

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

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

JOB NUMBER

71-371-02-8

DATE RECEIVED

9-25-2002

1. FROM (Agency or establishment)  
Department of Defense

**NOTIFICATION TO AGENCY**

2. MAJOR SUBDIVISION  
Defense Information Systems Agency (DISA)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
Director and Command Staff (DD)

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. Carl Smith, General Counsel

5. TELEPHONE  
(703) 607-6759

DATE

1-14-03

ARCHIVIST OF THE UNITED STATES

*John W. Carl*

**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 3 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  
20020920

SIGNATURE OF AGENCY REPRESENTATIVE  
*Tommie Gregg, Sr.*  
Tommie Gregg, Sr.

TITLE  
CIO/IRM (703) 681-4313  
Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>(Chapter II, Supplement I, Section VIII) DISAI 210-15-6, Records Management Manual</p> <p>LEGAL FILES</p> <p>Files in this section consist of Advisory, Opinions, Litigation, and Nondisclosure Agreements.</p> <p>(SEE ATTACHED SHEETS)</p> <p><i>cc Agency NA NWMW</i></p>		

## Section VIII. LEGAL FILES

208-02: Legal Advisory Files. Documents reflecting legal opinions which are accumulated incident to queries and as a result of proactive initiatives concerning manpower; labor relations; unfair labor practices; equal employment opportunity; personnel complaints and grievances; conflict of interest; ethics in government; standards of conduct (other than records dealing with financial disclosures); fiscal and budgetary issues; correspondence concerning proposed legislation; copies of proposed bills and enactments; contract litigation (including award protests and claims); contract compliance and interpretation; and legal advice on the management and organization of the agency.

Disposition: Destroy when 10 years old or when no longer needed, whichever is later. **(NN 170-106, Unscheduled)**

208-03: Legal Opinions on International Matters Files. Documents pertaining to the DISA legal position on such matters as international agreements, military treaties, and similar matters. Included are copies of negotiations leading to agreements and treaties, guidance data for international conferences, and related papers.

Disposition: Destroy when 10 years old or when no longer needed, whichever is later. **(NN 170-106, Unscheduled)**

208-05: Legal Opinions on Communications Planning Files. Documents containing the DISA legal position concerning proposed communications satellites; special communications plans involving other Federal Government agencies, such as the Federal Communications Commission, Federal Aviation Administration; and General Services Administration, and the White House; similar plans and issues relating to State Public Utility Commissions and other similar plans. Included are documents and copies on emergency planning for telecommunications and legal opinions relating thereto. Also included are documents relating to DISA or DOD participation in any rulemaking, order, or decision relating to communications or to DISA or DOD's interests in acquisitions and mergers (CFIUS documents).

Disposition: Destroy when 5 years old **(NN 170-106, Unscheduled)**.

208-06: Litigation Files. Documents relating to proceedings before the Federal Communications Commission (FCC), State public utility commissions (PUC's), Federal and State Courts, and other administrative fora in which DoD is a party. Organized by Agency Docket Number. This file includes acquisition protests and claims to the General Accounting Office (GAO), boards of contract appeals, and federal courts, proceedings at the Equal Employment Opportunity (EEO) Commission, the Merit Systems Protection Board (MSPB), and the Federal Labor Relations Authority (FLRA).

Disposition: Destroy 3 years after proceeding is terminated or when any right to appeal expires, whichever is later. (New)

208-11: Nondisclosure Agreements with Private Industry.

Agreements between DISA, NCS, and DoD with private industry to protect proprietary information provided to DISA, NCS, and DoD by the firms.

Disposition: Destroy 5 years after agreement expires. (New)

208-12: Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition:

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced. (New)

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed. (New)