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

Office of the Executive Secretary

3. Minor Subdivision

4. Name of Person with whom to confer	5. Telephone (include area code)
John F. Hackett	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 ___5___ 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:

[X] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Jn F. Hackett	Director of Information Management	07/31/2009

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1.	Records of the Office of the Executive Secretary. See attached 5 pages.		

Office of the Director of National Intelligence
OFFICE OF THE DIRECTOR OF THE INTELLIGENCE STAFF
EXECUTIVE SECRETARIAT

Records Control Schedule

Mission Description
The Executive Secretariat, a component of the Office of the Director of the Intelligence Staff, provides a range of administrative and executive staff support to the DNI, the Principal Deputy DNI, and the Director of the Intelligence Staff. As the Director's Correspondence Management Element, the Executive Secretariat serves as the ODNI focal point for receipt, handling, and internal distribution of official internal and external correspondence.

The Executive Secretariat's principal functions are to:

- Maintain the Executive Registry, Records, and Actions Management System for the DNI, Principal Deputy DNI, and the Director of the Intelligence Staff.

- Review and distribute all official internal and external correspondence and communications and maintain record copies of all DNI and PDDNI documents.

- Set standards and formats for, and monitor quality of, ODNI correspondence.

- Serve as the receiving and dispatch point for DNI and PDDNI official correspondence and communications, working with all offices, including public and congressional affairs, to ensure logging, tasking, and tracking of all inbound and outbound correspondence and communications.

- Serve as dispatch point for JICC, IC Leadership Committee, and EXCOM meeting information and correspondence.

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 Office of the Executive Secretary personnel or 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 the records of the Office of the Executive Secretary 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 component.

Note on Sensitivity of 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 planning for their continued security 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 Privacy Act or Freedom of Information Act restrictions 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.

Note on Vital Records
Records management personnel should be alert to the need to identify vital 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 Executive Secretary and staff maintain record copies of many 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 the standard operating procedure is that files of substantive, enduring value are to be saved on the shared drive. 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
ES 1.	**Executive Registry, Records, and Actions Management System** This system includes official incoming and outgoing correspondence and communications encompassing the entire spectrum of ODNI missions, policies, procedures, operations, and activities, as well as public and congressional affairs which involve the ODNI, the Principal Deputy and the Director of the Intelligence Staff. The system is supported by a database designed to maintain metadata and content information on all communications received or sent by ODNI leadership and also to control taskings, routing, concurrences, and approvals of actions and responses to internal and external requirements. The system incorporates taskings, messages, correspondence, reports, studies, and extensive communications with the Congress, the NSC, the White House, and other government departments and agencies, as well as ODNI components, non-government organizations and the public. Also included are minutes and other records of IC Leadership Committee and other high level councils, committees, task forces, and groups in which the ODNI leadership holds functional or secretariat responsibilities.	

Item	Title & Description	Disposition
	Action items are controlled using an ODNI Staff Summary Form (SSF) which includes document control, tracking, subject, content summary, recommendation, and coordination/approval information. Each document in the system is maintained in electronic and hardcopy form.	
ES 1a.	**Consolidated Hardcopy Files.** Input/incoming and output/final/signed documents, including both transaction documents (SSF) and content documents with associated attachments. Arranged and numbered in chronological order using a system-supplied (ES) control number. 2005 to present.	**Permanent.** 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 in block is 30 years old.
ES 1b.	**Executive Registry, Records, and Actions Management Database** Input/incoming and output/final/signed documents are produced or scanned and filed in Portable Document Format (PDF). The database indexes, controls, and retrieves each action item file and maintains the metadata for and the electronic record of the hardcopy file.	**Permanent.** 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.
ES 1c.	**Essential System Documentation** including codebooks, record layouts, data dictionaries, and other primary system configuration and operations documentation in both electronic and paper form.	**Permanent.** $GRS\ 20\ /\ Item\ 11\ (a)(2)$ 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 in block 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.
ES 1d.	**Non-essential System Files,** including routine administrative, service, testing, facilitative, and support documentation.	**Temporary.** Destroy when no longer needed per GRS 20, Item 1.

Item	Title & Description	Disposition
ES 2.	**Subject Files** Electronic subject files on the shared drive containing work products developed during tasking, circulation, substantive evaluation, administrative control, oversight, record keeping and reference in the course of providing executive services to the highest levels of the ODNI. 2005 to present.	
ES 2a.	**Electronic Copies of Executive Registry Files.** This subseries consists of copies of E/S numbered documents from the registry arranged by subject or name of principal official, and there under chronologically. Documentation reflects policy determinations, actions, and communications of the ODNI's highest level officials. The files augment the Registry files described in item ES 1. They often contain supplementary information and are also maintained for ease of reference and for vital records redundancy. Among the most important subseries are: -Congressional -DNI Signed Correspondence -EXCOM Meetings (Including summary minutes and agendas) -Historical Records (including signed correspondence of past DNIs.) -Records of high level policy committees and working groups, such as Joint Intelligence Coordinating Committee (JICC), and Deputy JICC, and the IC Leadership Committee (ICLC).	**Permanent.** 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.
ES 2b.	**Substantive Working Papers**	
ES2b1	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.	**Permanent.** 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.
ES2b2	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.

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Item	Title & Description	Disposition
ES 2c.	**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.
ES 2d.	**Reference Material and Non-substantive Correspondence** Items received and determined by the Executive Secretariat to have insufficient value or relevance for inclusion in the Executive Registry, Records, and Actions Management System, including copies of materials produced outside the ODNI kept for convenience of reference and other non-record material.	**Temporary.** Delete or destroy when no longer needed or after the term specified for the record type, GRS 23, items 1-10.
ES 2e.	**Common Administrative Records** Office operating files and facilitative records. Includes administrative subject files, suspense files, tracking and control records, 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, templates, and training documentation, weekly and other periodic reports that provide status and workload information reflecting the day-to-day activities of the Executive Secretariat.	**Temporary.** 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.

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