

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

Job Number
NI-525-09-2

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

Date Received
5/5/09

2. Major Subdivision

(b)(3)

3. Minor Subdivision

(b)(3)

4. Name of Person with whom to confer

(b)(3)

5. Telephone (include area code)

Date

10/30/09

Archivist of the United States

WITHDRAWN

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 3 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

Signature of Agency Representative

(b)(3)

Title

(b)(3)

Date (mm/dd/yyyy)

02/25/2009

7. Item Number

of Item and Proposed Disposition

9. GRS or Superseded Job Citation

10. Action taken (NARA Use Only)

The items in this schedule apply to records regardless of medium. Information covered by permanent items may be converted to microform or to electronic format, including optical disk, without further NARA approval. Permanent microform records will be created and maintained in accordance with the standards for archival film contained in the Code of Federal Regulations. Permanent records maintained in an electronic format (whether imaged or other records material) will be created and maintained in accordance with the standards for electronic records contained in the Code of Federal Regulations and will be transferred to the National Archives in a format that meets the standards for archival records in effect at the time of transfer.

Unless otherwise specified, the transfer instructions for permanent series apply only to paper or hard copy files. When NRO establishes an electronic recordkeeping system, NARA and NRO will develop appropriate transfer instructions to cover the electronic records.

See attached for description of records that pertain to budget planning, programming, execution, and financial accounting.

Budget, Finance, and Accounting

These records relate to budget planning; programming; execution; and financial accounting. Records are maintained to provide oversight of the expenditure of funds that Congress has appropriated to the NRO.

Item Number: *01

Item Title: Budget and Estimate Justifications

Disposition: Permanent. Send the records to the Records Center at the end of each fiscal year. Transfer to the National Archives when declassified, but not later than when 50 years old.

Authority: N1-525-95-1

Office of Record: Business Plans and Operations (BPO)
(Covers former 301-2-a-1)

Item Description:

Records relating to the preparation and submission of annual NRO budget estimates and justifications, including the following:

- Congressional Budget Justification Book (CBBJ)
- Estimates
- Justifications
- Budget guidance documents
- Submissions prepared by NRO program offices
- Related schedules and data

(*RCS item is exempted from the E.O. 12958 guidance relating to automatic declassification.)

Item Number: 02

Item Title: Budget Execution Files

Disposition: Temporary. Send the files to the Records Center at the end of each fiscal year. Destroy when 5 years old.

Authority: GRS 5 Items 3-a, 3-b, and 4

(Covers former 302-1-a, 302-1-b, 302-2)

Item Description:

- Reports on the status of appropriation accounts and apportionment. Includes annual reports as well as all other budget reports files.
 - Budget Apportionment Files – Apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.
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Item Number: *03

Item Title: Budget Formulation and Administration

Disposition: Permanent. Send the records to the Records Center at the end of each fiscal year. Transfer to the National Archives when declassified, but not later than when 50 years old.

Authority: N1-525-95-1

(Covers former 301-1)

Item Description:

- Correspondence and subject files pertaining to policies and procedures governing budget formulation and administration as well as budgetary aspects of NRO programs and operations.

(*RCS item is exempted from the E.O. 12958 guidance relating to automatic declassification.)

Item Number: 04

Item Title: Expenditure Accounting Posting and Control Files

Disposition: Temporary. Do not send the records to the Records Center. Destroy when 3 years old.

Authority: GRS 7 Items 4-a and 4-b

(Covers former 304-4-a, 304-4-b)

Item Description:

- Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule.
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Item Number: 05

Item Title: GAO Exception Files

Disposition: Temporary. Do not send the records to the Records Center. Keep records for 1 year after exception has been reported as cleared by GAO and then destroy/delete.

Authority: GRS 6 Item 2

(Covers former 303-4)

Item Description:

- GAO notices of exemptions, such as SF 1100, formal or informal, and related correspondence.
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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/>