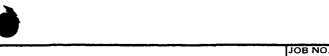
REC	QUEST FOR RECORDS DISPOSITION AUTHORITY	100 110	LEAVE BLANK	
	(See Instructions on reverse)	N/ -37	3-88-2	
	L SERVICES ADMINISTRATION AL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	NOV. 36		
1 FROM (Agenc	y or establishment) Intelligence Agency		TIFICATION TO AGEN	CY
2 MAJOR SUBC		the disposal requ	with the provisions of uest, including amendm	ents, is approved
(b)(3)	DIVISION	approved" or "v	s that may be marked withdrawn" in column disposal, the signature of	10 If no records
(b)(3)	RSON WITH WHOM TO CONFER [5 TELEPHONE EXT	not required	ARCHIVIST OF THE UI	VITED STATES
(b)(3)	ASON WITH WIRDIN TO CONTER 15 TELEPHONE CX1	1		~ ~
6 CERTIFICAT	E OF AGENCY REPRESENTATIVE	(2/1)	X L W W	
that the reco agency or w Accounting attached	tify that I am authorized to act for this agency in matters pertords proposed for disposal in this Request of page(s) page(s) and the needed after the retention periods specified, and Office, if required under the provisions of Title 8 of the GAC currence is attached, or X is unnecessary	s) are not now that written i	needed for the bu concurrence from	siness of this the General
B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE D. TITLE			
23 how 87	(b)(3)			
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	New Items			
1.	149 OFFICE AUTOSEVCOM OPERATIONS (KY-3). Refere	ence copies	of	
	pertinent regulations governing use of KY-3. In	ncludes COMS	SEC	
	account custodian orders, local SOP's, requests,	/justificati	ion/	
	approval for KY-3 and extensions located in othe	er offices o	of	
	the Directorate. Includes daily inventory sheet	ts and key		
	cards.			
	TEMPORARY - Destroy when superseded, obsolete or	no longer		
	required.			
2	165 OFFICE CHARITABLE AFFAIRS FILES. Records re	eflecting		
	office participation in charitable affairs such	as Combined	d	
	Federal Campaign, Army Emergency Relief, Air For	rce Assistar	nce,	
	Navy Relief Society, blood donor program, and of	ther program	ns	
	of a charitable nature. Materials contained her	ein pertain	n	

115-108 Capies port to Reging

MSN 7540-00-634-4064 4/26/\$3



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)
	to campaign/program management within each element. Individ-		
	ual lists of contributors are subject to the Privacy Act and		
	 will be destroyed by the appointed element keyperson immed-		
ı	iately upon termination of the campaign/program.		
	a. Contributor lists - TEMPORARY - Destroy upon completion		
	of the campaign program within the Agency.		
!	b. All other material - TEMPORARY - Destroy when 3 months		
l	old or when no longer needed, whichever is sooner. (Item 3b		-
	only GRS 23, Item 4c)		Įi.
3	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.		
	a. Reports maintained by the IG Office - TEMPORARY - Hold		
	for 2 years and destroy.		
-	b. Checklists maintained in offices that compile reports -		
	TEMPORARY - Hold for 1 year and destroy.		
4	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.		
	TEMPORARY - Hold 3 years after completion and adjudications		
	of all actions and then destroy.		

7	ST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	9 GRS OR	3 OF
NO NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	SUPERSEDED JOB CITATION	(NARS USE ONLY)
5	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	1	
	assigned responsibilities of the DoD General Intelligence		
	functions.		
	TEMPORARY - Destroy when superseded or rescinded.		
6	373 OFFICIAL REPRESENTATION FUNDS. Expenditures by Director-		
	ates for entertainment of foreign guests, purchase of plaques,		
	and similar items.		
	TEMPORARY - Destroy 4 years after close of the fiscal year.		
7	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.		
	Records are maintained in the EEO office.		
	TEMPORARY - Destroy 2 years after termination of the case.		
8	610/1 (b)(3) RECORDS. Records relating to the policy, prece-		
	dents, notices, memoranda, routine correspondence, security		
	surveys and other matters of the (b)(3)		
	(b)(3)		
	TEMPORARY - Destroy when superseded. Record copy is in the		
	Foreign Exchange and Disclosure Division.		

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/