


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-373-88-10
1. FROM (Agency or establishment) Defense Intelligence Agency		DATE RECEIVED	7-19-88
2. MAJOR SUBDIVISION (b)(3)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION (b)(3)		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3)	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
		7/19/88	
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 8 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. S	D. TITLE
7/11/88	(b)(3)	(b)(3)

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 GRS OR SUPERSEDED JOB CITATION	10.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>
1	1300 ANNUAL REPORT. Prepared annually in accordance with DoD Directives for the Secretary of Defense, through the Director of DIA on the Defense Intelligence College (DIC) academic status. PERMANENT - Offer to the National Archives when 25 years old. Accumulation to Date: .5 cu ft - Annual Accumulation: .01 cu ft Method of Filing: Chronologically		
2	1301 ACCREDITATION REPORTS/SELF-STUDIES. Documents prepared periodically for the Middle State Association of Colleges and Schools for retention of the DIC accreditation. PERMANENT - Offer to the National Archives when 25 years old. Accumulation to Date: .30 cu ft - Annual Accumulation: .05 cu ft Method of Filing: Chronologically		
3	1302 ARTICULATION AGREEMENTS. Formal agreements with other Colleges and Universities, addressing inter-institutional		

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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>
	<p>transfer of students credits.</p> <p>TEMPORARY - Destroy when 10 years old.</p>		
4	<p>1303 BOARD OF VISITORS REPORTS. Semi-annual report of Board meetings which are required by law.</p> <p>PERMANENT - Offer to the National Archives when 25 years old.</p> <p>Accumulation to Date: 1 cu ft - Annual Accumulation: .05 cu ft</p> <p>Method of Filing: Chronologically</p>		
5	<p>1304 U. S. DEPARTMENT OF EDUCATION REPORTS. Reports on student enrollments, degrees confirmed, financial budget, faculty positions and salaries, and library holdings for DIC instructional purposes.</p> <p>TEMPORARY - Destroy when 5 years old.</p>		
6	<p>1305 GRADUATE BOARD REPORTS. Written record of meetings which evaluates applicants for acceptance/rejection into Master of Science in Strategic Intelligence Program (MSSI).</p> <p>TEMPORARY - Destroy when no longer needed for current operations.</p>		
7	<p>1306 ACADEMIC ADVISORY BOARD. Minutes of meetings comprised of legislative history of the Dean of School for Professional Studies decisions.</p> <p>PERMANENT - Offer to the National Archives when 25 years old.</p> <p>Accumulation to Date: .10 cu ft -- Annual Accumulation: .02 cu ft</p> <p>Method of Filing: Chronologically</p>		
8	<p>1307 DIC FORUM REPORTS. Reports of meetings comprised of a DIC student representative and faculty member which deals with academic problems, resolutions, and comfort of students.</p> <p>TEMPORARY - Destroy when 2 years old.</p>		

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9	<p>1310 EXAMS AND CRITIQUES. Exams administered to students for evaluation of their knowledge in a subject area, graded exam for completed courses, and critique of course by the student.</p> <p>TEMPORARY - Destroy when 3 years old.</p>		
10	<p><del>1311 CONTRACT TEXTBOOKS. Textbooks purchased by the DIC for instructional purposes.</del></p> <p>TEMPORARY - Destroy when no longer needed for current operations.</p>		<p><i>Item 10 withdrawn by D.A.</i></p>
11	<p>1312 FACULTY PUBLICATIONS. Books of reading written and published by faculty members used for instructional purposes.</p> <p>PERMANENT - Retire record copy to WNRC when no longer needed for instructional purposes. Transfer to the National Archives when 25 years old.</p> <p>Accumulation to Date: 12 cu ft - Annual Accumulation: 3 cu ft</p> <p>Method of Filing: Subject</p>		
12	<p>1313 STUDENT THESIS. Thesis written by a student for a final grade.</p> <p>TEMPORARY - Destroy when no longer needed for current operations.</p>		
13	<p>1315 GRADUATE BOARD ACADEMIC ACTIONS. Correspondence on the official disposition of prospective MSSSI students requesting admittance to graduate degree program.</p> <p>TEMPORARY - Destroy when 5 years old.</p>		
14	<p>1317 GRADUATION APPLICATIONS. Student requests for initiating graduate degree audit.</p> <p>TEMPORARY - Destroy when 1 year old.</p>		

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15	<p>1318 READMISSION APPLICATIONS. Student request for readmission to a DIC Course/Program.</p> <p>TEMPORARY - Destroy when 5 years old.</p>		
16	<p>1319 CHANGE OF COURSE FORM. Official schedule change which is maintained as a hard-copy backup to the Defense Intelligence College Management Information System (DICMIS) files.</p> <p>TEMPORARY - Destroy when 1 year old.</p>		
17	<p>1320 CHANGE OF GRADE FORMS (UPDATE DOCUMENTS). Documentation submitted by an instructor to change a student's grade for his/her course.</p> <p>TEMPORARY - Destroy when no longer needed for current operations.</p>		
18	<p>1321 CLASS LISTS (ORGINIAL GRADE SHEETS). Documentation to permanently record a student's completion of a given course.</p> <p>TEMPORARY - Destroy when no longer needed for current operations.</p>		
19	<p>1322 STUDENT CLASS SCHEDULES. Quarterly schedule of graduate student's classes in conjunction with student recall/location service.</p> <p>TEMPORARY - Destroy when 3 months old.</p>		
20	<p>1323 DEGREE STATISTICS. File contains statistical information on all MSSSI degrees conferred at the DIC.</p> <p>TEMPORARY - Destroy when no longer needed for current operations.</p>		
21	<p>1324 ENROLLMENT STATISTICS. File contains weekly enrollment lists and forecast data on enrollments at the DIC.</p> <p>TEMPORARY - Destroy when no longer needed for current operations.</p>		
22	<p>1325 ENROLLMENT VERIFICATION. Hard-copy roster used to verify a student's enrollment.</p> <p>TEMPORARY - Destroy when 5 years old.</p>		

