

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>	Job Number <b>N1-373-00-1</b>
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To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED <b>04/19/00</b>
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1. FROM (Agency or establishment) <b>Defense Intelligence Agency</b>	<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
2. MAJOR SUBDIVISION <b>Missile and Space Intelligence Center</b>	
3. MINOR SUBDIVISION	

4. NAME OF PERSON WITH WHOM TO CONFER <b>(b)(3)</b>	5. TELEPHONE <b>(b)(3)</b>	DATE <b>7-6-00</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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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 \_\_\_ 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 <b>4/11/00</b>	SIGNATURE OF AGENCY REPRESENTATIVE <b>(b)(3)</b>	TITLE <b>(b)(3)</b>
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7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>SEE ATTACHED LIST.</b>		

1. MSIC Open Source Collection. Includes copies of articles, reports, and other documents gleaned from trade journals and other open sources.

TEMPORARY. Destroy when of no further value.

2. MSIC Reference Repository. Collection of MSIC-produced reports and other documents as well as copies of documents produced by other DOD components, Federal agencies, and foreign countries. Includes paper and electronic copies. A record copy of all finished production will be maintained by the Production Library at DIA HQ.

- a. Official Files. TEMPORARY. Destroy when of no further value.
- b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

3. Threat Simulator Validation Reports and Approval Letters. Copy of report submitted to DIA/MSIC by the Services for validation of the design and operation of threat simulators. File includes copy of MSIC response.

- a. Official Files. TEMPORARY. Destroy when 3 years old.
- b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

4. Threat System Representations Program Management Files. Files used to track and oversee the disbursement of funds to various organizations for the development of threat systems representations. Includes copies of contract, summary sheets that list projects and allocated funds, Military Interdepartmental Purchase Requests, monthly obligation reports, memorandums, and other related records.

- a. Official Files. TEMPORARY. Destroy when 5 years old.
- b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

5. **DODIP Product Folders.** Files used to track the completion of DODIP PRODUCTS. Includes various forms, distribution lists, document release form, cover of finished report, correspondence, and other related records.
  - a. Official Files. TEMPORARY. Destroy when 3 years old.
  - b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.
  
6. **Equipment Tracking Files.** Receipts, such as DD Form 1149, used to track missiles, missile parts, and other equipment that MSIC has distributed.
  - a. Official Files. TEMPORARY. Destroy when 20 years old.
  - b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.
  
7. **Non-Proliferation Files.** Files related to the transfer and proliferation of technologies associated with ballistic missiles.
  - a. Official Files. PERMANENT. Retire to FRC when 5 years old. Transfer to National Archives when 30 years old.
  - b. Electronic records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.
  
8. **Scientific and Technical Assessment Project Files.** Files developed in response to a production requirement or other tasking. Typically these projects result in a finished production report. Files include reports, memorandums, copies of articles, photographs, analysts' notes, other background material, and "author's copy" of report.
  - a. Official Files. TEMPORARY. Destroy 6 years after project completed.
  - b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

9. Foreign Materiel Exploitation Project Files. Files related to the exploitation of a foreign weapons, communications, or other systems. Includes interim reports, memorandums, funding documents, exploitation plans, lab studies, test results, and other records related to these projects.
  - a. Official Files. TEMPORARY. Destroy 30 years after completion of project.
  - b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.
  
10. Characteristics and Performance Databases. Raw data regarding scientific and technical assessments of foreign weapons systems or a foreign nation's capabilities. Data taken from SAFE, Intellink, CIRC, and other sources. Databases developed by analysts in response to a production requirement or other tasking.
  - a. Official Files. TEMPORARY. Destroy 2 years after project completed.
  - b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.
  
11. Contractor Reports. Reports prepared by contractors related to technical and scientific assessments of foreign weapons systems.
  - a. Official Files. TEMPORARY. Destroy when 25 years old.
  - b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.
  
12. Military Equipment Parametric and Engineering Database. Contains scientific and technical assessments of foreign weapons systems that has been reviewed and made available for customers, including DOD and the intelligence community.

DISPOSITION NOT AUTHORIZED.

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the Defense Intelligence Agency." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

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