

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-373-88-9

DATE RECEIVED

5-5-88

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

Defense Intelligence Agency

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

2. MAJOR SUBDIVISION

(b)(3)

3. MINOR SUBDIVISION

(b)(3)

4. NAME OF PERSON WITH WHOM TO CONFER

(b)(3)

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

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 10 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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

25 April 1988

(b)(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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	1020 DEFENSE-WIDE INTELLIGENCE PLANS. Published plans on Continuity of Operations Plan (COOP), Crisis Management Plan (CRIMP), and related background papers. Reference/Information Copy - TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.		
2	1025 INTERNAL PLANNING/PROGRAMMING. Studies, plans and related documents on project management systems, goals and objectives, and functional managers. TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.		
3	1030 MOBILIZATION PLANS. Plans concerning National, Emergency Mobil Preparedness Board, Federal Emergency Management Agency (FEMA), DoD Master Mobilization (with drafts/DIA responses), Annex N and DoD Directives and instructions.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

2 OF 10

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	OSD, OJCS, DIA, Military Reserves & U&S Commands/Service Mobilization Plans.		
4	TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.		
4	1035 EXERCISES. Participation in exercises such as: Blue Flag, Coldfire, Fortress Challenge, Gravity Scare, Border Star, etc. File contains the final report on the Agency's participation in planned exercises.		
5	TEMPORARY - Destroy when no longer needed for current operations.		
5	1040 NATIONAL MILITARY INTELLIGENCE CENTER (NMIC) INTERFACE/COORDINATION. Documentation of operations/intelligence interface, alert center relationships, intelligence community files, Command and Control System Master Plans, Systems Policy Council records, National Intelligence Tasking Center files, and Systems Planning Office records.		
6	TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.		
6	1045 SYSTEM SUPPORT NMIC. Reference copies of documents on telecom system, community data base on terrorism and other DIA systems.		
7	TEMPORARY - Destroy when superseded or obsolete or no longer needed for current operations.		
7	1050 NMIC Support System. Status reports, concepts/requirements, personnel/training, hardware/software, funding issues, systems operations/performance, subsystems, etc.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

3 OF 10

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	<p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
8	<p>1055 ADVANCED INDICATIONS SYSTEMS (AIS). Documents on funding issues, applications, operations/performance, system development, concepts, AIS descriptions, correlators, requests for operational support, data access/acquisition, and personnel/training and related records.</p>		
	<p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
9	<p>1060 SPACE EXPLOITATION PROGRAM. Development plans, evaluations, and analysis of space systems/programs.</p>		
	<p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
10	<p>1065 ELECTRONIC INTELLIGENCE (ELINT). Reports on foreign noncommunications electromagnetic radiations, studies on radar emissions of foreign weapon system and data access/acquisition information.</p>		
	<p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
11	<p>1075 CONTRIBUTIONS TO DIA PRODUCED INTELLIGENCE PRODUCTS. Copies of contributions to intelligence publications, studies, reports for which another DIA office is responsible for consolidation and preparations.</p>		
	<p>TEMPORARY - Destroy 1 year after completion of all actions.</p>		
12	<p>1080 CONTRIBUTION TO NON-DIA PUBLICATIONS. Records reflecting the consolidated inputs of the Military Services and DIA contributions to non-DIA publications. File</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE 4 OF 10

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	documents, all actions, comments, and coordination required by DIA to fulfill requirements levied on DIA.		
13	TEMPORARY - Destroy when publication is issued.		
	1085 STRATEGIC PLANNING RECORDS. Records reflecting overall structures, goals, objectives and actions which are focused on the 10-15 year future time frame, major shifts in policy and plans.		
	TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.		
14	1087 PROJECTS/STUDIES. Individual projects/studies relating to the division's management function, such as analyses of policies/procedures, or actions or changes in the manner of planning, directing, controlling or doing work assigned or directed.		
	TEMPORARY - Destroy when purpose has been served or upon completion of the study/project, whichever is sooner.		
15	1090 INDICATOR LISTS. Lists compiled from intelligence reference materials on actual or potential crisis situations.		
	TEMPORARY - Destroy after 5 years.		
16	1092 DEFENSE INTELLIGENCE PRODUCTION SCHEDULE. Annual intelligence products schedule listing programmed products of the Agency, the Military Departments and the Unified and Specified Commands, with pertinent background data and records accumulated as a result thereof. a. Record Copy - TEMPORARY - Hold in current files area until no longer needed for reference. Destroy when 10 years old.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE
5 OF 10

