

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Defense

2. MAJOR SUBDIVISION
Office of the Secretary of Defense

3. MINOR SUBDIVISION
Records and Declassification Division, ESD, WHS

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Luz D. Ortiz (703) 696-4959

ONE BLANK (NARA use only)

JOB NUMBER

NI-330-07-1

DATE RECEIVED

1-8-2007

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

9/1/07 *Mr. Lambert*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
DEC 28 2008	Robert Storer <i>Robert Storer</i>	Chief, Records and Declassification Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Foreign Disclosure System (FDS) allows the DoD to process and record requests for the disclosure of classified military information to foreign governments.		
2	National Disclosure Policy System (NDPS) provides an electronic means for organizations to submit and track submitted requests for exceptions to existing National Disclosure Policy. See attached pages for complete descriptions and disposition instructions.		

At 9/1/07 copies sent to Agency, NARA, DOD

SF 115: Foreign Disclosure System and National Disclosure Policy System

1) **BACKGROUND:** The Foreign Disclosure System (FDS) is used by the Office of the Under Secretary of Defense for Policy (OUSD(P)) which is responsible for providing policy guidance and support to the Secretary of Defense, and the Department of Defense (DoD), in alignment with national security objectives. The FDS was created in accordance with the DoD Directive 5230.11, Disclosure of Classified Military Information to Foreign Governments and International Organizations. The FDS allows the DoD to process and record requests for the disclosure of classified military information to foreign governments and international organizations. Data in system dates from 1982 through the present.

The system operates at the SECRET level and supports approximately 500 users at 120 remote locations throughout the OSD, the military departments, defense agencies, and non-DoD activities. Requests from Foreign Governments and International

Organizations are input into the FDS in both paper and electronic form. Data from the Foreign Visits System (FVS) is also transferred to the FDS if an FVS case is approved, closed and included a request for classified information. The paper inputs from Foreign Governments and International Organizations are covered under GRS 20, Item 2a and electronic inputs are covered under GRS 20, Item 2c. The FVS is being scheduled separately. Outputs from this system consist solely of hardcopy tabulations or queries of the information residing in the master file and are disposable under GRS 20, Item 6.

not appropriate
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FILE NUMBER: [AI 15 File number to be determined]

FILE TITLE: Foreign Disclosure System (FDS) Master File

FILE DESCRIPTION: Information collected to support the transfer of Classified Military Information and sensitive unclassified data. The system is used for the coordination, tracking, and maintenance of records regarding the release of Classified Military Information (CMI) to Foreign Governments and International Organizations, carries out responsibilities assigned by the NDP-1, and contains applicable classification/declassification information. Included are:

1. • Case number, requestor, requesting country, National Disclosure Policy (NDP) Category, reason for request, items requested, DoD recommendation for release of information.
2. • Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base.

DISPOSITION: PERMANENT. Transfer copy of system and related documentation dating 1982-2008 to NARA upon approval of this schedule. Thereafter, cutoff at the end of each calendar year and transfer pre-accessioning copy, with related documentation, to NARA every 2 years. Transfer of legal custody to take place when records are 25 years old, after declassification review.

*Amended per
Luz art's
request.*

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2) **BACKGROUND:** The National Disclosure Policy System (NDPS) is used by the Office of the Under Secretary of Defense for Policy (OUSD(P)) which is responsible for providing policy guidance and support to the Secretary of

Defense, and the Department of Defense (DoD), in alignment with national security objectives. In accordance with DoD Directive 5230.11, the NDPS carries out responsibilities assigned by NDP-1. The NDPS provides an electronic means for organizations to submit and track submitted requests for exceptions to existing National Disclosure Policy. The range of dates covered is 1962-present. The system operates at the SECRET level. Information is inputted into the system by various government organizations which make up the National Disclosure Policy Committee. ~~Paper inputs are covered under GRS 20, Item 2a and electronic~~ *not appropriate*
~~inputs are covered under GRS 20, Item 2c. Outputs from this system consist solely of hardcopy tabulations or queries of the information residing in the master file and are disposable under GRS 20, Item 6.~~

1/8/2007 *SR*

FILE NUMBER: [AI 15 File number to be determined]

FILE TITLE: National Disclosure Policy System (NDPS) Master File

FILE DESCRIPTION: Information system which provides an electronic means for organizations to submit and track submitted requests for exceptions to existing National Disclosure Policy. Included are:

Content includes requests for exception to National Disclosure Policy, amendments to exceptions, records of action, and applicable classification/declassification information.

- 3* • Request numbers, requesting countries and organizations
- 4* • Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base.

DISPOSITION: PERMANENT. Transfer copy of system dating 1962-2005 to NARA upon approval of this schedule. Thereafter, cutoff at the end of each calendar year ~~and transfer pre-accessioning copy, with related documentation, to NARA every 2 years.~~ Transfer of legal custody to take place when records are 25 years old, after declassification review.

*Amended per Luz
Ortiz's request.*

8/27/07

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pre-accession policy revoked 4/19/2022