

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-373-82-5
DATE RECEIVED	June 2, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <u>6-22-82</u>	<i>Edward Waldon</i> Acting 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 3 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
26 May 82	(b)(3)	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
I	<p><u>INTRODUCTION</u></p> <p>A function of the FOIA b(3) Defense Intelligence Agency (DIA) is to manage and operate the Department of Defense (DOD) Central Depository for all intelligence imagery, the National Area Coverage Data File, DOD imagery standards laboratory, and the DIA photographic laboratories.</p> <p>This Request for Records Disposition Authority prescribes rules governing DIA imagery presently stored at the Washington National Records Center (WNRC), future transfers of imagery to WNRC, withdrawal of imagery from WNRC space for review in accordance with criteria prescribed below and the identification and scheduling of both PERMANENT and TEMPORARY imagery records.</p>		
II	<p><u>TYPES OF RECORDS INVOLVED</u></p> <p>Original film of Aerial, Ground, Mapping, Hydrographic, Charting, Mission, WWII Foreign, IR, Domestic, and any other created or received by DIA in support of all DOD elements, the Intelligence Community, and other Government activities, regardless of acquisition system used.</p> <p>MASS DATA CHANGE SHEET ATTACHED</p>		

115-107 Cy to DIA 7-16-82
Closed out: 7-30-82: cm
Copies to Agency, NNS; WNRC

III RECORDS REVIEW PROCEDURE

As of April 1982, over 100,000 cubic feet of DIA photography was stored in WNRC. This photography is variously described as Aerial film, Aerial film RAF, Aerial photo, Cut film, IR, Mapping, Negative film, Photo binders, Geodetic survey, and IR Film cassettes. Annual accumulation is estimated to be 5,000 cubic feet.

Accession 373-62A-1400 contains the oldest records; accession 373-81-0057 the latest (see DIA accessions of imagery listed in WNRC printout dated April 30, 1982). Each accession line item in this printout has been assigned an Agency REVIEW date. DIA review dates for imagery records subsequent to accession 373-81-0057 will be listed on SF 135, Records Transmittal and Receipt, covering future transfers.

DIA will begin reviewing the oldest accessioned records first; the remaining accessions will be reviewed in chronological order thereafter.

Transfers of imagery by PROJECT began with accession 373-79-0062. PROJECT imagery will be reviewed by individual project.

IV RECORDS REVIEW CRITERIA FOR PERMANENT (ARCHIVAL) AND TEMPORARY IMAGERY

a. Imagery will be reviewed and selected by DIA on the Agency REVIEW date. Imagery determined by DIA as qualifying under the following criteria will be identified as Permanent and scheduled for offer to NARS consistent with National Security considerations.

(1) Imagery Criteria

- First coverage
- Only coverage
- Latest coverage
- Best coverage
- Coverage of strategic points
- Coverage which must be retained for each country.

(2) Other determining factors in selecting Permanent imagery:

- Film quality
- Color
- Black and white
- Infrared
- SLAR
- Laser
- Sensitometry
- Special platforms
- Strategic importance
- Historical value
- Unique and special interest

b. Imagery reviewed by DIA and determined not to qualify as Permanent records under the above criteria will be scheduled for disposition as indicated in Section VII below.

c. Upon accessioning and archival processing by NARS, should any material be found not to fall under NARS criteria, NARS may dispose of the material.

V. WNRC TRANSFER/WITHDRAWAL

In coordination with Director, WNRC, DIA will withdraw from WNRC entire accessions of imagery or compact portions of large accessions for review and selection in accordance with above criteria. Project imagery can be reviewed in its entirety without withdrawal. Transfers of new imagery to WNRC will be by Project. Transfers of withdrawn and reviewed imagery to WNRC will be by new accession number.

VI. IMAGERY RELATED RECORDS

DIA will maintain records relating to imagery such as index files and other finding aids in accordance with the disposition instructions in Section VII below.

VII. RECORDS DISPOSITION

1. Imagery reviewed and selected by DIA as meeting criteria prescribed in Section IVa(1)(2), ~~will be returned to WNRC for future review.~~ *DELETION CONCURRED IN BY DIA. 5-28-82. [REDACTED]*

PERMANENT. Retire imagery to WNRC in separate accessions and/or Projects with a specified date of offer to NARS consistent with National Security considerations. *(b)(3) E.C.T. NARS/NCB*

2. Imagery reviewed and selected by DIA which does not meet criteria prescribed in Section IVa(1)(2).

TEMPORARY. Destroy in accordance with Silver Recovery Program.

3. Indexes and other Finding Aids regardless of medium:

a. Indexes/Finding Aids relating to Permanent imagery:

Retire to WNRC along with the imagery to which they relate.

b. Indexes/Finding Aids relating to Temporary imagery:

Destroy when related imagery is destroyed.

NOTE: Bound indexes containing portion references to both Permanent and Temporary records should be retained in their entirety unless it is possible to separate the Temporary part without destroying the integrity or usefulness of the remaining Permanent records.

This SF 115 supersedes DIA records schedules NN 172-12, Items 540A, 542, and Job NN 172-75, Item 543A; other items therein remain unchanged. Also records disposition Job No. NC-373-76-2.

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/>