

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-373-89-8

DATE RECEIVED

8/22/89

NOTIFICATION TO AGENCY

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

1. FROM (Agency or establishment)

Defense Intelligence Agency

2. MAJOR SUBDIVISION

(b)(3)

3. MINOR SUBDIVISION

(b)(3)

4. NAME OF PERSON WITH WHOM TO CONFER

(b)(3)

5. TELEPHONE EXT.

DATE

3/2/90

ARCHIVIST OF THE UNITED STATES

[Signature]

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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. (b)(3)	D. TITLE
08-10-89		(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 GRS OR SUPERSEDED JOB CITATION	10.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>
	Request records disposition authority for the attached record series which cover some records of the Defense Intelligence Agency. This record series will be incorporated in our revised DIAM 13-1, "Records Maintenance and Disposition." When completed, the revised manual will make obsolete DIAM 13-1 dated 5 Jan 1973. The record series is entitled: 1000 - Intelligence Program Development and Management Records		

1000 SERIES

INTELLIGENCE PROGRAM DEVELOPMENT AND MANAGEMENT RECORDS

NARA Approval (NI 373-89-8) Pending

Records consist of internal intelligence policy, intelligence plans, management, organizational, support, agreements, tactical intelligence, intelligence requirements, and related records.

1000 INTERNAL INTELLIGENCE POLICY. Record and reference sets of records from higher authority such as office procedures, fact sheets, guidance letters and policy memorandums relating to the responsibility for internal policy, planning, and management as pertains to plans, estimates, collection, systems and production. - Agency policy is documented in Agency regulations.

a. Record Copy - PERMANENT - Office of Record (DI, DC, DA, DE, JS, etc.) cut off annually, retire to WNRC when records are no longer required for frequent reference. When records are 20 years old transfer to the National Archives in 5 year blocks.

(NCI 373-81-3, Item 1a)

b. Reference Copy - TEMPORARY - Destroy when superseded or obsolete, or when 5 years old, whichever is sooner.

(NCI 373-81-3, Item 1b)

1005 INTELLIGENCE REFERENCE RECORDS. Finished intelligence documentation published by a member of the Intelligence Community other than DIA to include printed reports or processed materials, photographs, and maps accumulated at any organizational level as a reference file or for library research purposes. To be retained in conformance with USIBCODIB-D-75 Agreement.

TEMPORARY - Destroy 5 years after documents become inactive.

(NN 171-12, Item 510)

1010

COMMITTEE AND BOARD MEMBERSHIP RECORDS. Records relating to the establishment, organization, operations, actions, and termination of committees and boards, including directives, agendas, minutes, reports, and policy papers.

a. Record copy - PERMANENT - Retire to WNRC 1 year after file becomes inactive; transfer to the National Archives when 20 years old in 5 year blocks. (NCI 373-77-12, Item 505a)

b. Reference Copies - TEMPORARY - Destroy when superseded, obsolete, or on discontinuance, whichever is first.

(NCI 373 77-12, Item 505b)

1015

PRODUCTION RECORDS. Records reflecting the record of actions taken in and for the fulfillment of specific requests for information on any phase of intelligence operations. Requests may be on a one-time or a continuing project. Records include studies, photographs, projects, evaluations, correspondence and reports. Portions of this material go into intelligence products.

a. Record Copy - TEMPORARY - Out off annually; hold 2 years; retire to WNRC; destroy when records are 10 years old.

(NCI 373-81-2, Item 1a).

b. Reference/Information Copy - TEMPORARY - Destroy when obsolete or no longer needed. (NCI 373-81-2, Item 1b)

1020

DEFENSE-WIDE INTELLIGENCE PLANS. Published plans on Continuity of Operations Plans (COOP), Crisis Management Plan (CRIMP), and related background papers.

a. Record copy - PERMANENT - Maintained by the administrative publication office for 1 year after supersession or rescission, then retired to WNRC. When 20 years old transfer to the National Archives. (NCI 373-77-7, Item 241a)

b. Reference/Information Copy - TEMPORARY - Destroy when superseded, obsolete, or no longer needed for reference purposes. (NCI 373-77-7, Item 241b)

1030

MOBILIZATION PLANS. Copies of plans concerning National, NSC-NSDD #47, Emergency Mobil Preparedness Board, Federal Emergency Management Agency (FEMA), DoD Master Mobilization (with drafts/DIA responses), Annex N and DoD directives and instructions. OSD, OJCS, DIA, Military Reserves, and U&S Commands/Service Mobilization Plans. Agency emergency plans included in agency's master directive files.

TEMPORARY - Destroy 3 years after issuance of a new plan or directive. (GRS 18, Item 27)

1035

EXERCISES. Participation in planned exercises.

a. Record copy of policies and directives.

PERMANENT - Hold 5 years after supersession or cancellation, then retire to WNRC. Transfer to NARA 20 years after cancellation or supersession.

b. Instructions, procedures, plans, messages, reports and briefs pertaining to specific exercises.

