

LEAVE BLANK (NARA use only)

JOB NUMBER NI-525-02-2

DATE RECEIVED 8/6/02

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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES

12-19-02 [Signature]

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
National Reconnaissance Office

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
(b)(3)

5. TELEPHONE  
(b)(3)

**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: 7/31/02  
SIGNATURE OF AGENCY REPRESENTATIVE: Brian A. Malone  
TITLE: Director, Management Services & Operations

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached		

INACTIVE - ALL ITEMS SUPERSEDED

INACTIVE - ALL ITEMS SUPERSEDED

1209	<b>Employee Grievance Files</b>			
4209-1	<u>Employee Grievance</u> - Records relating to grievances raised by employees, except EEO complaints. These files include the employee's "Grievance Record", which initiates the grievance and states the nature of the grievance. The statements of witnesses, circumstances that caused the grievance, reports of interviews and hearings, examiner's findings and recommendations, employee withdrawal, and final resolution of the grievance. If appealed, the complete file will be transferred to the Office of Inspector General. (See Item 202-2)			
1209-1-a	Grievance case files initiated at Directorate level or files received from components. <b>Superseded by:</b> <u>NI-925-12-001/100/04</u> DATE (MM/DD/YYYY): <u>11/09/2014</u>	<b>Temporary.</b> Destroy 7 years after case is closed.	Hold in current file area 2 years after closure before transferring to the Records Center.	Cutoff closed case files at the end of the CY.
1209-1-b	Electronic mail and word processing records used to generate records covered by Item a.  Superseded by job / item number: <u>DAA-GRS-2013-0003-0012</u> Date (MM/DD/YYYY): <u>09/16/2014</u>	<b>Temporary.</b> Destroy/delete within 180 days after the record copy has been produced.	These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	N/A

1210	Supervisor's Personnel Files			
1210-1	<del>Management Inquiry Files - Interview files, correspondence, reports, and other documentation relating to management inquiries into allegations of harassment, misconduct, and other inappropriate behavior</del>			
1210-1-a	Record Copy Superseded by job / item number: <u>NL525-12001/100/03</u> Date (MM/DD/YYYY): <u>11/09/2014</u>	Temporary. Retain for at least 1 year from date of last document created relating to the inquiry. After 1 year destroy when no longer needed or superseded.	These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	Cutoff files at the end of the CY.
1210-1-b	Electronic mail and word processing records used to generate records covered by Item a. Superseded by job / item number: <u>DAA-CRS-2013-0003-0012</u> Date (MM/DD/YYYY): <u>09/16/2014</u>	Temporary. Destroy/delete within 180 days after the record copy has been produced	These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	N/A

INACTIVE - ALL ITEMS SUPERSEDED

INACTIVE - ALL ITEMS SUPERSEDED

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 National Reconnaissance Office ." 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/>