

FACILITY & EMPLOYEE Records	Retention Period - specific times and until next inspection
Accreditation Letter	Life of SCIF
Adverse Information Reports	5 years after individual is deaccessed
AIS Equipment Maintenance Record	The period the equipment is in the SCIF plus two years
Alarm Annunciation Record (Unscheduled)	One year minimum
Alarm Test Records/Log	Inspection Cycle plus one month
Automated Information Systems (AIS) Audit Trail	5 years to include audit trails and equipment maintenance logs
Classified Equipment Log	Life of contract plus 2 years
Classified Document Retention Ref 32CFR 117.13(d)(5)	Life of contract plus 2 years then destroyed if not authorized to retain
CNWDI Debriefing certificate*	2 years after termination*
Combination Records/Logs (Changes pursuant to: first installaiton or use; believed to be compromised; as necessary by the CSA; changes in security or management personnel)	Inspection plus one month
COMSEC briefings*	3 years after debriefing*
COMSEC Debriefing*	3 years after debriefing*
Contractor Position Roster Log (CPRL) - SUPERCEDED by eCPRL	Kept until either superseded or the contract ends
Courier Records/Logs	1 year
Co-Use Agreements	On file until contract expiration
DD Form 147 Record of Controlled Area	Life of Controlled Area
Destruction Records	Life of the contract plus three years
Document Control Register	3 years
eCPRL - Electronic Contractor Position Roster Log	Life of contract, but eCPRL records on high side remian archived with A5
Employee file: new hire record, name and address, date of birth, dates of employment, job title, social security number, security clearance dates, security clearance levels, attestation, consultant forms, privacy waiver, SF312, briefing acknowledgement, change of address, change of marital status, and change of name status (If applicable)	2 years after date of termination
Foreign Visitor Visit Letters	1 year after visit
Historical Program Listing (HPL)	Life of contract, but eCPRL records on high side remian archived with A5
Incident reports	all until next DCSA inspection
ITAR – Export Control – registration, licenses, violations-self-reports	2 years after contract ends
Message Log - CRITICOM	Two years from date of last entry. If this record is combined with the document register, it must be kept for three years from the date of last entry.
NATO SECRET Debriefing certificate*	2 years after termination*
NATO TOP SECRET Debriefing certificate*	3 years after termination*
NATO visitors - Incoming	3 years after visit

Open/Close Records for Containers including SCIF Doors	Inspection cycle plus one month
Receipt for Classified Information	Two years from date of transmittal
Reproduction Equipment Maintenance Log	Life of equipment plus two years
Reproduction Log	3 years
SAP Access Lists	Destroy when new list is received
SAP Accreditations	Destroy when facility becomes superseded or unoccupied
SAP Audit Reports	2 years after completed or after PSO inspection whichever is later
SAP Communication Requests	1 year after equipment is installed
SAP Computer Audits	1 security inspection cycle
SAP Contract Security Classification Inspections	5 years after contract is completed
SAP Courier Designations (SAP Format 28)	1 year
SAP EMSEC Reports	Destroy when facility becomes unoccupied
SAP Exercise Reports	2 years after two consecutive reviews
SAP Plans (EAP, Operating Instructions, Tests, Manufacturing, SAP Formats 26)	1 year after program termination
SAP Visits	1 year
SCIF Accreditation Package and Modification Records	Permanently
SCIF Inspection Reports	As long as the SCIF is accredited
Security Awareness Records	1 year or until after next inspection cycle
Security Violation Reports	As long as SCIF is accredited and In security personnel file indefinitely
Security Officer / ITPSO Appointment Letters	Destroy when replaced or superseded after inspectin cycle
Security Violations Records	As long as the SCIF is accredited. Security violations should also be maintained in the
Self-Inspections	all until next DCSA inspection
SF 701 Activity Security Checklist	90 Days
SF 702 Security Container Check Sheet	90 Days
Training certificates	all until next DCSA inspection
Transmittal Records	2 years minium one inspeciton cycle
UL 2050 Underwriters Laboratories Certificate	Life of Alarmed Area or when Superseded
Visitor Logs	2 years after the date of last entry
Visitor Certificaitons (VRs)	Until the next security inspection to be calivated against visitor logs
Waivers	Destroy when program is terminated
*NOTE: 32 CFR 117 provides retention guidance for NATO and CNWDI.	
COMSEC is a little more challenging see 32 CFR 117.21(e) and NSA COMSEC guidance...32 CFR 117 says COMSEC debriefings are not required (thus no retention)...NSA says they are	

32 CFR 117 says U.S. classified cryptographic information requires an SD 572
Cryptographic access and termination form for a minimum of five years following the
debriefing.

