

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

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JOB NO. **NI-373-90-1**

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

DATE RECEIVED
01-26-1990

1 FROM (Agency or establishment)
Defense Intelligence Agency

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE **4/24/96**
 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 _____ 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

8 DATE **01-24-90**
 C. TITLE

7 ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>Request records disposition authority for the attached records series which cover some of the records for 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.</p> <p>The record series is entitled: 900 - Defense Attache System</p>		

900 SERIES

DEFENSE ATTACHE SYSTEM

Records pertaining to the operations of the Defense Attache System (DAS).

Files contain documents concerning DAS policy, program management, interfacing with DoD, other Government agencies, and foreign governments, and operational guidelines.

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. (AUTHORITY: GRS 16, Item 1A)~~

901 ~~DAS INSTRUCTION FILES. Documents relating to preparing, coordinating, issuing and interpreting directives, regulations and manuals, instructions and comparable materials.~~

~~These files accumulate in offices responsible for preparation and interpretation of instructions, such as regulations, supplements, memorandums, circulars, pamphlets and bulletins, interim change notices and other similar materials.~~

~~TEMPORARY - Destroy when superseded, obsolete or no longer required for current operations. (NCI 373-77-7, Item 1)~~

902 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.

905 DAS ORDERS RECORDS FILE. Orders issued by the DAO. Includes
(PA) supporting documentation for orders directing medical travel which will be attached to the record copy of the order. NOTE: Supporting documentation for other type orders may be retained with the Station Orders Reference Copy maintained under file 906.

TEMPORARY - Cut off fiscally, hold 2 years and forward to the headquarters administrative office. The headquarters administrative office will retire these records to WNRC. Destroy when records are 10 years old. (NCI 373-77-8, Item 145)

905/1 SECURITY ASSISTANCE PROGRAM ORDERS FILE. Orders issued by the DAO
(PA) in administration of the Security Assistance Program.

TEMPORARY - Cut off fiscally; hold 2 years and forward to the headquarters administrative office. Headquarters will retire records to WNRC. Destroy when records are 10 years old.

(NCI 373-77-8, Item 145/1)

906 STATION ORDERS REFERENCE FILES. Reference copies of all orders
(PA) issued by the Defense Attache Office with supporting documentation
TEMPORARY - Hold for IG review; destroy when no longer required for on station reference. (NCI 373-77-8, Item 146)

908 DIRECTORATE/DAS ORIENTATION AND BRIEFING FILES. Documents used in orientations and briefings given to visitors and newly assigned personnel about the mission and functions of the DAS. Also included are briefings concerning the administrative policies of the U. S. Mission. Materials are used when briefing newly assigned Ambassadors, prior to their departure for station. Includes such items as vugraphs, slides, photographs, transparencies, scripts and handouts.

~~TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations. (NI 373-88-1, Item 1)~~

910 AIG LISTINGS. Address Indicator Group (AIG) composition for the DAS. File contains messages that identify addressees within a specific AIG.

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

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 ^{follow-up reports} ~~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.

TEMPORARY - Destroy 1 year after completion of visit, ~~or upon final action.~~

912 DAS INFORMATION SERVICE FILES. Includes 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, requests for ^{motion picture} ~~movie~~ and VCR service, and other documents similarly related.

TEMPORARY - Destroy when superseded, obsolete, or no longer required.

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. . . .
Also contains guidance letters and thereto as a result of the DATT
as Senior Defense Representative in host country.

- a. Record copy of cases: ^{TEMPORARY.} Retain in accordance with the
appropriate Service directives. *Destroy when inter-agency
agreement has been fulfilled*
- b. All Others: Destroy when superseded, obsolete, or no longer
required.

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
centers for DAS. Includes such items as addition to and deletion
from mailing lists and one-time requests for publications, etc
TEMPORARY - Destroy when 2 years old or when no longer needed for
current operations, whichever comes first.

916 DIRECTORATE/DAS CONGRATULATORY/COUNTERPART LETTERS. Letters
generated as a result of exemplary reporting by DAS personnel,
welcome letters to newly assigned personnel, letters to foreign
diplomats regarding assignment of Attaches to host country, and
other documents of a similar nature.
TEMPORARY - Destroy ^{when 3 years old, or} when no longer needed for current operations, *whichever*
comes first.

