

# 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

N1-525-1-0

1. From: (Agency or establishment)

Date Received

4 30 12

National Reconnaissance Office

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 7 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

7.  
Item  
Number

This schedule is intended to apply to NRO NSA and NGA at the (b)(3) only, and will supersede National Reconnaissance Office (NRO), National Security Agency (NSA), and National Geospatial-Intelligence Agency (NGA) schedules at (b)(3) as specified in the attached crosswalk.

In addition to the NRO, agencies requesting disposition authority include NSA and NGA, additional signatures:

Eth Brooks,  
Senior Records Officer  
National Security Agency  
Service

See attached schedule and crosswalk.

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 overall program management, policy, and office administrative records.

## Multi-Agency Records Schedule

## Policy and Administrative Records (M100)

Item Number	Item Description	Disposition
M100-01	Records of the Commander, Deputy Chief, Director, Deputy Director, and other appropriate Executives. Records including high-level strategic plans and organizational structures, management reviews and projections, correspondence, communications, all mission related memoranda, reports, briefing papers, notices, meeting minutes, registry or action tracking systems, calendars and schedules, and travel and visit information.	PERMANENT. Transfer to the National Archives when declassified, but not later than when 50 years old.
M100-02	Executive Committee Records. Executive Committee Records. Site level Committees and/or working groups making recommendations to senior decision makers. Records including meeting minutes, briefings, and other information accumulated in connection with committee actions. These records exclude recommendations on decisions related to mission operations.	TEMPORARY. Destroy when 7-10 years old or no longer needed.
M100-03	Visitors and Visit Arrangements Files. This file contains information concerning foreign and domestic visitors. Data includes date of last visit, country of origin, position, date of birth, reason for visit, security clearances, agency or country. Included are requests and authorizations for foreign visits, itineraries, security, protocol matters, reports, and related data.	TEMPORARY. Destroy when 5 years old or no longer needed.
M100-04-A	Policy Records. Records including one copy of all policy documents or similar data issued by the (b)(3) Commander. Also included is the appropriate coordination package or action tracker documentation indicating approval and recording significant decisions affecting the policy.	PERMANENT. Transfer to the National Archives when declassified, but not later than when 50 years old.
M100-04-B	Operating Instructions and Standard Operating Procedures. Site Operating Instructions (OI) and office level Standard Operating Procedures (SOP). Also included is the appropriate coordination package or action tracker documentation indicating approval and recording significant decisions affecting the OI or SOP.	TEMPORARY. Destroy when 2 years old or no longer needed.

Item Number	Item Description	Disposition
M100-05	Internal Management Records. Records of mid-level, non-executive, or group-level offices or committees. Records including meeting minutes, studies, briefing charts, memoranda, instructions, and other records accumulated by individual components in connection with the establishment/modification of program priorities, resource allocations, analyses of proposed changes in activities, and similar matters. Excluding items covered elsewhere (Executive Committee section M100-02).	TEMPORARY. Destroy when 5 years old or no longer needed.
M100-06-A	Agreement Files. Site-specific agreement files not maintained elsewhere (HQ elements). These agreements included Memoranda of Agreement and Memoranda of Understanding executed with other domestic agencies and documents relating to the determination of requirements for securing and operating government facilities. Included are the agreements and documentation of the negotiations leading to these agreements.	PERMANENT. Transfer to the National Archives when declassified, but not later than when 50 years old.
M100-06-B	Internal Agreement Files. Agreements concerning routine support services negotiated locally. Excluded are items covered in M100-06-A and documents maintained at the HQ level.	TEMPORARY. Destroy 3-5 years following termination of agreement.
M100-07	Historical files. Published histories or special historical studies including documents and other items used as source data in the writing of these studies. May also include other collections, oral histories, or records related to noteworthy events.	PERMANENT. Transfer to the National Archives when declassified, but not later than when 50 years old.
M100-14	Briefings on routine, administrative policy or operational matters or internal Agency components. These records include all media (including electronic copies).	TEMPORARY. Destroy when 2 years old or sooner if no longer needed.
M100-15	Fund-Raising Campaign Records. These files consist of correspondence, receipts, invoices, and related records used to facilitate and control the collection of monies for fund-raising campaigns of charitable, health, welfare, and similar organizations.	TEMPORARY. Destroy 1 year after campaign completion or completion of next equivalent campaign.

