General			
B-08-001- 01a	Regional Security Program Fi	les	
Description:	a. Monthly Status and other rep	ports.	
Disposition:	Destroy when 1 year old.		
DispAuthNo:	NN-169-120, item 1	Date Edited:	4/1/1999
B-08-001- 01b	Regional Security Program Fi	les	
Description:	 b. Policy and Procedures. Files of policies and procedures for the Procedures issued by the Depa or Regional Security Officer. 	ne conduct of security function	ns at overseas posts.
Disposition:	Destroy when obsolete or revise	ed by a new procedure or reg	ulation.
DispAuthNo:	NN-169-120, item 2	Date Edited:	4/1/1999

Chapter 08: Security

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	f employment	
DispAuthNo:	NC1-84-82-4,item 1(a)(1)	Date Edited:	4/1/1999
B-08-002- 01a(2)	Local Personnel Investigative File	25	
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 em	ployment.	
	(2) Regional Security Office copy.		
Disposition:	Destroy three years after termination	n of employment.	
DispAuthNo:	NC1-84-82-4, item 1(a)(2)	Date Edited:	4/1/1999
B-08-002- 01b(1)	Local Personnel Investigative File	25	
Description:	 b. Locals who were refused certification of record. 	ation for employment on the basis	s of information
	(1) Post Security Office copy.		
Disposition:	Note card and destroy.		
DispAuthNo:	NC1-84-82-4, item 1(b)(1)	Date Edited:	4/1/1999

B-08-002- 01b(2)	Local Personnel Investigative F	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 I	Files	
Description:	c. Locals who were investigated,	but who abandoned their a	application.
	(1) Post Security Office copy.		
Disposition:	Note card and forward to Regiona	al Security Office after case	e 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 I	Files	
Description:	c. Locals who were investigated,	but who abandoned their a	application.
	(2) Regional Security Office copy		
	(a) File containing derogatory info	ormation.	
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 F	Files	
Description:	c. Locals who were investigated,	but who abandoned their a	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

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 Off	ice.		
DispAuthNo:	NC1-84-82-4, item 1(d)(1)	Date Edited:	4/1/1999	
B-08-002- 01d(2)	Local Personnel Investigative	Local Personnel Investigative Files		
Description:	d. Locals and local applicants wh	o were terminated for cause.		
	(2) Regional Security Office copy	<i>.</i>		
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 Investigat	ive 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 Offi	ice.	
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 files on American and the report is submerican submerican and the report is submerican.		tigation is conducted	
	b. Regional Security Office files.			
Disposition:	Destroy 1 year after employee de	eparts post or case is closed.		

B-08-002- 03a	Security Case Files		
Description:	a. Security investigative files involving attempted penetration, fraud, loss of diplomatic pouches, and other cases not pertaining to investigations of individuals who are or may be employed by the Department or other Federal agencies. The record copies of these cases are retained by the Office of Security.		
Disposition:	Card and destroy 1 year afte	r case is closed.	
DispAuthNo:	N1-84-93-12, item 1a	Date Edited:	4/1/1999
B-08-002- 03b	Security Case Files		
Description:	 b. Case files involving terrorist groups, unsolved or significant murders, or special events. Contains information from newspaper clippings, reports, correspondence with local authorities, cables, etc. 		
Disposition:	Permanent. Retire to RSC one year after case has been closed or designated inactive. Transfer to WRNC when 5 years old. Transfer to NARA when 30 years old.		
DispAuthNo:	N1-84-93-12, item 2	Date Edited:	4/1/1999
B-08-002-04	Security Investigation Case Files - Foreign Nationals, escapees, exchanges, refugees, and visa applicants		
Description:	Security investigation case files conducted for the Department, other posts, and other agencies. Correspondence, reports, and other documentation on security investigations conducted at the request of the Department, other posts, or other agencies in order to determine eligibility of escapes, refugees, and other foreign nationals for assistance, employment, exchange programs, or visas covering: criminal investigations, law enforcement agencies, offenses, visa fraud, and other related subjects.		
Disposition:	Cut off when case is closed a other agency. Destroy case	and reported to the Department, I year after cut off date.	requesting post, or
DispAuthNo:	NN-164-44, item 1	Date Edited:	4/1/1999

