

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

LEAVE BLANK	
JOB NO  NC1-373-84-5	
DATE RECEIVED  4-17-84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-12-84 <i>Date</i>	<i>Robert M. Hand</i> <i>Archivist of the United States</i>

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  
(b)(3)

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 7 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 <u>17 Apr 84</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>(b)(3)</u>	E. TITLE <u>(b)(3)</u>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	PW/MIA DIVISION FILES		
1	ADMINISTRATIVE FILES: Consists of correspondence, messages, memoranda for the record, intelligence reports, briefings/speeches, Freedom of Information Act correspondence, meeting summaries and other documents pertaining to U.S. personnel who are or were Prisoners of War (PW), Missing in Action (MIA), or Killed in Action-Body Not Recovered (KIA-BNR) in Southeast Asia (SEA). Records in this category to be forwarded to the Federal Records Center (FRC) annually (most recent two years to be retained in the Division).		
1A	Correspondence, messages and other documents pertaining to Americans, foreign nationals, resident aliens and refugees. Files contain memorandas for the record, special projects, studies, minutes or summaries of meetings, briefing scripts, trip reports and other operational (vice administrative) documentation are to be forwarded to the National Archives for permanent retention following classification review one year after <i>Cy to Agency, NNA, NNS, NNB, 6-15-84, ECT</i> <i>NCW sent 7-2-84 by DMW.</i>		<i>16</i>

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p style="text-align: center;"><b>DIA PW/MIA DIVISON FILES</b></p> <p>the announcement by the President and/or the Secretary of Defense that the accounting of the missing in SEA has been satisfactorily completed and that the PW/MIA issue is resolved.</p> <p>1B The remaining portion of this category, purely administrative and housekeeping documentation, letters of transmittal and Freedom of Information Act responses without enclosures and other documents not specifically related to case files, or SEA countries are to be destroyed <del>when no longer needed or</del> one year following the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved.</p> <p>Dates of Coverage: 1967 to present, filed by subject: Volume to date: 35 cu. ft., anticipated growth: 1.5 cu. ft. per year.</p> <p>2 CASUALTY FILES: Consists of individual case files or dossiers on U.S. military or civilian personnel (and selected foreign nationals) who were or are PW/MIA or KIA-BNR in SEA. Case files contain biographic reports, photographs, operational messages, intelligence reports, letters, memoranda, status reports, Freedom of Information Act responses, and miscellaneous documents pertinent to the person's incident of loss and/or capture as applicable to his status. Not all case files contain all of the foregoing categories of documents. Case files will be retained until the President and/or the Secretary of Defense announces that the accounting for the missing in SEA has been satisfactorily completed and that the PW/MIA issue is resolved. Following classification review the dossiers will be retired to the National Archives, one year after the announcement and maintained permanently for historical purposes.</p> <p>Dates of Coverage: 1952 to present, filed alphabetically. Volume to Date: 65 cu. ft. anticipated growth: .5 cu. ft. per year.</p> <p>3 REFUGEE SOURCE FILES: Individual case files on each refugee or resident alien or other source providing information on sightings of live Americans, (since</p>	HJ	