UNCLASSIFIED

Multi-Agency Records Schedule

Policy and Administrative Records (M100) – Crosswalk to NRO, NSA, and NGA schedules

Item Number	Item Description	Disposition	NSA Items superseded	NGA Items superseded	NRO Items superseded
M100-01	Records of the Commander, Deputy Chief, Director, Deputy Director, and other appropriate Executives. Records including high-level strategic plans and organizational structures, management reviews and projections, correspondence, communications, all mission related memoranda, reports, briefing papers, notices, meeting minutes, registry or action tracking systems, calendars and schedules, and travel and visit information.	PERMANENT.	300 301-01a 301-06a  (N1-457-07-001)	201-03-a  (NI-537-04-01)	101-1, 101-3, 101-2, 106-1, 106-2-a, 106-4-a  (N1-525-95-1)
M100-02	Executive Committee Records. Executive Committee Records. Site level Committees and/or working groups making recommendations to senior decision makers. Records including meeting minutes, briefings, and other information accumulated in connection with committee actions. These records exclude recommendations on decisions related to mission operations.	Temporary. Destroy when 7-10 years old or no longer needed.	322-01-B  (N1-457-07-001)		101-4-b, 102-1-b  (N1-525-95-1)
M100-03	Visitors and Visit Arrangements Files. This file contains information concerning foreign and domestic visitors. Data includes date of last visit, country of origin, position, date of birth, reason for visit, security clearances, agency or country. Included are requests and authorizations for foreign visits, itineraries, security, protocol matters, reports, and related data.	TEMPORARY. Destroy when 5 years old or no longer needed.	300-02  (N1-457-07-001)	212-01-a, 212-01-b  (NI-537-03-01)	
M100-04-A	Policy Records. Records including one copy of all policy documents or similar data issued by the (b)(3) Commander. Also included is the appropriate coordination package or action tracker documentation indicating approval and recording significant decisions affecting the policy.	PERMANENT.	301-07  (N1-457-07-001)	206-01  (NI-537-03-15)	103-1-a-1  (N1-525-95-1)

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Item Number	Item Description	Disposition	NSA Items	NGA Items	NRO Items
M100-04-B	Operating Instructions and Standard Operating Procedures. Site Operating Instructions (OI) and office level Standard Operating Procedures (SOP). Also included is the appropriate coordination package or action tracker documentation indicating approval and recording significant decisions affecting the OI or SOP.	Temporary. Destroy when 2 years old or no longer needed.		101-05a  (NI-537-98-01)	1801-1  (GRS 23 Item 1)
M100-05	Internal Management Records. Records of mid-level, non-executive, or group-level offices or committees. Records including meeting minutes, studies, briefing charts, memoranda, instructions, and other records accumulated by individual components in connection with the establishment/modification of program priorities, resource allocations, analyses of proposed changes in activities, and similar matters. Excluding items covered elsewhere (Executive Committee section M100-02).	TEMPORARY. Destroy when 5 years old or no longer needed.	301-14-B  (N1-457-07-001)	101-05a  (NI-537-98-01)	103-4  (N1-525-95-1)
M100-06-A	Agreement Files. Site-specific agreement files not maintained elsewhere (HQ elements). These agreements included Memoranda of Agreement and Memoranda of Understanding executed with other domestic agencies and documents relating to the determination of requirements for securing and operating government facilities. Included are the agreements and documentation of the negotiations leading to these agreements.	PERMANENT.	306-01a  (N1-457-07-001)	201-02-a  (NI-537-04-01)	104-2-a-1  (N1-525-95-1)
M100-06-B	Internal Agreement Files. Agreements concerning routine support services negotiated locally. Excluded are items covered in M100-06-A and documents maintained at the HQ level.	Temporary. Destroy 3-5 years following termination of agreement.		101-05a  NI-537-98-01	

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Item Number	Item Description	Disposition	NSA Items	NGA Items	NRO Items
M100-07	Historical files. Published histories or special historical studies including documents and other items used as source data in the writing of these studies. May also include other collections, oral histories, or records related to noteworthy events.	PERMANENT.	304-01 304-02 304-03  (N1-457-07-001)	207-02, 207-07-b, 212-02-a, 207-06-a207-03-b  (NI-537-02-03)	105-1  (N1-525-95-1)
M100-14	Briefings on routine, administrative policy or operational matters or internal Agency components. These records include all media (including electronic copies).	TEMPORARY. Destroy when 2 years old or sooner if no longer needed.	301-06c  (N1-457-07-001)	101-05a  (NI-537-98-01)	206-5, 1801-1  (N1-525-95-1 and GRS 23 Item 1)
M100-15	Fund-Raising Campaign Records. These files consist of correspondence, receipts, invoices, and related records used to facilitate and control the collection of monies for fund-raising campaigns of charitable, health, welfare, and similar organizations.	TEMPORARY. Destroy 1 year after campaign completion or completion of next equivalent campaign.	301-13  (N1-457-07-001)	101-05a  (NI-537-98-01)	

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/>