years old.
DispAuthNo:	GRS 18, item 4
Date Edited:	4/1/1999
B-08-003-09b	Record of Material Removed for Overnight Custody - OF-119
Description:	Shows name of individual removing classified documents, purpose, identification of each document removed, and name of person approving removal. b. All other copies.
Disposition:	Destroy when material is returned to official custody.
DispAuthNo:	II-NNA-2409, item 14
Date Edited:	4/1/1999

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B-08-004-06	Record of Violation, OF-118
Description:	Consists of information concerning the violation as reported on OF-117, Notice of Security Violation, a statement by the person responsible for the violation, and information concerning previous violations with any pertinent remarks by the unit or post security officer. The original and one copy of this report is forwarded to the Department's Office of Security.
Disposition:	Destroy when employee leaves post.
DispAuthNo:	II-NNA-2409, item 18
Date Edited:	4/1/1999

B-08-004-07a	Construction Security Program Files
Description:	Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects. a. For Existing Office Building (EOB) construction projects.
Disposition:	Destroy 3 years after completion of project and project technical security inspection by Security Engineering Officer.
DispAuthNo:	N1-84-93-10, item 1a
Date Edited:	4/1/1999

B-08-004-07b	Construction Security Program Files
Description:	Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects. b. For New Office Building (NOB) projects.
Disposition:	Upon project's completion, the Site Security Manager to forward documents to OBO.
DispAuthNo:	N1-84-93-10, item 1b
Date Edited:	4/1/1999

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B-08-004-08 Architectural Drawings - Security Upgrade

Description: Duplicate copy of architectural drawings generated under the Turnkey Program identifying security upgrades of electrical, plumbing, structural and any other security improvements for U.S. occupied buildings.

Note: Master set is retired to WNRC when one year old.

Disposition: Destroy duplicate copies when 5 years old or no longer needed.

DispAuthNo: N1-84-92-3, item 1

Date Edited:

4/1/1999
