

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.	NI-373-89-2
1. FROM (Agency or establishment) Defense Intelligence Agency		DATE RECEIVED	10/31/88
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 12 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. (b)(3)	D. TITLE	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
09-16-88	(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 GRS OR SUPERSEDED JOB CITATION	10.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 (NARS USE ONLY)
1	900 DAS POLICY & PRECEDENCE FILES. Reference data reflecting office management and administration of the DAS. Includes such data as copies of DAS Operating Procedures, assignment of additional duties, and publications issued by other elements of the DoD, U.S. Government and civilian agencies. TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.			
2	905 DAS ENHANCEMENT FILES. Correspondence and instructions relating to programs that will improve the DAS. Subjects may include, but are not limited to, tour lengths, diplomatic accreditation, diplomatic passports, and emergency leave programs. TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.			

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3	<p>911 DIRECTORATE/DAS VISIT FILES. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. Included will be After-Action Reports, host country restrictions, requests for permission to visit, temporary duty travel and approval requests for granting of thereafter/area clearance, logistical support and itineraries.</p> <p>TEMPORARY - Destroy 1 year after completion of visit or upon final action.</p>		
4	<p>912 DAS INFORMATION RADIO SERVICE FILES. Information compiled as a result of the U. S. Army Information Radio Service (US AIRS) support of reel-to-reel tapes of radio shows to the DAS. Includes distribution lists, special requests for additional tapes, and other documents similarly related.</p> <p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.</p>		
5	<p>913 DAS DESIGNATED COMMANDING OFFICER (DCO) FOREIGN CRIMINAL JURISDICTION AND SENIOR DEFENSE REPRESENTATIVE FILES. Files of documents and other correspondence accumulated as a result of DATT/DCO involvement in matters arising from the exercise of criminal jurisdiction of U. S. personnel by foreign authorities.</p>		

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6	<p>Also contains guidance letters as a result of the DATT being the Senior Defense Representative in the host country.</p> <p>a. Record Copy of Cases: PERMANENT – Hold 2 years after case is closed then retire to WNRC. Transfer to the National Archives when 20 years old in 5 year blocks.</p> <p>b. All Others: Destroy when superseded, obsolete, or no longer required.</p> <p>Accumulation to Date: 6 cu ft</p> <p>Annual Accumulation: .75 cu ft</p> <p>Method of Filing: Numerically/Alpha</p> <p>914 DAS PUBLICATIONS SUPPORT FILES. Records accumulated in the general administration of a program to acquire miscellaneous informational materials and publications from DIA/DoD/Service publications center for DAS. Includes such items as additions to and deletions from mailing lists and one-time requests for publications.</p> <p>TEMPORARY – Destroy when superseded, obsolete, or no longer need for current operations.</p>		
7	<p>916 DIAGRAM FILES. Documents maintained as record copies of the DIAGRAM (Newsletter). Includes copies of inputs from various DoD agencies and final printed copies of the DIAGRAM.</p> <p>a. Inputs to DIAGRAM: TEMPORARY – Destroy after 6 months.</p>		

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b. DIAGRAM: PERMANENT - Retire to WNRC when no longer required for current operations. Transfer to the National Archives when 30 years old in 5 year blocks. Accumulation to Date: 2 cu ft. Arranged chronologically.

917 DAS NEWSLETTER FILES. Distribution lists, special seasonal topics, recurring suspense items, and other documentation similarly related in the production of the DAS Newsletter.

a. OPR: TEMPORARY - Cut off annually; hold 3 three years then destroy.

b. All Others: TEMPORARY - Destroy when no longer needed for reference.

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918 DIRECTORATE/DAS CONGRATULATORY/COUNTERPART LETTERS. Letters generated as a result of exemplary reporting by DAS personnel, welcome letters to newly assigned personnel, and letters to foreign diplomats regarding assignment of Attaches to host country.

TEMPORARY - Destroy when no longer needed for current operations.

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920 DAS MANPOWER MANAGEMENT FILES. Documents which indicate Joint Table of Distribution (JTD) adjustments (DIA Form 61) civilian full or part-time hires, foreign national full or part-time hires, or other documents that may reflect the adjustment of manpower strengths in a DAO. Subjects may include, but are not limited to,

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copies of on-going manpower authorization changes (DIA Form 61 and related correspondence); copies of documents which relate to State Department manpower programs such as Goals, Objectives and Resource Management (GORM).
TEMPORARY - Destroy when no longer needed for current operations.