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4	<p style="text-align: center;"><b>DIA PW/MIA DIVISON FILES</b></p> <p>May 1975) or graves or crash sites of Americans who are or were casualties in Southeast Asia. Case files contain debriefing reports, personal letters, intelligence reports, collection messages, evaluations of reports, memoranda for the record, tapes of interviews/debriefings, polygraph results and other documents related to the evaluation and correlation of the source's information. Not all case files contain all of the foregoing documents. Records in this category to be retained for one year after the President and/or the Secretary of Defense announce that the accounting for the missing in SEA has been satisfactorily completed and the PW/MIA issue is resolved. Following classification review, individual case files to be retired to the National Archives for permanent retention.</p> <p>Dates of Coverage: 1975 to present, filed alphabetically. Volume to date: 55 cu. ft., anticipated growth: 4 cu. ft. per year.</p> <p><b>MOTION PICTURE FILM AND VIDEO TAPE FILES:</b> Consist of reels of film pertaining to U.S. Prisoners of War and to U.S. personnel who died in combat. The films were obtained from U.S. and international news media, by capture from the enemy or through intelligence efforts. Video tape files consist of PW/MIA events which occurred, generally after the fall of Saigon and were broadcast on the major US networks and Public Service television network. The cassettes are in three-quarter inch, Umatic format. The film and cassettes will be forwarded to the Federal Records Center on an incremental basis, as the immediate need diminishes. One year following the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved, and after classification review, all film and video cassettes will be retired to the National Archives for permanent retention.</p> <p>Dates of Coverage: 1963 to current. Filed numerically. Volume to date: 35 cu. ft., anticipated Growth: .5 cu. ft. per year.</p>		

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<b>DIA PW/MIA DIVISION FILES</b>			
5	<p>PRISONER OF WAR CAMP, DETENTION AND REEDUCATION FACILITY FILES: Consists of a record for each confirmed or suspected PW camp, detention or reeducation facility investigated during and after the Southeast Asian conflict. Files contain aerial photographs, photo interpreter evaluation reports, intelligence reports, memoranda, messages, maps and other miscellaneous documents pertaining to the facilities. Records to be forwarded to Federal Records Center incrementally, as immediate need diminishes. Following classification review, all files/records to be retired to the National Archives for permanent retention one year after the announcement by the President, or the Secretary of Defense, that the PW/MIA issue has been satisfactorily resolved.</p> <p>Dates of Coverage: 1961 to present. Filed by DIA/US camp name, alphabetically. Volume to date: 35 cu. ft., anticipated accumulation: 2 cu. ft. per year.</p>		
6	<p>DEBRIEFING FILES: Consists of a verbatim record or summary (including daily summary message debriefs) of PWs released at Homecoming Feb-Apr 1973) or the debriefing of other released or escaped PWs or detainees from the Southeast Asian conflict. A casualty file also exists on each individual who has been debriefed. Records to be forwarded to the Federal Records Center incrementally, as immediate need diminishes initially the daily summary debriefs. All debriefing files to be retained for one year following the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved. Then, following security classification review all records in this category will be retired to the National Archives for permanent retention.</p> <p>Dates of coverage: 1962 to present, filed by name alphabetically. Volume to date: 25 cu ft plus 2 linear feet of microfiche. Anticipated accumulation: negligible.</p>		
7	<p>UNCORRELATED REPORT FILES: Consists of DoD and other intelligence collection agency PW/MIA intelligence reports that could not be correlated to</p>		

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	<p style="text-align: center;"><b>DIA PW/MIA DIVISON FILES</b></p> <p>identified American casualties in Southeast Asia. These reports were sanitized and published in a 15-volume response to numerous identical Freedom of Information Act requests. The document is entitled <u>Uncorrelated Information Relating to Missing Americans in Southeast Asia</u>. Documents to be forwarded to the Federal Records Center for retention for one year following announcement by the President or the Secretary of Defense that the PW/MIA issue is satisfactorily resolved. The records will then be retired to the National Archives for permanent retention.</p> <p>Dates of Coverage: 1964-1978 filed chronologically by category of reports: personnel, PW Camps, crashsites and studies. Volume to date: 8 cu. ft., no accumulation anticipated.</p>		
8	<p><b>PUBLICATIONS/REPORT FILES:</b> Consists of one copy of each document or report published or produced and disseminated by the DIA PW/MIA element relative to the PW/MIA issue. The documents to be forwarded, with substantiating documentation (backup) as available, to the Federal Records Center, as the immediate need diminishes. Documents to be retained for one year after the President or the Secretary of Defense announce that the PW/MIA issue has been satisfactorily resolved. All documents in this category will then be retired to the National Archives for permanent retention, following security review.</p> <p>Dates of Coverage: 1964 to present filed chronologically. Volume to date: 6 cu. ft., anticipated accumulation: .5 cu. ft. per year.</p>		
9	<p><b>PRECAPTURE PHOTOGRAPH FILES:</b> Consists of one or more photographs of U.S. persons who are or were PW, MIA or KIA-BNR in Southeast Asia. The photographs to be forwarded to the Federal Records Center for retention until one year after the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved. The photographs will then be retired to the National Archives for permanent retention.</p>		

