

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NARA) Washington, DC 20408		Job Number NI-576-08-6	
1. From: (Agency or establishment) Office of the Director of National Intelligence		Date Received 8/18/08	
2. Major Subdivision National CounterProliferation Center		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. Minor Subdivision			
4. Name of Person with whom to confer John F. Hackett	5. Telephone (include area code) 703-275-2215	Date 17 Nov 10	
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 <u>7</u> 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: <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>John F. Hackett</i>		Title Director of Information Management Date (mm/dd/yyyy) 08/10/2008	
Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See attached 7 pages. Organization name changes - see email from agency dated 10/25/13 2/25/14.		

UNCLASSIFIED

2 July 2010

Office of the Director of National Intelligence NATIONAL COUNTERPROLIFERATION CENTER

Records Control Schedule

Mission Description

The Intelligence Reform and Terrorism Prevention Act of 2004 provided for the establishment of the National Counterproliferation Center (NCPC) to enhance coordination, planning, and information sharing among the Intelligence Community (IC) on proliferation issues. The Commission on the Intelligence Capabilities of the United States Regarding Weapons of Mass Destruction's Report of March 31, 2005 also recommended the establishment of an NCPC. The President accepted the Commission's recommendation on June 30, 2005, and on December 21, 2005, the Director of National Intelligence (DNI) announced the formal establishment of the DNI National Counterproliferation Center (NCPC).

The NCPC coordinates strategic planning within the IC to enhance intelligence support to United States efforts to stem the proliferation of weapons of mass destruction and related delivery systems. It works with the IC to identify critical intelligence gaps or shortfalls in collection, exploitation, or analysis, and develops solutions to ameliorate or close these gaps. It also works with the IC to identify long-term proliferation threats and requirements and develops strategies to ensure that the IC is positioned to address these threats and issues. NCPC coordinates with elements both inside and outside the IC and the U.S. Government to identify new methods and technologies that can enhance the capabilities of the IC to detect and defeat future proliferation threats.

Counterproliferation Integration Board (CPIB)

The Director of the NCPC is assisted by the ~~Counterproliferation Advisory Board (CPAB)~~ and by immediate science and technology and policy advisors in directing the organization in four main areas: ~~Analytic Integration, Collection Integration, Interdiction and Networks, and Resource Intelligence~~ Management and Investment, each comprising a Directorate. *Integration, WMD Security, Interdiction and CP Facilitation*

Application of the Records Control Schedule Disposition Instructions

The disposition instructions in the records control schedule are mandatory. Any Federal records received or created by NCPC personnel or NCPC contractors not specifically covered by this schedule or the General Records Schedules are to be retained until such time as an applicable disposition authority approved by the National Archives and Records Administration (NARA) is obtained. To take into account the fluid nature of electronic filing, those responsible for implementing this schedule should be aware that record copies of record types described in this schedule are to receive the prescribed disposition wherever they are filed.

The Information Management Officer with responsibility for NCPC records will support effective implementation of the disposition requirements of this schedule through the development and issuance of appropriate operational guidance and supplementary instructions necessary to assure adequate and proper documentation of the official mission, responsibilities, and actions of the NCPC.

Note on Sensitivity of NCPC Records

The majority of the records addressed in this schedule are classified as national security information in accordance with statutory and national policy directives. Most of the records series described in this schedule contain information classified to the TS/SCI level, requiring planning for their continued security until they are declassified or destroyed. The user of this schedule should assume the subject records are highly classified, including the possible presence of material marked RD and FRD, unless noted otherwise. In addition, certain series may contain material covered by the Privacy Act or potentially exempt from disclosure under the Freedom of Information Act for reasons other than national security, such as law enforcement information,

UNCLASSIFIED

UNCLASSIFIED

2 July 2010

commercially sensitive ("trade secrets") information, or grand jury documentation. An effort has been made to note these series.

