

Classified Information Accounting and Control Records

Records accumulating from measures taken by agencies to protect classified information from unauthorized disclosure in accordance with Executive orders and statutory or regulatory requirements.

1. Classified Documents Administrative Correspondence Files.

See note after this item.

Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 2 years old.

Disposition Authority: [GRS 18, Item 1]

[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for security and protective services programs.]

2. Document Receipt Files.

Records documenting the receipt and issuance of classified documents.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 2 years old.

Disposition Authority: [GRS 18, Item 2]

3. Destruction Certificates Files.

Certificates relating to the destruction of classified documents.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 2 years old.

Disposition Authority: [GRS 18, Item 3]

4. Classified Document Inventory Files.

Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this chapter.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 2 years old.

Disposition Authority: [GRS 18, Item 4]

5. Top Secret Accounting and Control Files.

See note after item 5b.

- a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.

Disposition: Temporary.

Recordkeeping Copies: Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.

Disposition Authority: [GRS 18, Item 5a]

- b. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.

Disposition: Temporary.

Recordkeeping Copies: Destroy when related document is downgraded, transferred, or destroyed.

Disposition Authority: [GRS 18, Item 5b]

[NOTE: Master files and data bases created to supplement or replace the records covered by item 5 are not authorized for disposal under the GRS. Such files must be scheduled on a Standard Form (SF) 115.]

6. Access Request Files.

Requests and authorizations for individuals to have access to classified files.

Disposition: Temporary.

Recordkeeping Copies: Destroy 2 years after authorization expires.

Disposition Authority: [GRS 18, Item 6]

7. Classified Document Container Security Files.

See note after item 7b.

- a. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.

Disposition: Temporary.

Recordkeeping Copies: Destroy when superseded by a new form or list or upon turn-in of containers.

Disposition Authority: [GRS 18, Item 7a]

- b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet.

Disposition: Temporary.

Recordkeeping Copies: Destroy 3 months following the last entry on the form (see note).

Disposition Authority: [GRS 18, Item 7b]

[NOTE: Forms involved in investigations will be retained until completion of the investigation.]