

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-373-88-2	DATE RECEIVED NOV. 30, 1987
1 FROM (Agency or establishment) Defense Intelligence Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION (b)(3)		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION (b)(3)			
4 NAME OF PERSON WITH WHOM TO CONFER (b)(3)	5 TELEPHONE EXT (b)(3)	DATE 11/23/87	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B. DATE 23 Nov 87	C. SIGNATURE OF AGENCY REPRESENTATIVE (b)(3)	D. TITLE
-----------------------------	--	----------

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GSA OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	New Items 149 OFFICE AUTOSEVCOM OPERATIONS (KY-3). Reference copies of pertinent regulations governing use of KY-3. Includes COMSEC account custodian orders, local SOP's, requests/justification/approval for KY-3 and extensions located in other offices of the Directorate. Includes daily inventory sheets and key cards. TEMPORARY - Destroy when superseded, obsolete or no longer required.		
2	165 OFFICE CHARITABLE AFFAIRS FILES. Records reflecting office participation in charitable affairs such as Combined Federal Campaign, Army Emergency Relief, Air Force Assistance, Navy Relief Society, blood donor program, and other programs of a charitable nature. Materials contained herein pertain		



REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 2 OF 3
7. ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
3	<p>to campaign/program management within each element. Individual lists of contributors are subject to the Privacy Act and will be destroyed by the appointed element keyperson immediately upon termination of the campaign/program.</p> <p>a. Contributor lists - TEMPORARY - Destroy upon completion of the campaign program within the Agency.</p> <p>b. All other material - TEMPORARY - Destroy when 3 months old or when no longer needed, whichever is sooner. (Item 3b only GRS 23, Item 4c)</p> <p>290 IG SELF-INSPECTION CHECKLISTS/REPORTS. Records consist of 21 self-inspection IG checklists based on DIA regulations and manuals. Subjects include, but are not limited to: security, funding, training, personnel management, legal concerns, communications, acquisition, etc. Annual reports are submitted to the IG Office from Division level.</p> <p>a. Reports maintained by the IG Office - TEMPORARY - Hold for 2 years and destroy.</p> <p>b. Checklists maintained in offices that compile reports - TEMPORARY - Hold for 1 year and destroy.</p>		
4	<p>298 DOD HOTLINE REFERRALS. Materials relating to the referral by DoD/IG Hotline and the follow-on of documentation created as a result of actions conducted by the IG, including reports, records of actions taken and supporting papers.</p> <p>TEMPORARY - Hold 3 years after completion and adjudications of all actions and then destroy.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 3 OF 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
5	<p>362 DOD PROGRAMMING SYSTEM. Reference copies of documents pertaining to the establishment, maintenance, and revision of the Financial Force Structure and Financial Program, and the internal and external programs required to carry out the assigned responsibilities of the DoD General Intelligence functions.</p> <p>TEMPORARY - Destroy when superseded or rescinded.</p>		
6	<p>373 OFFICIAL REPRESENTATION FUNDS. Expenditures by Directorates for entertainment of foreign guests, purchase of plaques, and similar items.</p> <p>TEMPORARY - Destroy 4 years after close of the fiscal year.</p>		
7	<p>475 ALCOHOL AND DRUG ABUSE REPORTING PROGRAM. Correspondence/ listings which contains a variety of personnel and directory data, security, education, training, financial and health information, location, telephone and employment related records.</p> <p>Records are maintained in the EEO office.</p> <p>TEMPORARY - Destroy 2 years after termination of the case.</p>		
8	<p>610/1 (b)(3) RECORDS. Records relating to the policy, precedents, notices, memoranda, routine correspondence, security surveys and other matters of the (b)(3)</p> <p>(b)(3)</p> <p>TEMPORARY - Destroy when superseded. Record copy is in the Foreign Exchange and Disclosure Division.</p>		

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/>