

# Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NARA)  
Washington, DC 20408

1. From: (Agency or establishment)  
**Office of the Director of National Intelligence**  
2. Major Subdivision  
**Country Mission Managers**  
3. Minor Subdivision

4. Name of Person with whom to confer  
**John F. Hackett**

5. Telephone (Include area code)  
**703-275-2215**

## 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 4 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

has been requested

Signature of Agency Representative

*John F. Hackett*

Title

**Director of Information Management**

Date (mm/dd/yyyy)

*4/15/2009*

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
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1. Records of the North Korea Mission Manager, Cuba-Venezuela Mission Manager, Iran Mission Manager, and similar components that may be established in the future with a country-specific mission. See attached 4 pages.

→ *National Intelligence Managers*

*— Please note per pen & ink  
Change dated 10/30/13  
this schedule applies to  
"National Intelligence Managers"*

**Office of the Director of National Intelligence  
Offices of the Country Mission National Intelligence Managers**

**Records Control Schedule**

**Mission Description**

National Intelligence Managers (NIMs) serve as the single focal point within the ODNI for all activities related to their portfolios. They are the DNI's principal advisors for community oversight and coordination of their respective mission area. NIMs integrate the Intelligence Community's (IC) collection and analytic efforts for their designated region, country, functional issue, or topic. NIMs are responsible for intelligence mission management within their area of responsibility; they maintain cognizance of the IC's activities and understand the range of customer requirements; and they maintain senior-level contacts within the intelligence, policymaking, and warfighting communities to ensure that the full range of informational needs related to their mission area are met.

NIMs are also responsible for the development and implementation of one or more Unifying Intelligence Strategies and other plans and campaigns to integrate IC activities. They also contribute directly to the DNI's and IC senior leaders' resource management deliberations and decisions.

~~The Mission Managers for North Korea, Cuba-Venezuela, Iran, and any subsequent country mission managers that arise are responsible for integrating collection and analysis on their respective subjects across the Intelligence Community, identifying and filling gaps in intelligence, and planning and ensuring the implementation of strategies, among other duties.~~

~~The Mission Managers lead the Intelligence Community at a strategic level rather than directly managing operations or analysis. Their areas of interest are designated as high priority intelligence targets by the highest levels of the government.~~

**Application of the Records Control Schedule Disposition Instructions**

This schedule will also apply to similar components that may be established in the future with a country-specific mission.

The disposition instructions in the records control schedule are mandatory. Any Federal records received or created by Mission-Manager-NIM staff or contractors not specifically covered by this schedule or the General Records Schedules are to be retained until an applicable disposition authority approved by the National Archives and Records Administration (NARA) is obtained.

The Information Management Officer with responsibility for Mission-Manager-NIM 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 Mission-Manager-NIMs' missions, responsibilities, and actions.

**Note on Sensitivity of Mission-Manager National Intelligence Manager 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 highest levels, requiring appropriate planning for their continued secure storage until they are declassified or destroyed. The user of this schedule should assume the subject records are highly classified unless noted otherwise. In addition, certain series may contain material covered by the Privacy Act or be potentially exempt from disclosure under the Freedom of Information Act for reasons other than National Security, such as law enforcement information, commercially sensitive ("trade secrets") information, or grand jury documentation. An effort has been made to note these series.

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**243 May August 20130**

**Note on Electronic Records**

The Mission Managers-NIMs and 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 or network 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**

Item	Title & Description	Disposition
MM 1.	<b>Program Subject Files</b> These files are coordinated outside the unit of origin or contain information that adds to a proper understanding of the formation and development of significant final policy, decisions, or actions. Records relate to, support, and fulfill the mission of integrating collection and analysis associated with the mission target across the Intelligence Community by identifying and filling gaps in intelligence and planning and ensuring the implementation of strategy. Records include Memos for the Record and associated Staff Summary Forms, Congressionally Directed Action Coordination files, Annual Reports, Memorandums of Conversation, results from Collection Board meetings, records of Collection and Analysis Postures, Strategy and Implementation files, Crisis Management Plans, briefing materials, and other program-related records. Subject files not meeting these criteria for permanent retention may be covered under item MM 6.	<b>Permanent.</b> Paper records: 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.  Electronic records: 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.
MM 2.	<b>Integration Management Council/ NIM-Mission Manager-Controlled Files</b> Electronic systems used to track all program-related controlled communications (memoranda and other correspondence) signed by a Mission Manager NIM; internal and external taskings; preparations, agendas, files and follow up materials for meetings regarding actions.	<b>Permanent.</b> Paper records: 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.  Electronic records: 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.

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<b>MM 3.</b>	<p><b>Senior Strategy Board-NIM Council/Integration Management Council/Integration Management Board and Working Group Files</b>  Meeting minutes, agendas, after action reports, contact lists, other key documentation, and related records used and created by boards and working groups, including such as the Senior Core Group, Experts Panel, or other panels of senior Intelligence Community officials in deliberations on strategic objectives and current critical issues within the purview of the Mission Managers NIMs.</p>	<p><b>Permanent.</b>  Paper records: 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: 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>
<del><b>MM 4.</b></del>	<p><b>IMC/NIM Mission Manager's Group Calendar</b>  Lotus Notes (or successor) databases containing the schedule and activities of the Mission Manager NIM and the staff.</p>	<p><b>Temporary.</b> Delete or destroy when 2 years old or when no longer needed. GRS 23, Item 5</p>
<del><b>MM 5.</b></del>	<p><b>Common Administrative Records</b>  Office operating files and facilitative records. Includes administrative subject files, suspense files, tracking and control records not appropriately filed under "Mission Manager-NIM Controlled Files", travel records, and other transitory documents kept for convenience of reference or short-lived use and which relate to routine internal administration or housekeeping activities of the office rather than the mission functions for which the office exists. Includes files containing standard operating procedures and resulting products relating to orientation, paperwork, and system privileges for arriving and departing employees, including copies of personnel paperwork maintained as record by Human Resources. Routine facilitative records may include briefings, calendars, clearance information, contact information, log sheets, routing sheets, templates, and training documentation, weekly and other periodic reports that provide status and workload information reflecting the day-to-day activities of the office.</p>	<p><b>Temporary.</b> Delete or destroy when 2 years old or when no longer needed per GRS 23, Item 1 or, for personnel-related records, delete or destroy as specified for type of record per GRS 1.</p>

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243 May August 20130

<b>MM 6.</b>	<b>Working Papers</b>	
<b>MM 6a.</b>	<b>Substantive Working Papers</b>	
<b>MM 6a1.</b>	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.	<b>Permanent.</b> 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.  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.
<b>MM 6a2.</b>	Drafts and associated materials related to final decisions, actions, products, or policies of transitory or routine significance.	<b>Temporary.</b> Delete or destroy when 3 years old or when no longer needed, whichever is later.
<b>MM 6b.</b>	<b>Non-Substantive Working Papers</b> 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.	<b>Temporary.</b> Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.

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/>