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	<p>b. Reference Copy - TEMPORARY - Destroy when superseded, obsolete or no longer needed for reference.</p>		
17	<p>1100 INTELLIGENCE COLLECTION RECORDS. Records pertaining to the review, validations, coordination, analysis, and evaluation of raw intelligence.</p> <p>Reference/Information Copy - TEMPORARY - Cut off annually, hold 1 year and destroy.</p>		
18	<p>1104 INTELLIGENCE COLLECTION MANAGEMENT RECORDS. Files pertaining to the intelligence functions of the division. They contain policies, briefing aids, support materials, programs and activities, including those for objectives and goals, reviews of intelligence programs and recommendations for funding.</p> <p>TEMPORARY - Cut off annually, destroy after purpose has been served.</p>		
19	<p>1106 COLLECTION REQUIREMENTS. Correspondence, messages, and documents pertaining to levy and collection action.</p> <p>TEMPORARY - Hold 1 year after cancellation; destroy.</p>		
20	<p>1108 FUNCTIONAL INTELLIGENCE MANAGEMENT. Records consist of collection management: Signals Intelligence (SIGINT), Human Intelligence (HUMINT), and other intelligence plans.</p> <p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
21	<p>1110 SYSTEM RESEARCH. Project case files reflecting the complete history of systems operations from initiation to completion. They include such documentation as support</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE
6 OF 10

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	<p>services, thesaurus, ADP systems, decisions, implementation plans, system requirements, technical and scientific findings, status of results and final conclusions.</p> <p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
22	<p>1112 SYSTEMS RESEARCH SUPPORT FILES. Records reflecting applications of theories of a scientific or technical nature documenting progress and conclusions of systems which consist of specific operations, operational support requirements, development requirements, and subsystem development requirements.</p> <p>TEMPORARY - Destroy 2 years after research program terminates.</p>		
23	<p>1114 SYSTEMS DEVELOPMENT. Documents on DIA online systems relating to DIA On-Line System/Community On-Line Intelligence System (DIAOLS/COINS). Files include such records as DoD general intelligence research and development programs of the Military Departments, news items, indoctrination/training, terminal support, security codes/markings, disc storage, statistics, and online system multifile queries.</p> <p>TEMPORARY - Cut off annually, hold 1 year in current files area and destroy.</p>		
24	<p>1116 DATA SYSTEMS RECORDS. Records relating to data systems, feasibility studies; cost analyses; data standards; and resource requirements of approved and operational systems.</p> <p>TEMPORARY - Cut off annually, hold 1 year in current files area and destroy.</p>		
25	<p>1118 INTELLIGENCE DATA BASE RECORDS. A collection of intell-</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE
7 OF 10

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	<p>intelligence reference materials maintained to support intelligence analysis and planning and to aid in the development of finished intelligence products.</p> <p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
26	<p>1120 TARGET INTELLIGENCE MANAGEMENT. Includes reference information on target intelligence management.</p> <p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
27	<p>1205 AGREEMENTS & MEMORANDUM OF UNDERSTANDING. Agreements and memorandums of understanding with Intelligence Community Members, other Federal agencies, the U&S Commands, universities, institutes, and others.</p> <p>a. Record Copy - PERMANENT - Retire to WNRC when no longer needed for current operations. Transfer to the National Archives after 50 years in 5 year blocks.</p> <p>Accumulation to date: 4 cu ft Annual Accumulation: .25 cu ft Method of Filing: Chronologically</p> <p>b. Reference Copy - TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
28	<p>1210 INTELLIGENCE PLANNING RECORDS. Studies, plans and correspondence reflecting the development and establishment of DoD, Joint, and DIA operational immediate and long-range intelligence plans; war-gaming; and liaison with the Unified and Specified Commands.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