B-08-002- 05a	Security Investigation Card File	S			
Description:	a. Post Security Office - Card files Cards record basic data on cases		nducted at post.		
	Foreign Service Nationals certified investigations;	d for employment, including ini	tial and subsequent		
	Foreign Nationals refused employ	ment;			
	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 inver other assistance, or for participation		/here, for a visa or		
	Individuals involved in incidents su diplomatic pouches.	uch as attempted penetration,	fraud, or loss of		
Disposition:	Destroy 2 years after transfer to the	ne inactive file.			
DispAuthNo:	NC1-84-82-4, item 2a	Date Edited:	4/1/1999		
B-08-002- 05b	Security Investigation Card File	S			
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 employ	ment;			
	Foreign Nationals who abandoned investigation was conducted;	an employment application a	fter the security		
	U.S. Government employees for v	vhom overseas investigation is	s required;		
	Non-American citizens being inve- other assistance, or for participation		vhere, for a visa or		
	Individuals involved in incidents such as attempted penetration, fraud, or loss of				
	Individuals involved in incidents su diplomatic pouches.	uch as attempted penetration,	fraud, or loss of		
Disposition:			fraud, or loss of		

Chapter 08: Security

Document Security

B-08-003- 01a	Classified Material Receipt - OF	-112	
Description:	a. Part I.		
Disposition:	Destroy upon return of signed Par	rt 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 cop	ру).	
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 18, item 2	Date Edited:	4/1/1999
B-08-003-	Classified Material Receipt - OF	-112	
01d	•		
	d. Part IV (copy retained by addre	ssee).	
01d		ssee).	
01d Description:	d. Part IV (copy retained by addre	ssee). Date Edited:	4/1/1999
01d Description: Disposition:	d. Part IV (copy retained by addre Destroy when 2 years old.	Date Edited:	
01d Description: Disposition: DispAuthNo:	d. Part IV (copy retained by addre Destroy when 2 years old. GRS 18, item 2 Register or Logs for Recording	Date Edited: the Receipt, Distribution plomatic Security, such as	, and Disposition of
01d Description: Disposition: DispAuthNo: B-08-003-02	d. Part IV (copy retained by addre Destroy when 2 years old. GRS 18, item 2 Register or Logs for Recording Classified Material Consists of forms approved by Dip	Date Edited: the Receipt, Distribution plomatic Security, such as	, and Disposition of
01d Description: Disposition: DispAuthNo: B-08-003-02 Description:	 d. Part IV (copy retained by addree Destroy when 2 years old. GRS 18, item 2 Register or Logs for Recording Classified Material Consists of forms approved by Dip Distribution of Classified Material. 	Date Edited: the Receipt, Distribution plomatic Security, such as	, and Disposition of
01d Description: Disposition: DispAuthNo: B-08-003-02 Description: Disposition:	 d. Part IV (copy retained by addree Destroy when 2 years old. GRS 18, item 2 Register or Logs for Recording Classified Material Consists of forms approved by Dip Distribution of Classified Material. Destroy when 2 years old. 	Date Edited: the Receipt, Distribution, plomatic Security, such as Date Edited:	, and Disposition of Form JF-60, Register
01d Description: Disposition: DispAuthNo: B-08-003-02 Description: Disposition: DispAuthNo:	 d. Part IV (copy retained by address Destroy when 2 years old. GRS 18, item 2 Register or Logs for Recording Classified Material Consists of forms approved by Dip Distribution of Classified Material. Destroy when 2 years old. GRS 18, item 4 	Date Edited: the Receipt, Distribution, plomatic Security, such as Date Edited:	, and Disposition of Form JF-60, Register
01d Description: Disposition: DispAuthNo: B-08-003-02 Description: Disposition: DispAuthNo: B-08-003-03	 d. Part IV (copy retained by address Destroy when 2 years old. GRS 18, item 2 Register or Logs for Recording Classified Material Consists of forms approved by Dip Distribution of Classified Material. Destroy when 2 years old. GRS 18, item 4 	Date Edited: the Receipt, Distribution, plomatic Security, such as Date Edited:	, and Disposition of Form JF-60, Register

