

Request for Records Disposition Authority

(See instructions on reverse)

Leave Blank (NARA Use Only)

To: National Archives and Records Administration (NARA)
Washington, DC 20408

Job Number
N1-525-06-3

1. From: (Agency or establishment)
National Reconnaissance Office

Date Received
5/22/06

2. Major Subdivision

(b)(3)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. Minor Subdivision

(b)(3)

Date
9/27/06

Archivist of the United States
[Signature]

4. Name of Person with whom to confer

(b)(3)

5. Telephone (include area code)

(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 has been requested

Sign **(b)(3)**

(b)(3)

Date (mm/dd/yyyy)
05/03/2006

Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
121 0- 1-a	Supervisor's Personnel Files. Management Inquiry Files - Interview files, correspondence, reports, and other documentation relating to management inquiries into allegations of harassment, misconduct, and other inappropriate behavior. 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 After 1 year destroy when no longer needed or superseded. (Authorized N1-525-02-2)		
121 0- 1-b	Electronic mail and word processing records used to generate records covered by Item a. Temporary. Destroy/delete within 180 days after the record copy has been produced. (Authorized N1-525-02-2)	Superseded by Job / Item number: DAA-GRS-2013-2003-0012 Date (MM/DD/YYYY): 09/10/2014	
121 0- 1-c	Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF. Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.	Superseded by: N1-525-12-001/100/03 DATE (MM/DD/YYYY): 11/09/2014	
121 0- 1-d	Duplicate documentation. Other copies of documents duplicated in OPFs not provided for elsewhere in this schedule. Temporary. Destroy when 6 months old.		

Handwritten note: All 9/27/06 copies sent to Agency, NARA

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/>