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23	1326 GRADE STATISTICS. File contains list of grade information by class.  TEMPORARY - Destroy when no longer needed for current operations.		
24	1327 POST-GRADUATION ASSIGNMENT STATISTICS. File contains statistical information which is maintained to track Postgraduate Intelligence Program (PGIP)/Master of Science of Strategic Intelligence (MSSI) graduate's assignments after leaving the DIC.  TEMPORARY - Destroy when 5 years old.		
25	1330 REQUEST FOR FORMAL HEARINGS. Written formal requests from students/faculty required by the American Association of Collegiate Registrars Admission Officers (AACRAO) for Academic Advisory Board hearings.  TEMPORARY - Destroy when no longer needed for current operations.		
26	1331 STATEMENTS ON CONTENT OF RECORDS REGARDING HEARING PANEL DECISIONS. Personal statements from student's concerning the circumstances leading up to a preliminary call for an Academic Advisory.  TEMPORARY - Destroy when no longer needed for current operations.		
27	1332 DECISIONS OF HEARING PANELS. Official hearing/Academic Advisory Board decisions concerning student's academic standing.  TEMPORARY - Destroy when no longer needed for current operations.		
28	1334 REQUEST FOR NON-DISCLOSURE OF DIRECTORY INFORMATION. Student's written request forbidding release of personal data used to establish student locators or directories.  TEMPORARY - Destroy when 1 year old.		

*GRS 14, Item 27 applies: Dispose of, in accordance with the approved disposition instructions for the related subject individual's files, or five years after the disclosure for which the accountability was made, whichever is later.*

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29	1335 CONSENT FOR RECORDS DISCLOSURE. Written authority from a student to release personal/privacy act information. TEMPORARY - Destroy when no longer needed for current operations.		
30	1336 WAIVERS OF RIGHTS OF ACCESS. Documentation used to release information as it pertains to Family Educational Rights and Privacy Act (FERPA) programs. TEMPORARY - Destroy when no longer needed for current operations.		
31	1337 STUDENT TRANSCRIPTS. Hard-copy record of up-to-date transcript maintained in conjunction with academic record. TEMPORARY - Destroy when no longer needed for current operations.		
32	1340 QUOTA SOLICITATIONS/UTILIZATION. DIC requests for user quota requirement and analysis of user quota utilization. TEMPORARY - Destroy when no longer needed for current operations.		
33	1342 QUOTA REQUEST/ALLOCATIONS. Formal input from users informing DIC of their requirements and the allocation by DIC of quotas to meet the requirement. TEMPORARY - Destroy when no longer needed for current operations.		
34	1344 INCOMING/OUTGOING QUOTA CORRESPONDENCE. Correspondence relating to users quotas allocated by the DIAC and to DIC quota information received from users. TEMPORARY - Destroy when 1 year old.		
35	1350 POSTGRADUATE INTELLIGENCE PROGRAM (PGIP). Program consist of undergraduate/graduate classes taught on intelligence at the DIC. File contains new policies on PGIP courses, nominations received from users, student welcome letters, class roster of current PGIP students, and course schedules.		

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36	<p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.</p> <p>1355 SENIOR ENLISTED INTELLIGENCE PROGRAM (SEIP). Undergraduate/graduate classes taught on intelligence at the DIC. File contains new policies on SEIP, nominations received from users, student welcome letters, class roster of current SEIP students, and course schedule.</p>		
37	<p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.</p> <p>1360 PART-TIME GRADUATE PROGRAM (PTGP). Undergraduate/graduate classes taught on intelligence. File contains new policies on the PTGP and quarterly nominations from users Agency.</p>		
38	<p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.</p> <p>1365 MASTER OF SCIENCE OF STRATEGIC INTELLIGENCE (MSSI). Undergraduate/graduate classes taught on intelligence. File consist of new policies concerning MSSI, graduate board results concerning disposition of MSSI applications, and a current list of students accepted into MSSI.</p>		
39	<p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.</p> <p>1370 MSSI APPLICATIONS OF ADMISSIONS. Applications and folders of students in the Postgraduate Intelligence Program (PGIP) and the Part-Time Graduate Program (PTGP) for admissions to the MSSI Program.</p> <p>TEMPORARY - Destroy when no longer needed for current operations.</p>		

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40	<p>1373 REGISTRATIONS COMPLETED. Statistical file on requests for quarterly student enrollments.</p> <p>TEMPORARY - Destroy when 1 year old.</p>		
41	<p>1375 ACADEMIC YEAR COURSE FOLDERS. Course information and instructional plan for each course.</p> <p>TEMPORARY - Destroy when 1 year old.</p>		
42	<p>1377 PILOT COURSES. Course information and Instructional Management Plan for newly developed courses.</p> <p>TEMPORARY - Destroy when 1 year old.</p>		
43	<p>1380. FORECAST FILE. Enrollment information for courses projected to begin within the next 30 days.</p> <p>TEMPORARY - Destroy when 1 year old.</p>		
44	<p>1382 COURSE INFORMATION. Memorandums of understanding, Instructional Management Plans, and curriculum changes for courses offered at the DIC.</p> <p>TEMPORARY - Destroy when superseded, obsolete, or when no longer needed for current operations.</p>		
45	<p>1384 GRADUATE REVIEW EXAM (GRE) SCORES. Scores received for MSSSI applicants.</p> <p>TEMPORARY - Destroy when 3 years old.</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/>