

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
PER 22	<u>PSCR</u>	<u>PERSONNEL SECURITY CLEARANCE</u>		
PER 22	PSCR – 1	<p>Security Clearance Subject</p> <p>Correspondence, reports, and other records relating to the administration and operation of the personnel security program.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when 2 years old.</p>	GRS 18, Item 21
PER 22	PSCR – 2	<p>Personal Security Clearance</p> <p>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.</p> <p>a. Case files documenting the process of investigations of Federal employees or applications 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.</p> <p>b. Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.</p> <p>c. Index to the Personnel Security Case Files.</p>	<p><u>TEMPORARY:</u></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.</p>	GRS 18, Item 22(a), 22(b), 22(c)
PER 22	PSCR – 3	<p>Personal Security Status</p> <p>Lists or rosters showing the current security clearance status of individuals.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when superseded or obsolete.</p>	GRS 18, Item 23

PER 22	PSCR – 4	<p data-bbox="435 98 641 126">Security Violations</p> <p data-bbox="435 161 987 279">Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information.</p> <p data-bbox="435 315 992 495">a. Files relating to alleged violations of sufficiently serious nature that they are referred to the Department of Justice (DOJ) or Department of Defense (DOD) for prospective determination, exclusive of files held by DOJ or DOD offices responsible for making such determinations.</p> <p data-bbox="435 531 992 585">b. All other files, exclusive of documents placed in official personnel folders.</p>	<p data-bbox="1019 98 1190 126"><u>TEMPORARY:</u></p> <p data-bbox="1019 161 1243 216">Destroy 5 years after close of case.</p>	<p data-bbox="1333 98 1479 153">GRS 18, Item 24(a), 24(b)</p>