8 OF 10

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	<p>a. Record Copy - PERMANENT - Retire to the WNRC when superseded, obsolete or no longer required for active reference. Transfer to the National Archives when 20 years old in 5 year blocks.</p> <p>Accumulation to Date: 12 cu ft</p> <p>Annual Accumulation: 1 cu ft</p> <p>Method of Filing: Chronologically</p>		
29	<p>b. Reference Copy - TEMPORARY - Destroy when superseded or rescinded.</p> <p>1215 FOREIGN INTELLIGENCE - MANAGEMENT FILES. Documents reflecting overall management support of personnel, manpower, and fiscal resources; long-range planning; declassification of substantive intelligence information; collection programs; and special actions regarding substantive intelligence programs.</p> <p>TEMPORARY - Cut off annually, hold 2 years and destroy.</p>		
30	<p>1245 JOINT STAFF VISITS INFORMATION. Documentation on information collected on JS staff visits.</p> <p>TEMPORARY - Destroy when obsolete or no longer needed for reference.</p>		
31	<p>1250 FEDERAL RESEARCH DIVISION (FRD). Taskings to FRD to perform work for DIA, evaluation of that work at mid-year, and administratively monitoring FRD's expenditure of funds, personnel, hiring policies, etc.</p> <p>TEMPORARY - Cut off annually, hold 2 years and destroy.</p>		
32	<p>1255 INDICATIONS AND WARNING STUDIES. Studies prepared on crisis and special areas of unrest throughout the world.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

9 OF 10

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33	<p>a. Record Copy - PERMANENT - TS and below - retire to WNRC when no longer needed for reference. Transfer to the National Archives consistent with National Security considerations. Above TS - retire to SCI repository when no longer needed for frequent reference. Available to the National Archives upon request.</p> <p>Accumulation to Date: 6 cu ft Annual Accumulation: .5 cu ft Method of Filing: Geographically</p> <p>b. Information Copy - TEMPORARY - Destroy when no longer needed for reference.</p> <p>1260 MAPPING, CHARTING, AND GEODETIC RECORDS. Studies and surveys on the recommendation, establishment, and implementation of DoD programs for the overall evaluation, procurement, priority, production, filming, and distribution of mapping, charting, and geodetic requirements.</p> <p>TEMPORARY - Cut off annually, hold 1 year and destroy.</p>		
34	<p>1270 INTELLIGENCE REQUIREMENTS. Correspondence which contains National level, Presidential, DoD, OSD, DIA and U&S Commands/Service requirements on specifications, guidelines, standards, and comments concerning intelligence matters.</p> <p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
35	<p>1275 INTELLIGENCE SUPPORT PLANS. Documentation on plans and policies consisting of intelligence support to operational commanders and others.</p> <p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE
10 OF 10

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
36	<p>1280 COMMAND AND CONTROL. File contains the defense-wide plan reports and studies on the strategic and theater/tactical portion, data bases, air defense, semi-annual reviews and intelligence interface concerning the areas of command and control. Copies of policies and procedures on command and control are included.</p> <p>TEMPORARY - Destroy when no longer needed for current operations.</p>		
37	<p>1285 CRISIS MANAGEMENT (OPERATIONS/PROCEDURES-GENERAL). National level, DoD, OSD, OJCS, JAI's and DIA Crisis Management Plans. Also, correspondence, briefings, budget, staffing procedures, action systems, fact sheets, extracts, general guidance drafts, after action reports, and support systems.</p> <p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
38	<p>1290 MANAGEMENT SUPPORT TO THE DEFENSE LIAISON DETACHMENTS. Correspondence, messages, and reports relating to management support to the Defense Liaison Detachments in the areas of manning, assignment/reassignments, security, administration and logistics.</p> <p>TEMPORARY - Cut off annually, hold 2 years and destroy.</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/>