Note on Vital Records

Although no vital records are currently identified in this schedule, records management personnel should be alert to the need to identify such records so that they can be accessed quickly when needed. Vital records are (1) those that specify how the ODNI will operate in case of an emergency or disaster, (2) those necessary to the ODNI's continued mission-critical operations during and after an emergency, and (3) those that must be preserved to protect the legal and financial rights and interests of the ODNI and of persons affected by the ODNI.

Note on Electronic Records

The NCPC staff maintain record copies of official files in electronic form on both shared and individual network drives. In addition, some staff members may keep some files on their individual local drives, although this is discouraged. Records kept on both the network and local individual drives that are not disposable under the General Records Schedules (GRS) are to be moved or copied to the network shared drives or kept in paper files, as appropriate, to be retained or destroyed in accordance with an approved ODNI disposition authority.

Records Descriptions and Disposition Instructions

DIRECTOR, DEPUTY DIRECTOR, AND CHIEF OF STAFF EXECUTIVE SECRETARIAT LEVEL RECORDS

Item	Title & Description	Disposition
1.	<p>"Front Office" and Executive Secretariat Files.</p> <p>Shared drive files, primarily electronic text files in MS OFFICE and PDF formats, containing records that are:</p> <ol style="list-style-type: none"> 1) Final products that document NCPC policies, decisions and recommendations, program and project collaboration determinations, and communications having IC-wide application and 2) Document routine administrative, facilitative, reference, and personnel files covered in items 7 and 8 and other files of transitory interest wherever located. 	
1a.	<p>NCPC Director's and Principal Deputy Director's Files.</p> <p>Records of NCPC policies, programs, projects, communications, and products that provide evidence of and information on NCPC's missions, responsibilities, collaborative leadership and performance and contribute to a proper understanding of the formulation and development of CP policy, decision-making, or actions, including memoranda for the record and the WMD Commission Archive.</p> <p>The collected hardcopy documents in the WMD</p>	<p>Permanent. Electronic Files: Maintain electronic files in active system until no longer needed, copy to verified new media as required for preservation and occasional reference. Transfer to NARA when 30 years old, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p> <p>Paper Files: Maintain paper files in current file area for 10 years or until no longer needed whichever is later, thereafter transfer to agency records storage area.</p>

UNCLASSIFIED
2 July 2010

	<p>Commission Archive are arranged by subject and thereunder chronologically.</p> <p>The record copies of electronic documents are maintained by the Executive Secretary in the shared drive "Correspondence Folder" which is organized and identified chronologically by year thereunder in two sections, incoming and outgoing, and thereunder by date.</p> <p>This folder's contents are registered and indexed in the "Action Tracker Correspondence Management Database" described in 4b.</p>	Transfer to NARA when 30 years old.
1a1.	Mission Manager's Calendar.	Temporary. Delete or destroy when no longer needed. GRS 23, Item 5b.
1a2.	Mission Managers Group Calendar for officials below Mission Manager level.	Temporary. Delete or destroy when 2 years old. GRS 23, Item 1.
1b.	ODNI Administrative Correspondence Folder. Copies of records provided to NCPC from other IC and CP organizations used for general reference and informational purposes.	Temporary. Screen annually and delete items when superseded or no longer needed for business purposes.
1c.	<p>"Action Tracker" Correspondence Management Database.</p> <p>Lotus-Notes database tool for identifying documents in the "Correspondence Folder" providing registry and access information for specific documents.</p>	Permanent. Maintain electronic files in active system until no longer needed, copy to verified new media as required for preservation and occasional reference. Transfer to NARA when 30 years old, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.
1d.	<p style="text-align: center;">Counterproliferation Integration</p> <p>Records of the Counterproliferation Advisory Board (CPAB). Board (CPIB)</p> <p>Meeting agendas, minutes, "Final Notes" and related subject files.</p>	Permanent. Maintain electronic files in active system until no longer needed, copy to verified new media as required for preservation and occasional reference. Transfer to NARA when 30 years old, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.
1e.	<p>Records of the Biological Sciences Experts Group (BSEG).</p> <p>Meeting agendas, minutes, and related subject files that include the results of deliberations and final recommendations.</p>	Permanent. Maintain electronic files in active system until no longer needed, copy to verified new media as required for preservation and occasional reference. Transfer to NARA when 30 years old, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.
1f.	Records of the Senior Steering Group (SSG) Meeting agendas, minutes, and related subject files that include the results of deliberations and final recommendations.	Permanent. Maintain electronic files in active system until no longer needed, copy to verified new media as required for preservation and occasional reference.

