

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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**CENSUS ADMINISTRATIVE RECORDS SCHEDULE 9
SECURITY AND EMERGENCY PLANNING**

This schedule provides for the disposition of security and protective service records created by the Bureau to control and protect security classified information, to protect its facilities, to determine fitness and loyalty of employees, and to implement plans for the protection of life and property under emergency conditions.

- 120 **[1.] Security - protective services - emergency records.**
- a. Security, protective services, and emergency planning correspondence files.
 Destroy when 2 years old. GRS 18/
2,9, & 27
 - b. Security and emergency directives reference files.
 Destroy when obsolete or superseded. GRS 18/19

- 121 **[2.] Classified information accounting and control records.**
- a. Registers or logs used to record names of visitors or employees admitted to areas after normal working hours, or to restricted areas.
 - (1) For areas under maximum security.
 Destroy 5 years after final entry or 5 years after date of document, as appropriate. (GRS #18, Item 18a)
 - (2) For other areas.
 Destroy 2 years after final entry or 2 years after date of document, as appropriate. (GRS #18, Item 18b)

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	<p>b. Correspondence pertaining to classification, control, and accounting for security classified documents, exclusive of records covered in Item 1 above.</p> <p style="padding-left: 40px;">Destroy when 2 years old. (GRS #18, Item 5)</p> <p>c. Classified document receipts, lists of record material destroyed, destruction certificates, and other records relating to the receipt, issue, control and disposal of classified material.</p> <p style="padding-left: 40px;">(1) Copy three of classified material receipts, and lists of record material destroyed. Attach to BC-39, "Accountability Record of Classified Material to be Destroyed."</p> <p style="padding-left: 40px;">Destroy 5 years after documents shown on forms are downgraded, transferred or destroyed.</p> <p style="padding-left: 40px;">(2) All other classified material receipts, including copy two which is signed as a destruction certificate, and issue and control records.</p> <p style="padding-left: 40px;">Destroy when 2 years old. (GRS #18, Item 4)</p> <p>d. Access request records consisting of requests and authorizations for individuals to have access to classified files.</p> <p style="padding-left: 40px;">Destroy 2 years after authorization expires. (GRS #18, Item 7)</p>	GRS 18/6A	
122	<p>[3.] Personnel security clearance records.</p> <p>a. Security violation records relating to investigations of alleged security violations classed as felonies.</p> <p style="padding-left: 40px;">Destroy 5 years after close of case.</p>	GRS 18/25A	

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	<p>b. Case files containing records of investigations of personnel employed by or seeking employment with the Bureau or whose association with the Bureau requires a security clearance, whether or not a security clearance is granted.</p> <p>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. (GRS #18, Item 23a)</p> <p>c. Status records showing the security clearance status of individuals, including research associates, guest workers, and trainees, whether American citizens or foreigners, either as lists or rosters, or as individual case files.</p> <p>(1) Lists or rosters.</p> <p>Destroy when superseded or obsolete. (GRS #18, Item 24)</p> <p>(2) Case files.</p> <p>Destroy 5 years after separation or transfer of individual to another agency, or no later than 5 years after contract relationship expires, whichever is applicable.</p> <p>d. Correspondence relating to the administration and operation of the personnel security clearance program in the Bureau not covered in Item 1 above.</p> <p>Destroy when 2 years old. Bring forward into the current file material of continuing reference value when file is destroyed. (GRS #18, Item 22)</p> <p>e. Security violation records relating to investigations of alleged security violations, except</p>		

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	<p>records concerning felonies and papers placed in official personnel folders.</p> <p>Destroy 2 years after completion of final action, or when no longer needed, whichever is sooner.</p>	GRS 18/258	
123	<p>[4.] Facilities protective service records.</p> <p>a. Fire protection records, including investigations, reports, tests, instructions, and related materials.</p> <p>Destroy when 2 years old. (GRS #18, Item 12)</p>		
124	<p>[5.] Emergency program records.</p> <p>a. Consolidated reports reflecting Bureau-wide results in operations tests conducted under emergency plans.</p> <p>Permanent. Cut-off and transfer to FRC when related plan or directives become obsolete or is superseded. Offer to NARS in 10 year blocks when the latest records are 20 years old.</p> <p>b. Paper accumulated from tests conducted under emergency plans, such as instructions to members participating, staffing assignments, messages, test of communications and facilities, and retained copies of reports.</p> <p>Destroy when 3 years old. (GRS #18, Item 31)</p> <p>c. Correspondence relating to the administration and operation of the emergency program.</p> <p>Destroy when 2 years old. Bring forward into the current file material of continuing reference value when file is destroyed. (GRS #18, Item 27)</p>	GRS 18/30	