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	<b>DIA PW/MIA DIVISON FILES</b>		
	Dates of Coverage: 1961 to present, filed alphabetically. Volume to Date: 7 cu ft. Anticipated Accumulation: negligible.		
10	<p><b>POST CAPTURE PHOTO FILE:</b> Consists of single copies of photographs of captured Americans taken by Vietnamese and other nation photographers. The photographs have been obtained from open source publications, motion pictures, video programs and by intelligence collection means. Photographs to be forwarded to the Federal Records Center for retention. One year after the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved, after classification review, the photographs will be retired to the National Archives for permanent retention.</p> <p>Dates of Coverage: 1964 to 1973, filed alphabetically and by subject matter (i.e., Hanoi Parade). Volume to Date: 4 cu ft. Estimated Accumulation: None.</p>		
11	<p><b>FREEDOM OF INFORMATION ACT REQUEST FILES:</b> Consists of copies of DIA responses to FOIA requests from PW/MIA next-of-kin, interested individuals and members of Congress. Documents to be forwarded incrementally to the Federal Records Center for retention for one year after the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved. The files will then be retired to the National Archives for permanent retention.</p> <p>Dates of Coverage: 1976 to present, filed by requester's name. Volume to date: 14 cu. ft., Anticipated Accumulation: 1.5 cu. ft. per year.</p>		
12	<p><b>ANALYST FILES:</b> Each analyst maintains project files, research documents, area studies, training aids and other assorted documents covering a wide range of subjects considered to be of value to his PW/MIA efforts. Following the determination that the PW/MIA issue is finally resolved, all such documents will be reviewed. (a) Documents that supplement or contribute to</p>		

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	<p style="text-align: center;"><b>DIA PW/MIA DIVISON FILES</b></p> <p>the SEA PW/MIA historical record and are not duplicated elsewhere will be retired to the National Archives following classification review. (b-) The remaining documents will be destroyed, <del>or otherwise disposed of.</del></p> <p>Dates of Coverage: 1952 to present, filed by subject. Volume to Date: 100 cu ft. Anticipated Accumulation: 3 cu ft per year.</p> <p>13 PW/MIA AUTOMATED ONLINE FILE: Within one year following the announcement that the PW/MIA issue has been resolved, tapes of the PW/MIA automated data base file will be retired to the National Archives for permanent retention. Two hardcopy printouts containing all data included in each record will be retired with the tape, one in alphabetical order and the other in chronological/incident order. File construction and use data will also be retired.</p> <p>Dates of Coverage: 1952 to present filed by unique identification number and or name. Volume to date: 4 cu ft, 6,250 records (1208 character/spaces per record). Anticipated accumulation: 5-600 records per year.</p> <p>14 NEGOTIATION FOLDER FILES: Consists of one folder for each loss incident in the Southeast Asian conflict. Folders may pertain to one or more individuals, is identified by a reference number (REFNO) as well as the individual's name(s) and contains a brief summary of the loss incident, a physical description of the individual(s), a map showing the loss location, a photograph of the individual(s), appropriate open source material and sanitized intelligence pertaining to the loss. Not all documents are included in each folder. Folders will be retired to the National Archives within one year following the announcement that the PW/MIA issue has been resolved.</p> <p>Dates of Coverage: 1961 to 1975, filed by REFNO. Volume to Date: 35 cu. ft., anticipated Accumulation: negligible.</p>	<p style="font-size: 2em; text-align: center;">HJ</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/>