

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 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 5. TELEPHONE
 (b)(3)

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-373-94-1*

DATE RECEIVED *2/24/96*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *1-6-97* ARCHIVIST OF THE UNITED STATES *John W. Carl*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE *12/16/96* SIGNATURE OF AGENCY REPRESENTATIVE *(b)(3)* TITLE _____

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1</i>	124 OFFICE TRANSPORTATION, VEHICLE AND PARKING FILES. Documents pertaining to arranging and providing for local transportation of Agency personnel within or between local military installations and activities and relating to the applications and issuance of parking permits. b. Parking Permits TEMPORARY-Destroy when new permits are issued or superseded or when no longer needed.	NN 171-12, Item 138	
<i>2</i>	125 TELEPHONE AND INTERCOM. Documents relating to telephone and intercom systems, floor plans showing location of office telephone extensions, request for changes to telephone directories, or other documents of a similar nature. b. Directory Changes TEMPORARY- Destroy when superseded or no longer needed.	GRS 12 Item 2b	
<i>3</i>	136/1 NATO BRIEFING AND DEBRIEFING CERTIFICATES. Briefing and Debriefing certificates for individuals authorized and required to access NATO information while assigned to DIA.		

JAN 23 1997 *Cons: Agency, NWDD, WWRG*

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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)
4	<p>TEMPORARY- Destroy when individual departs or transfers from Command Element.</p> <p>245 INVESTIGATIONS. Documents accumulated during the processing of complaints/investigations by or about an employee of the Agency and relating to the origination, planning, and execution of internal investigations and records accumulated as a result of investigations. Included are Reports of Investigations, record of actions taken, and supporting papers. These files pertain to investigations of both organizational and specific individuals. (a) Record copy of files of historical value.</p> <p>PERMANENT- Hold in current files area for 3 years after completion of all actions, then retire to WNRC. Transfer to the National Archives when 20 years old. Files of historical value will be selected by the Office of the Inspector General and will include files on all cases that:</p> <ol style="list-style-type: none"> (1) Involve real or alleged violations of EO 12036 and related and/or comparable Executive Orders, laws, directives, and regulations; or (2) Attract widespread public and/or Congressional interest; or (3) Pertain to DIA organization, policies, or administrative procedures; or (4) Develop into investigations of espionage, sabotage, or counterintelligence. 	NC1 373-79-5, Item 2a	
5	<p>496 (PA) DEFENSE INTELLIGENCE SPECIAL CAREER AUTOMATED SYSTEM (DISCAS) CERTIFICATES. Selection certificates and supporting documentation relating to the nomination, justification for selection/non-selection for promotion/reassignment for intelligence related positions on a DoD-wide basis. Records contain data on employment history, qualification and skills, and performance appraisals.</p> <p>TEMPORARY - Hold 2 years and destroy.</p>	NC1 373-77-7 Item 2	
6	<p>546 TRANSMITTED MESSAGE FILES. Reference copies of authenticated outgoing messages; paper copies retained in the Message Center Section, also filed on computer disk packs.</p> <p>TEMPORARY - Hold 1 year and destroy</p>	N1-373-88-3 Item 1	

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7	548 RECEIVED MESSAGE FILES. Reference copies of incoming messages; retained on computer disk packs. TEMPORARY - Hold 1 year and destroy	N1 373-8c Item 2	3
8	642 POLYGRAPH EXAMINATIONS. Examinations used in the initial screening process for certain positions and that is voluntary in nature and with the consent of the individual that is being employed, assigned or detailed. Files contain the polygraph machine results, any audio/video records of the examinations, and the medical psychiatric condition statement executed by each examinee. b. Medical/Psychiatric Condition Statements. Statements executed by each examinee and retained with the favorable examination reports. At the time of destruction of 642a above, these statements are removed from the folder and filed separately. TEMPORARY - Destroy when 1 year old.	N1 373-89- 04 Item 642b	2b
9	1316 (PA) ACADEMIC RECORD. Student record established and maintained in accordance with the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Handbook. File contains documentation of student's admission through graduation status in academic grade level and foreign training programs. a. Civilian academic records TEMPORARY - Retain one copy in the Official Personnel Folder (OPF) maintained in accordance with the Federal Personnel Manual. b. Military academic records TEMPORARY - Retain one copy in the Official Military Personnel Folder (OMPF) maintained in accordance with Parent Service directives.	N1 373-17- 10, Item 2	2
10	1337 (PA) STUDENT TRANSCRIPTS. Hard copy record of up-to-date transcript maintained in conjunction with academic record. Maintained in accordance with the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Handbook. a. Civilian student transcripts TEMPORARY - Retain one copy in the Official Personnel Folder (OPF) maintained in accordance with the Federal Personnel Manual.	N1 373-18- 10, Item 31	31

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	<p>b. Military student transcripts TEMPORARY - Retain one copy in the Official Military Personnel Folder (OMPF) maintained in accordance with Parent Service directives.</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/>