UNCLASSIFIED

2 July 2010

1g.	Records of NCPC Advisory Staff: Bio Advisor, the Science & Technology Advisor, and the Senior Projects Advisor. Records that constitute finished, integrated advisory products prepared for dissemination to NCPC components and/or the Intelligence Community.	Transfer to NARA when 30 years old, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations. Permanent. Maintain electronic files in active system until no longer needed, copy to verified new media as required for preservation and occasional reference. Transfer to NARA when 30 years old, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.
1h.	Meeting Planning Records. Administrative, logistical, participant lists, and other planning records in WORD, EXCEL, or PDF formats associated with preparations for Board, Group, and Advisor meetings and off-site conferences.	Temporary. Delete or destroy when 5 years old or when no longer needed, whichever is later.

INTELLIGENCE

ANALYTIC INTEGRATION DIRECTORATE

Item	Title & Description	Disposition
2.	Subject Files.	
2a.	Records documenting policy deliberations, recommendations, collaborative activities, CP analytic evaluation program and project plans, briefings, activities, and communications that result in submissions to NCPC leadership for final decisions, approvals, and actions. Substantive policy, analysis, planning, program, project, and collaboration documentation resides in formal submissions which are captured and maintained among records of the Director, Principal Deputy Director, and the Executive Secretariat.	Permanent. Paper Records: Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file is 30 years old. Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.
2b.	Bi-weekly/Weekly Reporting Files ("Activity Brief"). Bi-weekly or weekly reports prepared for NCPC and its component elements which provide a regular, concise rendering of the Directorate's activities progress, and problems. Directorate staff uploads the reports to SharePoint, the intranet tool used by NCPC.	Temporary. Delete or destroy when 5 years old or when no longer needed, whichever is later.

WMD SECURITY

COLLECTION INTEGRATION DIRECTORATE

Item	Title & Description	Disposition
3.	Subject Files.	
3a.	Records documenting policy deliberations,	Permanent. Paper Records: Retain paper

UNCLASSIFIED

2 July 2010

3b.	<p>recommendations, collaborative activities, CP collection program and project plans, briefings, activities, and communications that result in submissions to NCPC leadership for final decisions, approvals, and actions. Substantive policy, analysis, planning, program, project, and collaboration documentation resides in formal submissions which are captured and maintained among records of the Director, Principal Deputy Director, and the Executive Secretariat.</p> <p>Reporting Files ("Accomplishments" and "CI Bi-Monthly Activity Report").</p> <p>Reports prepared for NCPC and its component elements which provide a regular, concise rendering of the Directorate's activities progress, and problems. Directorate staff uploads the reports to Share Point, the intranet tool used by NCPC.</p>	<p>records in current files until no longer needed, and then transfer to ODN storage area. Transfer to NARA in five year blocks when most recent file is 30 years old.</p> <p>Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p> <p>Temporary. Delete or destroy when 5 years old or when no longer needed, whichever is later.</p>
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CP FACILITATION

INTERDICTION AND NETWORKS DIRECTORATE

Item	Title & Description	Disposition
4.	Subject Files.	
4a.	<p>Records documenting policy deliberations, recommendations, collaborative activities, CP interdiction and networks program and project plans, briefings, activities, and communications that result in submissions to NCPC leadership for final decisions, approvals, and actions. Substantive policy, analysis, planning, program, project, and collaboration documentation resides in formal submissions which are captured and maintained among records of the Director, Principal Deputy Director, and the Executive Secretariat.</p>	<p>Permanent. Paper Records: Retain paper records in current files until no longer needed, and then transfer to ODN storage area. Transfer to NARA in five year blocks when most recent file is 30 years old.</p> <p>Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
4b.	<p>"Bi-weekly or Weekly Reports" Files.</p> <p>Reports prepared for NCPC and its component elements which provide a regular, concise rendering of the Directorate's activities progress, and problems. Directorate staff uploads the reports to Share Point, the intranet tool used by NCPC.</p>	<p>Temporary. Delete or destroy when 5 years old or when no longer needed, whichever is later.</p>