918 DAS MANAGEMENT POLICY GUIDANCE. Documents reflecting
implementation of management policy and guidance to the DAS.
Includes studies, analyses or summaries created in review of
structure, procedures, standards and problem areas. Also contains
record copies of documents reflecting DAS role in support of U S
foreign policy objectives, U.S. Government employee

responsibilities under foreign gift and decorations act, standard of conduct, relationship between DAO elements and U. S. Missions, and other documents of similar nature.

STATION COPY: Destroy when no longer needed supersede d,
a. ~~Originator: PERMANENT Retire to WNRC when no longer required~~ *obsolete,*
~~for current operations. Transfer to the National Archives when~~ *OR NO*
~~20-25 years old in 5-year blocks.~~ *longer*
needed for
b. ~~All others: TEMPORARY Destroy when no longer required for~~ *operations.*
reference.

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, 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) or other similar related documents.~~

Dropped

~~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.~~

STATION COPY: Temporary. Cut off at the end of each
a. ~~OPR: PERMANENT - Retire to WNRC 2 years after cessation of~~ *Fiscal*
~~activities. Transfer to the National Archives when 20-25 years old~~ *Year.*
~~in 5 year blocks.~~ *Maintain*
2 years
b. ~~All others: TEMPORARY Destroy when no longer needed for~~ *then*
reference. *destroy*

926 (PA) DAS VEHICLE POLICY/OPERATIONS FILES. Files accumulated in the course of administrative control over the use of official vehicles. Includes vehicle authorization for each DAO, registration records, and other documents of a similar nature. TEMPORARY - Hold for IG review; destroy when 3 years old, whichever comes later. *will use GRS 10, Item 7a.*

927 DAS AIRCRAFT POLICY/OPERATIONS FILES. Files accumulated in the course of DAS aircraft management. Includes pertinent rules and regulations, quarterly reports, passenger eligibility, safety regulations, and other documents of a similar nature. TEMPORARY - Destroy ^{after 3 years} ~~when superseded, obsolete, or no longer needed for current operations.~~

928 DAS WATERCRAFT POLICY/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 required for ~~reference.~~ *current use.*

930 DOMICILE TO DUTY FILES. Correspondence from individual DAOs requesting domicile to duty transportation for assigned personnel. Includes justification and subsequent approval (if any) and other documentation of a similar nature. TEMPORARY - Destroy when ^{3 years old or after review by Inspector General,} ~~no longer needed for current operations.~~ *whichever comes first.*

931 MEDICAL PROGRAM FILES.

(PA) a. 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.~~

b. CHAMPUS message claims for reimbursement for medical treatment and hard copy follow-up to close each request.

TEMPORARY - Destroy ^{one year} ~~6 months~~ after departure of individual provided all claims/payments have been finalized.

933 DAS FOREIGN AREA OFFICER (FAO) PROGRAM FILES. Documents accumulated as a result of U. S. military FAO programs in the DAS. Includes Directorate guidance and direction.

TEMPORARY - ~~Cut off annually; destroy when no longer required.~~ ^{Destroy when superseded, obsolete or no longer required.}

934 DAS ACCREDITATION FILES. Accreditation letters of attaches to host country.

a. OPR: PERMANENT - Retire to WNRC 2 years after end of Attache tour. Transfer to the National Archives when 20-25 years old in 5 year blocks.

b. All others: TEMPORARY - Destroy when no longer required for reference.

dropped

935 INTELLIGENCE INFORMATION REPORTS (IIR) MANAGEMENT FILES. Includes IIR numerical files, management log, evaluation procedures; IIR evaluation matrix, requests, and copies of messages.

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

938 CRITIC REPORTING FILES. Instructions reflecting Embassy and DoD policy with regard to CRITIC (priority) reporting procedures.

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

939 RESERVE EXPLOITATION PROGRAM (REP). Memorandums which reflect Directorate guidance with regard to the REP Program.

TEMPORARY - Destroy when superseded or obsolete.

dropped

940

CONTINGENCY EXPENDITURE RECORDS. Station copy of monthly confidential expenditure submission and other related correspondence. Includes Club Memberships and approvals thereof.

- STATION COPY of records without noted exceptions: Cut off at end of FY, hold for 16 review, then destroy.*
- a. ~~OPR: TEMPORARY - Cut off fiscally; hold for IG review; destroy~~ *of FY, hold for 16 review, then destroy.*
- providing no exceptions are noted.*
- b. Copies with exceptions noted: Maintain until discrepancy is resolved, then destroy.*
- b. ~~All others: Destroy after 3 months if no longer required.~~

941

~~DAS FINANCIAL BUDGET RECORDS. Program and budget documents prepared to submit data to offices responsible for programming and budgeting functions. These files may include, but are not limited to, Station Financial Plans (DIA Form 507) and other related financial documents.~~

~~TEMPORARY - Destroy 1 year after the close of the fiscal year covered by the budget. (GRS 5, Item 4)~~

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.

