

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To: National Archives and Records Administration (NIR)  
Washington, DC 20408 **INACTIVE - ALL ITEMS SUPERSEDED**

Job Number NI-525-10-2

Date Received 1/7/10

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

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)  
**(b)(3)**

Date  
01-25-2010

Archivist of the United States  
Tand M. W. L.

**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 2 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)  
12/21/2009

7. Item Number	Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p>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.</p> <p>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.</p> <p>See attached for description of records that pertain to personnel security files and requests for authorization to access to secure and/ or sensitive information.</p> <p style="text-align: center;"><b>INACTIVE - ALL ITEMS SUPERSEDED</b></p>		

## Proposed Descriptions for 1100 Security

**Series Description:** Records contained in this series pertain to security and counterintelligence. These include personnel security activities including background investigations and non-disclosure agreements; facilities security; information security; counterintelligence policies and activities, including investigations; security operations; and security and CI-related mission support.

Note: Some records accumulated under items in this series of the schedule may become relevant to an ongoing investigation or litigation. If not incorporated into the investigation case file, these records should be retained until completion of the investigation even if their normal retention period has expired.

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**Item Title:** Personnel Security and Access Files

**Disposition:** Temporary. Destroy 25 years after last action in file. Prior to destruction, remove all Non-Disclosure Agreements (see item 1100-07).

**Authority:** N1-525-00-1- NEW (for 504-10- deviates from GRS 24 item 6a)

**Covers former:** 502-1-a, 502-1-b, 504-10

**Item Description:** Reports, forms, correspondence, databases, and other records accumulated in connection with determining the eligibility of individual personnel for Sensitive Compartmented Information (SCI) access. (Included are files on NRO staff, and contractors.)

Requests and authorizations for individuals to have access to classified and unclassified information and devices (hardware/software); i.e., Privilege User Request; PED Briefing, Registration and Internet Account Request and User Briefing; NMIS User Briefing, and File Transfer Request.

Superseded by job / item number:

N1-525-02-001 / 700/03  
Date (MM/DD/YYYY):  
03/15/2017

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/>