925 DAS SECURITY ASSISTANCE PROGRAM FILES. Regulations and guidelines relating to the Security Assistance responsibilities of attaches or to DAO/SAO administration.
a. OPR: PERMANENT - Retire to WNRC 2 years after cessation of activities. Transfer to the National Archives when 20 years old in 5 year blocks.
b. All Others: TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.

Accumulation to Date: 6 cu ft

Annual Accumulation: .50 cu ft

Method of Filing: Chronologically

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926 DAS AIRCRAFT OPERATIONS FILES. Files accumulated in the course of DAS aircraft management. Includes copies of pertinent rules and regulations, quarterly reports, passenger eligibility, copies of safety regulations, and similar documents.

TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.

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13	<p>927 DAS VEHICLE OPERATIONS FILES. Files accumulated in the course of administrative control over the use of official vehicles. Includes vehicle authorization of each DAO, registration records, and similar documents.</p> <p>TEMPORARY - Destroy when no longer needed for current operations.</p>		
14	<p>928 DOMICILE TO DUTY FILES. Correspondence from individual DAOs requesting domicile to duty transportation for assigned personnel. Includes justification and subsequent approval (if any) and similar documents.</p> <p>TEMPORARY - Destroy when no longer needed for current operations.</p>		

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15	<p>930 DAS WATERCRAFT OPERATIONS FILES. Documents accumulated in the course of administrative control over DAS watercraft. Includes maintenance and labor statistics, costs, fuels and lubricants used, record of operations and other pertinent data. TEMPORARY - Destroy when no longer needed for current operations.</p>		
16	<p>931 MEDICAL PROGRAM FILES. Documents which reflect Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) medical benefits, support and other programs for DAS personnel. Includes matters concerning medical benefits authorized retired military personnel, on-station medical matters, emergency medical treatment and other related matters. TEMPORARY - Destroy when no longer needed for current operations.</p>		
17	<p>933 DAS FOREIGN AREA OFFICER (FAO) PROGRAM FILES. Documents accumulated as a result of U.S. military FAO programs in the DAS. Includes copies of Directorate guidance and direction. TEMPORARY - Destroy when no longer needed for current operations.</p>		
18	<p>934 DAS ACCREDITATION FILES. Accreditation letters of Attaches to host countries.</p> <p>a. OPR PERMANENT - Retire to WNRC 2 years after end of Attache tour. Transfer to the National Archives when 20 years old in 5 year blocks.</p> <p>b. All Others: TEMPORARY - Destroy when no longer required for reference.</p> <p>Accumulation to Date: 1.5 cu ft</p> <p>Annual Accumulation: .10 cu ft Filed: Chronologically</p>		

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19	<p>935 INTELLIGENCE INFORMATION REPORTS (IIR) MANAGEMENT FILES. Includes IIR numerical files, management log, evaluation procedures; IIR evaluation matrix, requests, and copies of messages.</p> <p>TEMPORARY - Destroy when no longer needed for current operations.</p>		
20	<p>937 INTELLIGENCE POLICY AND PLANNING FILES. Reference copies of documents which reflect policy and planning of the DAS intelligence collection and reporting program. Includes DoD Human Intelligence (HUMINT) Plan Guidance for Geographic Region (GDIP Region), Regional Issues.</p> <p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.</p>		
21	<p>938 CRITIC REPORTING FILES. Copies of instructions reflecting Embassy and DoD policy with regard to CRITIC (Priority) reporting procedures.</p> <p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.</p>		
22	<p>939 RESERVE EXPLOITATION PROGRAM (REP). Memorandums which reflect Directorate guidance with regard to the REP Program.</p> <p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.</p>		
23	<p>940 CONTINGENCY EXPENDITURE RECORDS. Station copy of monthly confidential expenditure submission and other related correspondence. Includes Club Memberships and approvals.</p> <p>a. OPR: TEMPORARY - Cut of fiscally; hold for IG review; destroy providing no exceptions are noted.</p>		

