

## ***Personnel Security Clearance Records***

Records accumulating from investigations of personnel conducted under Executive orders and statutory or regulatory requirements.

### **1. Security Clearance Administrative Subject Files.**

Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this chapter.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority:** [GRS 18, Item 21]

### **2. Personnel Security Clearance Files.**

Personnel security clearance case files created under Office of Personnel Management procedures and regulations and related indexes maintained by the personnel security office of the employing agency.

- a. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.

**Disposition Authority:** [GRS 18, Item 22a]

- b. Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy in accordance with the investigating agency instructions.

**Disposition Authority:** [GRS 18, Item 22b]

- c. Index to the Personnel Security Case Files.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy with related case file.

**Disposition Authority:** [GRS 18, Item22c]

### **3. Personnel Security Clearance Status Files.**

Lists or rosters showing the current security clearance status of individuals.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when superseded or obsolete.

**Disposition Authority:** [GRS 18, Item 23]

### **4. Security Violations Files.**

Case files relating to investigations of alleged violations of Executive orders, laws, or agency regulations for the safeguarding of national security information.

- a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Department of Defense for prosecutive determination, exclusive of files held by the Department of Justice or Department of Defense offices responsible for making such determinations.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 5 years after close of case.

**Disposition Authority:** [GRS 18, Item 24a]

- b. All other files, exclusive of documents placed in official personnel folders.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 2 years after completion of final action.

**Disposition Authority:** [GRS 18, Item 24b]

## 5. Classified Information Nondisclosure Agreements.

Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive orders governing security classification. These forms should be maintained separately from personnel security clearance files. Agreements for civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees).

- a. If maintained separately from the individual's official personnel folder.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 70 years old.

**Disposition Authority:** [GRS 18, Item 25a]

- b. If maintained in the individual's official personnel folder.

**Disposition:** Temporary.

**Recordkeeping Copies:** Apply the disposition for the official personnel folder.

**Disposition Authority:** [GRS 18, Item 25b]