

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-525-10-4

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

Date Received
01/25/2010

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

4. Name of Person with whom to confer

(b)(3)

5. Telephone (include area code)

Date
02/24/2011

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WITHDRAWN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 5 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)

(b)(3)

Title

(b)(3)

Date (mm/dd/yyyy)

1/7/2010

7. Item Number

8. Description of Records 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 GRS or Superseded Job Citation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 facility, logistic, property and supply chain management files.

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Facilities and Logistics

Series Description: Records contained in this series pertain to facilities and logistics. Included are files on property management, warehouse and transportation activities, environmental health, inventory and supplies, safety, usage, and maintenance. See Administrative Records for schedule on Travel records.

Item Number: 400-02

Item Title: Facilities – Structure Files

Disposition: Temporary. Destroy 2 years after file is inactive (i.e., termination of assignment, when lease is canceled, after the structure or object has been retired from service, or when plans are superseded or obsolete). These files can not be retired to the Records Center. They must be held in current program area until they are destroyed.

Authority: N1-525-95-1, GRS 17 Item 6, GRS 11 Item 2-a
(Covers former 1501-1, 1501-2, 1501-3, 1501-5-a)

Item Description:

- Facilities design records and drawings of structures and buildings. (Included are drawings of electrical, telephone, plumbing, heating, or air conditioning systems.)
 - Building space assignment plans including outline floor plans indicating occupancy of a building.
 - Host tenant agreements between NRO components and other agencies concerning routine support services to be provided to or by NRO. Records relate to such matters as fire protection, guard services, snow removal, repair and maintenance of roads, and similar subjects. These agreements are normally negotiated locally.
 - Records relating to the allocation, utilization, and release of building space under NRO control, and related reports. Included are building plan files, surveys, and other records utilized in NRO building space planning, assignment, and adjustment.
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Item Number: 400-03

Item Title: Accountable Property Invoice and Accounting Files

Disposition: Temporary. Destroy when 3 years old. Do not send the records to the Records Center. Hold in current file area until they are destroyed.

Authority: N1-525-95-1

(Covers former 402-4, 402-5)

Item Description:

- Invoices or equivalent papers used for non-expendable property accounting purposes.
 - Accountable property accounting returns and reports, with related work papers.
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Item Number: 400-06**Item Title:** Logistics**Disposition:** Temporary. Destroy 4 years after completion of transaction. Hold in current file area for 1 year after completion of transaction before transferring to the Records Center.**Authority:** N1-525-95-1**(Covers former 401-3, 401-4)****Item Description:**

- Automated systems used to document purchases of materiel. (Included are information on priority of orders, status of transactions, warehouse locations of materiel, funds available, and similar matters.)

Messages, notes, status reports, specifications, and other files accumulated by customer account executives, item managers, and other staff responsible for determining what specific items of materiel meet customer requirements, for acquiring materiel for customers, and for ensuring its timely shipment.

Item Number: 400-10**Item Title:** Shipping and Transportation Files**Disposition:** Temporary. Destroy when records are no less than 2 years old but no more than 5 years old. Cutoff files at the end of the calendar year. Hold in current file area for 1 year before transferring to the Records Center.**Authority:** N1-525-06-2, N1-525-95-1**(Covers former 403-2, 403-4, 403-6)****Item Description:**

- Records accumulated by transportation units in connection with the shipment of materiel to other NRO activities (included are such forms as DD Forms 1348-1a and 1149, manifests, requisitions, log books, receipts, and periodic activity reports).
 - Cargo summaries, itineraries, requests, and messages pertaining to specific transportation flights.
 - Brief annual reports that summarize transportation mission activities (included are tonnage and expenditure data and similar information).
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Item Number: 400-11

Updated 07 Dec 2009

Item Title: Transportation-Commercial Freight

Disposition: Temporary. Destroy when records are no less than 6 years old but no more than 10 years old. Send the records to the Records Center after the period of account and/or settlement. Hold in current file area for 1 year after the period of the account and/or settlement before transferring to the Records Center.

Authority: GRS 9, Items 1-a, 1-b, 1-c, 2

(Covers former 1301-1-a, 1301-1-b, 1301-1-c, 1301-2)

Item Description:

- Original vouchers and support documents covering commercial freight charges of settled fiscal accounts (including registers and other control documents)
- Records covering payment for commercial freight charges for services for which:
 - notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved;
 - deduction or collection action has been taken;
 - voucher contains inbound transit shipment(s);
 - parent voucher has print of paid supplemental bill associated;
 - voucher has become involved in litigation; or
 - any other condition that prevents the settling of the account, requiring the voucher to be retained beyond the six year retention period, such as detection of overcharge.
- Issuing office copies of Government or commercial bills of lading, and supporting documents.
- Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.

Item Number: 400-12

Item Title: Transportation Discrepancy, Mission and Air Worthiness Certificates Files

Disposition: Temporary. Destroy when 1 year old. Longer retention is authorized if records are still needed for business purposes. Do not send the records to the Records Center. Hold in current file area until they are destroyed.

Authority: N1-525-95-1,

(Covers former 403-3, 403-5)

Item Description:

- Records relating to the certification of oversize shipping containers (included are load plans, requests for certifications, and approvals).
- Reports and other records pertaining to traffic irregularities; packaging and handling deficiencies; damaged, pilfered and lost cargo; and similar matters.

Note: The following items are not addressed on this SF 115 schedule:

New RCS	Description	Reason not included on SF 115	Comment/ Old RCS
400-01	Facilities- Communications Files	Admin Changes	1501-4, 1501-5-b, 1501-6, 1501-7
400-04	Government Furnished Equipment and Property Accounting Files	Unchanged	402-1-a
400-05	Inventory Control and Supply Files	Admin Changes	402-2-a, 402-2-b, 402-2-c, 402-3-a
400-07	OSHA (reserved)	No content	400-07
400-08	Motor Vehicle Files	Admin Changes	400-08
400-09	Motor Vehicle Accident Files	Unchanged	400-09

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/>