

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-373-88-11	DATE RECEIVED 08-05-88
1. FROM (Agency or establishment) Defense Intelligence Agency		NOTIFICATION TO AGENCY	
2. MAJOR 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION (b)(3)			
4. NAME OF PERSON WITH WHOM TO CONFER (b)(3)	5. TELEPHONE EXT.		
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 12-04-89	C. (b)(3)	D. TITLE (b)(3)
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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 GRS OR SUPERSEDED JOB CITATION	10.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>1095 INTELLIGENCE REPORTS. Unevaluated Intelligence Information Reports (IIRs) received by DIA from Department of Defense attaches and intelligence-gathering elements of the military services. IIRs may be either hard copy documents or transmitted electronically. They may have enclosures or they may be "stand alone" documents.</p> <p>a. Intelligence Reports predating FY 1989. All IIRs received prior to October 1, 1988 are available only in hard copy.</p> <p>(1) Record Copy - PERMANENT - Cut off annually, hold 3 years, retire to WNRC. Transfer to NARA in 5 year blocks when 35-40 years old.</p> <p>(2) All other copies of IIRs - TEMPORARY - Destroy when no longer needed for current business.</p> <p>(3) IR Photography - TEMPORARY - Original prints, received</p>		

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	<p>as enclosures to IRs may be destroyed when a copy negative has been reproduced and which then becomes the official record, may be utilized to fulfill reproduction requests. (Authority: N1 373-79-04).</p> <p>b. Intelligence Reports postdating October 1, 1988. Many but not all of the IIRs received since the beginning of FY 1989 have been transmitted electronically and received by the Secure Analyst File Environment (SAFE) system.</p> <p>(1) IIRs electronically transmitted VIA SAFE. Intelligence Reports transmitted electronically either without enclosures or with most common forms of enclosures or attachments (e.g., memorandum, background studies, reports). (NOTE: IIRs with certain types of enclosures are not electronically transmitted. They are covered in b(2) below). Hold in SAFE for 5 years. Digitally transfer IIRs from SAFE magnetic tape to optical disks.</p> <p>(a) Optical Disk Reference Copy - TEMPORARY - Maintain in reference library. Destroy when no longer needed for reference use.</p> <p>(b) Backup Optical Disk - TEMPORARY - Destroy when no longer needed for agency business.</p> <p>(c) Record Copy - PERMANENT - Transfer optical disk data to medium ^{OC} acceptable to NARA at the time of transfer to NARA's legal custody. This transfer should be directly to NARA in 5 year blocks when 35-40 years old with appropriate systems documentation (records layout, codebooks, etc.).</p>		

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	<p>(2) Intelligence Reports with photographic enclosures; large enclosures, such as books or multi-section studies; oversized enclosures (e.g., charts); or enclosures containing color documents. Irregular enclosures cannot be stored on optical disks and must be maintained in hard copy.</p> <p>(a) Record Copy - PERMANENT - Retire to WNRC when 5 years old. Transfer to the National Archives in 5 year blocks when 35-40 years old.</p> <p>(b) Reference Copies - TEMPORARY - Destroy when no longer needed for reference use.</p> <p>c. Indexes. Transfer to NARA in 5 year blocks with the Intelligence Reports to which they relate. Format will be determined at time of transfer by mutual agreement between DIA and NARA.</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/>