TEMPORARY - Destroy after two exercise cycles have been completed or when no longer needed for reference whichever comes first.

c. Message traffic during an actual exercise.

TEMPORARY - Cut off at the end of exercise, destroy when no longer needed for reference.

d. Evaluation reports.

TEMPORARY - Destroy after two exercise cycles have been completed or when no longer needed for reference whichever comes first.

e. Reference copies of exercise correspondence, reports, messages, schedules and instructions.

TEMPORARY - Destroy when no longer needed for reference.

1040

NATIONAL MILITARY INTELLIGENCE CENTER (NMIC) LOGS. Documentation showing the daily intelligence events occurring during each watch at the NMIC. The logs also serve as a security register, recording attendance and other security concerns. Logs includes name of watch commander, personnel matters concerning watch team, and an hourly events listing.

TEMPORARY - Cut off each calendar year, hold in the NMIC files area for 3 years then retire to the WNRC. Destroy when 10 years old.

1060

SPACE EXPLOITATION PROGRAM. Development plans, evaluations, and analysis of space systems/programs.

a. Record copy - PERMANENT - Maintained by Central Reference Division. Retire to WNRC when no longer needed for reference. Offer to the National Archives in 5 year blocks when records are 35 years old. (NI 373-88-5, Item 1a (1)(2))

b. Reference copy - TEMPORARY - Destroy when superseded or no longer needed for current operations.

1065

ELECTRONIC INTELLIGENCE (ELINT). Reports on foreign noncommunications electromagnetic radiations, studies on radar emissions of foreign weapon systems and data access/acquisition information.

a. Record copy - PERMANENT - Maintained by Central Reference Division. Retire to WNRC when no longer needed for reference. Offer to the National Archives in 5 year blocks when records are 35 years old. (NI 373-88-5, Item 1a (1)(2))

b. Reference copy - TEMPORARY - Destroy when superseded or no longer needed for current operations.

1070

PROJECT ASSIGNMENT RECORDS. Complete file of all major actions assigned to fulfill intelligence production requirements, for use in preparing reports, internal capabilities studies, manpower utilization, and to reflect scope of production activity.

a. Offices of record - TEMPORARY - Destroy after 5 years. (NCI 373-81-2, Item 2a)

b. Assignment offices and others - TEMPORARY - destroy after 2 years. (NCI 373-81-2, Item 2b)

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 preparation.

TEMPORARY - Destroy 1 year after completion of all actions.

(NN 171-12, Item 552/1)

1080

CONTRIBUTIONS TO NON-DIA PUBLICATIONS. Records reflecting the consolidated inputs of the Military Services and DIA contributions to non-DIA publications. File documents, all actions, comments, and coordination required by DIA to fulfill requirements levied on DIA.

TEMPORARY - Destroy when publication is issued.

1087 ~~PROJECTS/STUDIES CONTROL FILE. 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 1 year after the year in which the project/study is closed. (GRS 16, Item 5)~~

1092 DEFENSE INTELLIGENCE PRODUCTION SCHEDULE (DIPS). 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 - PERMANENT - Maintained by Central Reference Division. Transfer to WNRC when no longer needed for reference. Offer to NARA in 5 year blocks when 30 years old.

b. Reference Copy - TEMPORARY - Destroy when no longer needed for reference.

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.

a. Intelligence Reports predating FY 1989. All IIRs received prior to October 1, 1988 are available only in hard copy.

(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.

(2) All other copies of IIRs - TEMPORARY - Destroy when no longer needed for current business.

(3) IR Photography - TEMPORARY - Original prints, received 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: NI 373-79-04)

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.

(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.

(a) Optical Disk Reference Copy - TEMPORARY - Maintain in reference library. Destroy when no longer needed for reference use.

(b) Backup Optical Disk - TEMPORARY - Destroy when no longer needed for agency business.

(c) Record Copy - PERMANENT - Transfer optical disk data to medium 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.)

(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.

(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.

(b) Reference Copies - TEMPORARY - Destroy when no longer needed for reference use.

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. (*Authority: NIP-373-88-11*)

1098

DIA PRODUCED INTELLIGENCE PRODUCTS. Specialized intelligence publications produced by DIA as OPR or coordinator. Products may include appraisals, analyses, estimates, evaluations, studies, surveys and cover general, scientific, substantive and technical data, with relevant background data. Under provisions of the United States Intelligence Board Committee on Documentation, "Disposition of Inactive Intelligence Reference Collections," (USIBCODIB-D-75) Agreement, dated 30 January 1961, reference service will be given participating members of the Intelligence Community after the documents are 5 years old.

a. Record Copy - PERMANENT

(1) OPR: Transfer to Central Reference Division upon publication.

(2) Central Reference Division: Cut off at 6 month intervals; retire to WNRC when no longer needed for frequent reference; transfer to the National Archives in 5 year blocks, with most recent records 35 years old. (N1 373-88-5, Item 1a)

b. Provisions can be made for retirement of sensitive intelligence material (see Chapter 7). (N1 373-88-5, Item 1d)

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/>