



1200 SERIES

INTELLIGENCE AND EXTERNAL AFFAIRS

Records relating to the policies and internal program responsibilities of all phases of intelligence within the Agency concerning collection, analysis, exploitation, production, and dissemination of intelligence information.

~~1205 AGREEMENTS & MEMORANDUMS OF UNDERSTANDING.~~

~~Agreements and memorandums of understanding with Intelligence Community Members, other Federal agencies, the U&S Commands, universities, institutes, and others.~~

~~TEMPORARY - Destroy when 10 years old or when no longer needed for current operations whichever comes first. (NI 373-89-10, Item 1205)~~

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.

a. Record Copy - PERMANENT - Retire to the WNRC when superseded, obsolete, or no longer required for active reference. Transfer to the National Archives when 30-35 years old in 5 year blocks.

(NCI 373-89-10, Item 1210a)

b. Reference Copy - TEMPORARY - Destroy when superseded or rescinded. (NCI 37389-10, Item 1210b)

1215 DECLASSIFICATION PROJECT FILES. Case-by-case documentation files reflecting the coordination of and the authorization for the declassification of substantive intelligence information.

TEMPORARY - Destroy when 15 years old or when no longer needed for current operations whichever comes later. (NI 373-89-10, Item 1215)

(b)(3) *Handwritten*  
[Redacted] 90

1220

~~FOREIGN LIAISON POLICY FILES. Directives, instructions, plans and studies relating to the formulation, implementation, interpretation, and revision of DIA policies concerning relationships with foreign nationals, including the release of information, contact between DIA personnel and foreigners, briefings, tours and visits. Record copies are maintained by the Foreign Liaison Division.~~

- ~~a. Record Copy - PERMANENT - Retire to WNRC when file becomes inactive; transfer to the National Archives when 20 years old in 5 year blocks. (NCI 373-78-1, Item 570)~~
- ~~b. Reference Copy - TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations. (NCI 373-78-1, Item 570)~~

1225

~~FOREIGN LIAISON FILES (GENERAL). Relating to DIA liaison activities with foreign nationals (exclusive of records filed under 1220). Included are special projects, briefings, accreditations, awards, the attendance of DIA personnel at foreign embassy social functions, and activities involving the Director of DIA.~~

- ~~a. Record Copy - PERMANENT - Retire to WNRC when 3 years old; transfer to the National Archives when 20 years old in 5 year blocks. (NCI 373-78-1, Item 570/2)~~
- ~~b. Reference copy - TEMPORARY - Destroy when no longer needed for current operations. (NCI 373-78-1, Item 570/2)~~

1230

~~FOREIGN LIAISON FILES (VIP FILES). Letters and memorandas relating to DIA liaison activities involving prominent foreign nationals, high ranking figures, or those with whom DIA maintains sustained relations. Correspondence relates to such matters as visits, briefings, and the exchange of information.~~

a. Record Copy - PERMANENT - Retire to WNRC when file becomes inactive; transfer to the National Archives when 20 years old in 5 year blocks. (NCI 373-78-1, Item 570/3)

b. Reference Copy - TEMPORARY - Destroy when 1 year old.  
NCI 373-78-1, Item 570/3)

1235

FOREIGN LIAISON FILES (COUNTRY FILES). Request forms, biographical data, transmittals, concurrences, and related correspondence and memorandums relating to DIA's responsibilities for coordinating the foreign liaison activities of DoD components (excluding the Military Services). The file relates almost entirely to the release of information to foreign nationals and to visits by foreigners to DoD facilities.

a. Record Copy - TEMPORARY - Retire to WNRC when 3 years old; destroy when 10 years old. (NCI 373-78-1, Item 570/1)

b. Reference Copy - TEMPORARY - Destroy when 1 year old.  
(NCI 373-78-1, Item 570/1)

1240

INTERNATIONAL AGREEMENT AND CONFERENCE RECORDS. Letters and memos relating to arrangements and agreements with foreign countries regarding international requirements, standards, and specifications for activities or products of the Agency, the Military Departments, and the Unified and Specified Commands; includes the management, planning and review of DIA and/or DoD positions and recommendations.

a. Record Copy - PERMANENT - Retire to WNRC 1 year after files become inactive, when records are 20 years old transfer to the National Archives in 5 year blocks. (NCI 373-78-7, Item 506a)

b. Reference Copy - TEMPORARY - Destroy when superseded or rescinded. (NCI 373-78-7, Item 506b)

1250

RESEARCH SUPPORT FILES. Taskings to contractors to perform work for DIA, evaluation of the work, and documentation showing the administrative monitoring of the expenditure of funds, personnel, hiring policies, etc.

TEMPORARY - Cut off annually, destroy when no longer need for current operations *→ 2B 5 years and 3 months after period covered by (NI 373-89-10, Item 1250) account, whichever is later.* *Part filed with (b)(3)*

1255

INDICATIONS AND WARNING STUDIES. Studies prepared on crisis and special areas of unrest throughout the world.

a. TS and below - PERMANENT - Retire to WNRC when no longer needed for reference purposes. Transfer to the National Archives when 35-40 years old in 5 year blocks. *(NI-373-88-05, Item 1A)* ~~(NI 373-89-10, Item 1255a)~~

b. Above TS - PERMANENT - Retire to SCI repository when no longer needed for frequent reference. Transfer to the National Archives when 35 years old pending DIA's review to determine if continued agency retention is required. *(NI-373-88-05, Item 1d)* ~~(NI 373-89-10, Item 1255b)~~

1265

INTELLIGENCE ESTIMATES RECORDS. Analyses of the intentions, capabilities, and vulnerabilities of foreign powers, developed for use in operational planning. File includes published estimates as well as such related materials as estimate requirements, reviews of war plans, and correspondence relating to the improvement of intelligence support for joint planning.

a. Record Copy - PERMANENT - Retire to WNRC when no longer needed for frequent reference; transfer to the National Archives when 25 years old in 5 year blocks. (NCI 373-77-11, Item 525a)

b. Information Copy - TEMPORARY - Destroy when no longer needed for reference. (NCI 373-77-11, Item 525b)

1270 INTELLIGENCE REQUIREMENTS. Guidelines, standards and comments from National Level, Presidential, DoD, OSD, OJCS, DIA and U&S Commands/Service regarding requirements for intelligence matters. Back-up correspondence is also included.

TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations. (NI 373-89-10, Item 1270)

1275 INTELLIGENCE SUPPORT PLANS. <sup>File</sup> Documentation on plans and policies consisting of intelligence support to operational commanders and others.

TEMPORARY - Destroy when superseded. obsolete or no longer needed for current operations. (NI 373-89-10, Item 1275)

1280 COMMAND AND CONTROL. File contains copies of 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 area of command and control. Copies of policies and procedures on command and control are included.

TEMPORARY - Destroy when no longer needed for current operations. (NI 373-89- 10, Item 1280)

1285 CRISIS MANAGEMENT (OPERATIONS/PROCEDURES-GENERAL). Copies of 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, etc.

TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations. (NI 373-89-10, Item 1285)

NOTE: The agency's Crisis Management Plan is included in the agency's set of master directives files.

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.

TEMPORARY - Cut off annually, hold 2 years and destroy.

(N1 373-89-10, Item 1290)

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/>