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24	<p>b. All Others: Destroy after 3 months if no longer required.</p> <p>942 DAS STATION ALLOWANCES FILES. Files showing current levels of allowances for each DAO. Includes reference copies of cost of living surveys and retail surveys to support Cost of Living Allowance (COLA) and Rent and Housing Allowance (SHA) received on station.</p> <p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
25	<p>943 DAS FOREIGN AFFAIRS ADMINISTRATIVE SUPPORT (FAAS) AGREEMENT FILES. Documents accumulated in the preparation and coordination of the mission FAAS submission. Includes copy of agreement, subsequent increase/decrease statements and other related documents.</p> <p>TEMPORARY - Destroy 5 months after departure from station.</p>		
26	<p>944 DAS PERSONNEL LOCATOR DIRECTORY FILES. Files reflecting current locator information for personnel assigned to the DAS. Includes emergency notification of next of kin in CONUS, and other related information.</p> <p>TEMPORARY - Destroy 5 months after departure from station.</p>		
27	<p>947 DAS MOVEMENT RECORDS. Documentation concerning travel to and from station, travel itineraries, hotel reservations, Household Goods (HHG) pickup and delivery and other date of similar nature.</p> <p>TEMPORARY - Destroy 6 months after departure of individual from station.</p>		

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28	<p>948 FOREIGN AWARDS CASE FILES. Copies of rules and regulations governing the acceptance/wearing of foreign awards by U. S. military personnel.</p> <p>TEMPORARY – Destroy when superseded, obsolete, or no longer needed for current operations.</p>		
29	<p>951 DAS PERSONNEL PAY ACTION FILES. Correspondence accumulated as a result of Directorate liaison between DAO and Serving Finance Center concerning recurring pay/allowance problems.</p> <p>TEMPORARY – Destroy when pay problem is resolved.</p>		
30	<p>952 DAS MILITARY CASUALTY FILES. Correspondence, messages and copies of regulations concerning the reporting and processing of casualties, disposition of remains, personal effects, survivor assistance and other related documentation.</p> <p>a. Casualty processing: TEMPORARY – Destroy 1 year after final action is completed.</p> <p>b. Regulations: TEMPORARY – Destroy when superseded, obsolete or no longer needed for current operations.</p>		
31	<p>953 DAS REQUISITION, EQUIPMENT, AND SUPPLY RECORDS. Files accumulated as a result of requisitioning and issuing hobby shop supplies and equipment. Includes transaction correspondence, forms, reports, hand receipts, reports of survey, documents governing accountability of DAS special equipment and other documents of a similar nature.</p>		

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32	<p>TEMPORARY - Cut off fiscally; destroy when no longer current.</p> <p>954 DIRECTORATE/DAS AGREEMENT FILES. Agreements between Directorate/DAS and Federal agencies, or between Directorate/DAS and non-Federal agencies/organizations, but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized agencies and Directorate/DAS for support services. Included are agreements, review comments, related correspondence and similar documents.</p>		
33	<p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p> <p>956 REPORT FOR REAL AND PERSONAL PROPERTY AND SELECTED FINANCIAL ASSETS. Reports submitted annually to the Financial Policy and Accounting Division on equipment acquired for the DAOs.</p>		
34	<p>TEMPORARY - Destroy upon receipt of next scheduled report.</p> <p>958 SECURITY OPERATIONS PLAN/EMERGENCY EVACUATION PLAN FILES. Includes DAO Security Operations Plan and related implementation records. Also includes Embassy Emergency Evacuation Plan (includes DAO input) and related documents. Includes reference documents reflecting current DIA policy and guidance pertaining to E&E Planning.</p> <p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.</p>		

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35	<p>959 DAS PROGRAM TO REDUCE CLASSIFIED HOLDINGS. Reference material pertaining to DAS Emergency Destruction Planning to include conversion of records to microfiche. Also includes records reflecting safehaven storage or records for the DAS for which Directorate maintains liaison with other DIA/State elements.</p> <p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
36	<p>962 COLLECTION STRATEGY FILES. Includes Human Intelligence (HUMINT) Surveys, Country Collection Plans, and Collection Strategies to include country specific, collector specific, capability reviews, and periodic updates.</p> <p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</p>		
37	<p>964 COLLECTION MANAGEMENT FILES. Includes Collection Requirements, Time Sensitive Collection Requests, Collection Alert/Tip-Off, Collection Emphasis, Requirement Releasability and Analytical Community's "Production Emphasis" - Collection Guidance.</p> <p>TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.</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/>