

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See instructions on reverse)

LEAVE BLANK	
JOB NO	NCl-373-81-3
DATE RECEIVED	July 2, 1981
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" by the Archivist on 10/10/81.	
SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS.	
8-18-81 Archivist of the United States	

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 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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
22/5/80	(b)(3)	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	500 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 - Offices of Record (DI, DC, AT, DE, JS, etc.) cut off annually, retire to WNRC when records are no longer required for frequent reference. When records are 20 years old offer to the National Archives, in 5 year blocks.  b. Reference/Information Copy - TEMPORARY - Destroy when superseded or obsolete, or when 5 years old, whichever is sooner.  Filed chronologically  (estimate of permanent records is approximately 2 cubic feet each year)	NN-171-12	2 items

*Closed Out: 8-18-81: (T.T.I).  
 Copy to Agency, NNB, NNM & WNRC*

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/>