B-08-003-04	Receipt Manifest - DS-794		
Description:	Includes other approved type between Department and its	e of receipts covering transmission overseas posts.	on of classified materia
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 18, item 2	Date Edited:	4/1/1999
B-08-003- 05a	Top Secret Accounting and	d 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	d Control Files	
Description:	Top Secret Cover Sheet SF-	703.	
Disposition:	Destroy when related docum	nent is downgraded, transferred o	or destroyed.
DispAuthNo:	GRS 18, item 5a	Date Edited:	4/1/1999
B-08-003-06	Classified Cover Sheet - O	F-124	
Description:	Cover sheets used for classi	fied or controlled files.	
Disposition:	Destroy when no longer requent the security classification.	uired to be attached to classified	document to indicate
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, Regist Controlled Material, and othe	er Distribution of Classified or Active records of destruction.	dministratively
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 18, item 3	Date Edited:	4/1/1999

B-08-003- 08a	Downgrading and Declass	ification Records	
Description:	offices for approval to downe	connection with (1) requests to o grade, declassify or upgrade doc of approved changes in the class	ument and/or (2)
	a. Original (attached record declassification).	copy of document approved for	downgrading or
Disposition:	Retain for same period of tin	ne specified for the document.	
DispAuthNo:	II-NNA-2409, item 19	Date Edited:	4/1/1999
B-08-003- 08b	Downgrading and Declass	ification Records	
Description:	offices for approval to downe	connection with (1) requests to o grade, declassify or upgrade doc of approved changes in the class	ument and/or (2)
	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 Remove	ed for Overnight Custody - OF	-119
Description:		moving classified documents, pu id name of person approving ren	
	a. Original, maintained by S	ecurity Office.	
Disposition:	Destroy when 2 years old.		
DispAuthNo:	GRS 18, item 4	Date Edited:	4/1/1999
B-08-003- 09b	Record of Material Remove	ed for Overnight Custody - OF	-119
Description:		moving classified documents, pu nd name of person approving ren	
	b. All other copies.		
D :	Destas des sectorialis est		
Disposition:	Destroy when material is ret	urned to official custody.	

Chapter 08: Security

Physical Security

and grounds, control procedures, personnel, equipment and other facilities a	Idings		
maintained by the Office of Security.	materials pertaining to surveys and inspections of the security aspects of buildings and grounds, control procedures, personnel, equipment and other facilities at overseas posts. The record copies of these reports with attachments are		
Disposition: Destroy when report has become completely obsolete by the submission of a more current report, or the occupancy of the premises surveyed has been terminated.	a		
DispAuthNo: II-NNA-2480, item 4 Date Edited: 4/1/19	999		
B-08-004-02 Record of Safe Combinations			
Description: Shows room location, combination, and names of persons knowing combination including SF-702, Security Container Check Sheet.	tion,		
Disposition: Destroy when superseded by a new form or list or upon turn-in of containers.			
DispAuthNo: GRS 18, item 7a Date Edited: 4/1/19	999		
B-08-004-03 Room Check Sheet - SF-702, Security Container Checklist	Room Check Sheet - SF-702, Security Container Checklist		
Description: Lists of names of persons responsible for checking at close of working day to that all physical security requirements are met.	o see		
Disposition: Destroy after 30 days.			
DispAuthNo: II-NNA-2409, item 13 Date Edited: 4/1/19	999		
B-08-004-04 Entry and Departure Registers			
Description: Shows time of entry and departure from post buildings and the issuance of key together with any related reports.	eys,		
Disposition: Destroy when 1 year old.			
DispAuthNo:II-NNA-3, item 67Date Edited:4/1/19	999		
B-08-004-05 Notice of Security Violation, OF-117			
Description: Consists of reports prepared by building or Marine guards on security violation indicating the location, nature of violations and actions taken by the guard.	Consists of reports prepared by building or Marine guards on security violations and		
Disposition: Destroy when OF-118, Record of Violation is prepared.			
DispAuthNo: II-NNA-2409, item 17 Date Edited: 4/1/19	999		

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 F	iles	
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 inspection by Security Engineering	project and project technical secu	irity
DispAuthNo:	N1-84-93-10, item 1a	Date Edited:	4/1/1999
B-08-004- 07b	Construction Security Program F	iles	
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 OBO.	Security Manager to forward docu	iments to
DispAuthNo:	N1-84-93-10, item 1b	Date Edited:	4/1/1999

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