UNCLASSIFIED

2 July 2010

RESOURCE MANAGEMENT & INVESTMENT DIRECTORATE

Item	Title & Description	Disposition
5.	Subject Files.	
5a.	<p>Records documenting policy deliberations, collaborative activities such as the "innovation fund," CP corporate resource infrastructure development and operations as well as budgeting, programming, project planning, and documentation associated with briefings, activities, and communications that result in submissions to NCPD leadership for final decisions, approvals, and actions. Substantive policy, analysis, planning, program, project, budget, and collaboration documentation resides in formal submissions which are captured and maintained among records of the Director, Principal Deputy Director, and the Executive Secretariat.</p>	<p>Permanent. Paper Records: Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file is 30 years old.</p> <p>Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
5b.	<p>"Weekly Accomplishments" ("RMI Weekly Activity Report" Files.</p> <p>Reports prepared for NCPD and its component elements which provide a regular, concise rendering of the Directorate's activities progress, and problems. Directorate staff uploads the reports to Share Point, the intranet tool used by NCPD.</p>	<p>Temporary. Delete or destroy when 5 years old or when no longer needed, whichever is later.</p>
6.	Working Papers	
6a.	Substantive Working Papers	
6a1.	<p>Drafts and other work papers that were coordinated outside the unit of origin and contain information that adds to a proper understanding of the formation and development of final products that embody significant policies, decisions, or actions. Such products have Community-wide reach, public visibility, initiate change, or set precedent.</p>	<p>Permanent.</p> <p>Paper records: If possible, file working papers with the final version of the document to which they relate. Or, retain in current files until no longer needed, then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old.</p> <p>Electronic records: If possible, file working papers in appropriate recordkeeping systems with the final version of the document to which they relate. Or, maintain in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>

UNCLASSIFIED
2 July 2010

6a2.	Drafts and associated materials related to final decisions, actions, products, or policies of transitory or routine significance.	Temporary. Delete or destroy when 3 years old or when no longer needed, whichever is later.
6b.	Non-Substantive Working Papers Collected and created materials not coordinated and/or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These drafts and working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion, reference or consultation, and associated transmittals, notes, reference and background materials.	Temporary. Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.
7.	Human Resources Records.	
7a.	Supervisors' copies of Official Personnel Files documentation.	Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer per GRS 1, item 18.
7b.	Applications for employment, interview files, vacancy announcements, and similar files.	Temporary. Employee interview records: Destroy 6 months after transfer or separation of employee per GRS 1, item 8. Interview records and applications of unsuccessful applicants: Destroy when no longer needed.

**ADMINISTRATIVE RECORDS COMMON TO NCPC STAFF OFFICES AND
DIRECTORATES**

Item	Title & Description	Disposition
8.	Administrative Records.	
8a.	Facilitative records, including administrative subject files, suspense files, tracking, control, and transactional records and databases not related to policy or program functions, facilities and logistic support records, time and attendance records, security logs and other access documentation, appreciation certificates, check in/check out forms, phone rosters, web-site support documentation, access requests, document receipts, pictures and seals, routing slips, and similar material as well as other transitory, non-program, non-policy documents kept for convenience of reference and/or which relate to routine internal administration or housekeeping activities of the office rather than the missions, policies, and functions for which the office exists.	Temporary. Delete or destroy when 2 years old or when no longer needed per GRS 23.
8b.	Reference documentation containing copies of	Temporary. Destroy when no longer

UNCLASSIFIED
2 July 2010

	memoranda, reports, budgets, publications, and other agency records maintained for reference purposes.	needed or when superseded.
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Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 U.S.C. 3024(m)(1) which "protects, among other things, the names and identifying information of Office of the Director of National Intelligence personnel." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>