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

943

DAS FOREIGN AFFAIRS ADMINISTRATIVE SUPPORT (FAAS) AGREEMENT FILES. Documents accumulated in the preparation and coordination of the mission FAAS submission. Includes record copy of agreement, which is maintained by DA HQS, subsequent increase/decrease statements and other related documents.

a. Record Copy - TEMPORARY - Destroy 6 months after departure from station.

b. All others - TEMPORARY - Cut off fiscally; hold 1 year and destroy.

944 DAS PERSONNEL LOCATOR DIRECTORY FILES. Files reflecting current
(PA) locator information for personnel assigned to the DAS. Includes
emergency notification of next of kin in CONUS, and other related
information.

TEMPORARY - Destroy 6 months after departure from station.

945 ~~DAS PERSONNEL ADMINISTRATIVE FILES. Reference documentation
(PA) pertaining to on station administration of DAS military and
civilian personnel. Included are personnel action requests, leave
and travel notification, in-out processing records,
arrival/departure notices, and other similar data.~~

~~TEMPORARY - Destroy 6 months after departure from station.~~

~~(GRS 1, Item 17(c)).~~

946 ~~DAS RESERVE ADMINISTRATION FILES. Files accumulated as a result
(PA) of DAS Reserve personnel assigned to DAOs.~~

~~TEMPORARY - Destroy 1 year after departure of reservist.~~

~~(NN 171-12, Item 92)~~

947 DAS MOVEMENT RECORDS. Documentation concerning travel to and
(PA) from station, travel itineraries, hotel reservations, Household
Goods (HHG) pickup and delivery and other data of similar nature.

TEMPORARY - Destroy 6 months after departure of individual from
station.

948 FOREIGN AWARDS ~~CASE~~ FILES. Rules and regulations governing the
acceptance/wearing of foreign awards by U. S. military personnel.

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

948/1

Foreign Awards Case Files Description

*TEMPORARY. Destroy when no longer needed
for reference use or after receipt is acknowledged
by parent organization, whichever comes later*

950 DEPENDENT EDUCATION FILES. Documents relating to the enrollment
(PA) administration, and operation of service-paid, tuition-free or
correspondence schools for dependent children of assigned/attached
personnel.

TEMPORARY - Destroy when purpose has been served.

(NN 171-12, Item 36)

952 DAS MILITARY CASUALTY FILES. Correspondence, messages and
(PA) copies of regulations concerning the reporting and processing of
casualties, disposition of remains, personal effects, survivor
assistance and other related documentation.

TEMPORARY - Destroy 1 year after final action is completed.

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.

TEMPORARY - Cut off fiscally; destroy when no longer current.

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.

TEMPORARY - Destroy when no longer required for current operations.

Dropped

955

DAS HOUSING RECORDS. Documents governing the administration of DAS housing operations. Includes property lease, household furnishings requests and other documents of a similar nature.

a. Record Copy - maintained by HQS - TEMPORARY - Destroy 3 years after lease terminates or is canceled. (NN 171-12, Item 151).

b. Station Copy - Destroy 2 years after lease terminates or is canceled or when no longer needed for current operations, whichever comes later.

956

REPORT FOR REAL AND PERSONAL PROPERTY AND SELECTED FINANCIAL ASSETS. Reports submitted annually to the Financial Policy & Accounting Division on equipment acquired for the DAOs.

TEMPORARY - Destroy ^{when one year old.} upon receipt of next schedule report.

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.

TEMPORARY - Destroy when ^{2 years old OR} superseded, obsolete, or no longer required, ^{whichever comes later}

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 of records for the DAS for which Directorate maintains liaison with other DIA/State elements.

TEMPORARY - Destroy after completion of program.

960

DAS SECURITY VIOLATIONS FILE. Documentation pertaining to alleged security violations in the DAS. Included will be copies of Investigating Officers report/findings and final actions taken.

TEMPORARY - Hold for IG review; destroy 2 years after case is closed, whichever comes later.

w/abldrum

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.

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

w/D

964

COLLECTION MANAGEMENT FILES. Includes Collection Requirements, Time Sensitive Collection Requests, Collector Alert/Tip-Off, Collection Emphasis, Requirement Releaseability and Analytical Community's "Production Emphasis"-Collection Guidance.

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

w/D

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/>