

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

10 items (See Instructions on Reverse)

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

| LEAVE BLANK | |
|---|--|
| DATE RECEIVED <i>12 MAY 1977</i> | JOB NO. |
| NCI 378 77 4 | |
| 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 stamped "disposal not approved" or "with-drawn" in column 10. | |
| <i>6-2-77</i> (Date) | <i>James B. Rhoads</i> Archivist of the United States |

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. TEL. EXT.

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.

10 MAR 1977

(b)(3)

Date (Signature of Agency Representative) (Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|---|
| 600 | SECURITY POLICY AND PLANNING RECORDS Records reflecting the formulation and establishment of internal security policy, planning, and procedural developments governing security matters. TEMPORARY - Hold 2 years after revision and retire to INEC; destroy when 12 years old. | | filed chronologically |
| 610 | SECURITY INFORMATION EXCHANGE RECORDS Documents containing data relating to the evaluation and overall policy of U.S. foreign disclosure with specific countries and other governmental agencies. These documents include exchange agreements and information relating to same between the U.S. and other countries. Agreements with foreign governments and Federal agencies and poli- Record Copy maintained by the Foreign Disclosure cy Division - PERMANENT - Retire to INEC 2 years after file becomes inactive. When records are ²⁰ 15 years old | | filed chronologically, except for policies and agreements which are filed alphabetically <i>Sent to agency, etc NICW, NAIB 6/7/77 TB</i> |

115-106

offer to the National Archives. Note: Material will be screened before retiring.

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
GPO (1973) 517-101

5/07/77. Changes with approval of H. [unclear]

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | ACTION |
|----------------|--|----------------------------|----------------|
| 615 | <p>Other materials:</p> <p>b. Reference Copy - TEMPORARY - Destroy ^{2 years after file} when superseded or recalled. <i>becomes inactive.</i></p> <p>RELEASE AND DISCLOSURE RECORDS Records reflecting action taken in the release or disclosure of DoD/DIA information, including the request, justification, and authorization.</p> <p>a. Record Copy maintained in the Foreign Disclosure Division - TEMPORARY - Retire to WIRC 1 year after file Destroy becomes inactive. When records are 10 years old XXXXXX XXXXXXXXXXXXXXXXXXXX</p> | filed | alphabetically |
| 620 | <p>b. Reference Copy - TEMPORARY - Destroy after 2 years.</p> <p>CERTIFICATES OF DESTRUCTION FOR TOP SECRET NATO, CEATO, SEATO DOCUMENTS Documentary evidence reflecting destruction of those records by the DIA Top Secret Control Officer.</p> <p>DISPOSITION: Maintain in accordance with treaty agreements as implemented by DIA security regulations.</p> <p>a. CEATO: TEMPORARY - Must be hold 10 years prior to destruction.</p> <p>b. NATO: TEMPORARY - Must be hold 10 years prior to destruction. If volume warrants, records may be cut off and transferred to WIRC at 2 year intervals (DIAR 50-32).</p> <p>c. SEATO: TEMPORARY - Cut off annually, hold 2 years in current files area and destroy (DIAR 50-34).</p> | filed | by date |

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|----------------|--|----------------------------|--------|
| 660 | <p>SECURITY VIOLATIONS Documentation pertaining to alleged security violations, unauthorized divulgence of classified information, results of findings, and final corrective action taken.</p> <p>a. TEMPORARY - Destroy 2 years after completion of the final corrective or disciplinary action.</p> | filed chronologically | |
| 670 | <p>SECURITY INSPECTIONS AND SURVEYS Documentation pertaining to inspections and surveys of DIA areas conducted by or at the discretion of the Counterintelligence and Security Office.</p> <p>TEMPORARY - Destroy 2 years after final corrective actions have been taken.</p> | filed chronologically | |

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/>