Request for Records Disposition Authority

(See Instructions on reverse)

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

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

2. Major Subdivision

3. Minor Subdivision

4. Name of Person with whom to confer: (b)(3) [redacted]

5. Telephone (include area code)

Leave Blank (NARA Use Only)

Job Number: N1-525-12-3

Date Received: 1-17-2012

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date: 3 Th 2012

Archivist of the United States

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:

[X] is not required [ ] is attached [ ] has been requested

Signature: (b)(3) [redacted]

Title: (b)(3) [redacted]

Date (mm/dd/yyyy): 1/11/2012

7. Item Number	Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	Bucket RCS 300 series - see attached.		

115-109 NSN 7540-00-634-4064
Previous Edition Not Usable

Page ____ of ____

Standard Form 115 (Rev.3/91)
Prescribed by NARA 36 CFR 1228

Last Revised: 1 March 2013

300 INFORMATION TECHNOLOGY AND COMMUNICATIONS

Note: This section applies to business and enterprise IT, which includes the basic systems and services used to supply the NRO and its staff with access to computers and data telecommunications, such as hardware, software, and shared applications, as well as the services necessary to design implement, test, validate, and maintain such component. For reconnaissance mission-related IT, see the 600 section.

300-02 IT Certification and Long-Term Audit Records

Disposition: Temporary – 25 years
Description: IT or COMSEC files created for long-term audit, security, or counterintelligence purposes, such as system files certificates, compromised key lists, certificate revocation lists, certification authority records, and other certification authority workstation cards. Excluded from this item are backup tapes maintained for system and disaster recovery purposes and personnel access files.

300-03 COMSEC Files, Schedules, and System Security Documentation

Disposition: Temporary – 5 years
Description: General Communications Security (COMSEC) files, IT schedules, system security files, and telephone use logs, including correspondence, studies, inspection reports, standards, and other records that document communications security support provided to NRO activities; workload schedules, run reports, and schedules of maintenance and support activities; computer center records relating to system security; and telephone use records.

300-04 Routine IT Administration

Disposition: Temporary - superseded, obsolete, or no longer needed
Description: Transitory files that are created for input or source requirements, backups of data created for disaster or system recovery purposes, summarized or aggregated data, downloaded and copied data, or uncalibrated and unvalidated data used as input for a master file or database. This series also includes customer service and help desk records, customer requirements records, appointments of COMSEC managers, telecommunications location files, records used to manage and support operations for data created in central automated data processing (ADP) facilities, system specific documentation, enterprise management records.

300-05 Asset and Configuration Management Files, IT Project Files, Telecommunications Files, and Feasibility Studies

Disposition: Temporary – 5 years
Description: Recordkeeping copies of project documentation, IT asset and configuration management files, inventories of IT assets, telecommunications circuit files, feasibility studies, and COMSEC incident reports.

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* The item highlighted in grey is provided for contextual purposes only and is not apart of job #N1-525-12-3 appraisal.

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Permanent	N	N1-525-95-1	300-01	601-1-a	(U) Communications - General. (U) Communications Policy Files - Reports, studies, substantive memoranda, and other substantive records relating to the formulation and implementation of overall NRO communications policy and procedures. Records documenting overall requirements and standards, frequency management, the preparation and management of integrated information technology architectures (both ground and space), and similar matters.	(U) Office of record (Communications Acquisition & Engineering Group/Architecture Group).	(U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 25 years	Y +4 years, 6 months	N1-525-02-1	300-02	603-5	**(U) Telecommunications.**	(U) Certification Authority Records - Consists of monthly backup tapes and hard copy printouts created for system recovery and long-term audit purposes. (Including, but not limited to, System Files Certificates, Compromised Key Lists, Certificate Revocation Lists, and other files associated with creation of FORTEZZA cards from Certification Authority Workstations.) (Vital Records)	**(U) Temporary.** Destroy 20 years 6 months after creation. (Authorized N1-525-02-1.)	(U) These files must be transferred to the Records Center at the end of each month. Tapes and hard copy printouts must be archived as individual archive jobs.	(U) Cutoff at the end of each month.
Temporary: 5 years	N	N1-525-02-1	300-03	1901-11-b	**(U) Electronic Files.** (U) Application Documentation.	(U) Recordkeeping copies of computer center records relating to system security. (Including records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis.)	**(U) Temporary.** Destroy when 5 years old. (Authorized N1-525-02-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 5 years	Y +4	N1-525-95-1	300-03	602-1-a	**(U) Communications Security (COMSEC).** (U) COMSEC Security Files - Correspondence, studies, inspection reports, and other records that document communications security support provided to NRO activities, and communications security standards and policies generally.	(U) Daily inventories, (COMSEC Form 9, SF 153); Security Container Check Record (COMSEC Form 7).	(U) **Temporary.** Destroy when 1 year old. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 5 years	Y +4	N1-525-95-1	300-03	602-1-d	**(U) Communications Security (COMSEC).** (U) COMSEC Security Files - Correspondence, studies, inspection reports, and other records that document communications security support provided to NRO activities, and communications security standards and policies generally.	(U) COMSEC Material Transfer Report and Change of COMSEC Manager Inventory (COMSEC Form 13 and 16).	(U) **Temporary.** Destroy upon reconciliation of next Semi-Annual Inventory. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 5 years	Y +3	N1-525-95-1	300-03	602-1-e	**(U) Communications Security (COMSEC).** (U) COMSEC Security Files - Correspondence, studies, inspection reports, and other records that document communications security support provided to NRO activities, and communications security standards and policies generally.	(U) Keying Material Disposition Cards.	**(U) Temporary.** Destroy when 2 years old. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 5 years	Y +4	N1-525-95-1	300-03	602-1-g-1	**(U) Communications Security (COMSEC).** (U) COMSEC Security Files - Correspondence, studies, inspection reports, and other records that document communications security support provided to NRO activities, and communications security standards and policies generally. (U) Record of COMSEC Inspections (COMSEC Form 11).	(U) User Locations.	**(U) Temporary.** Destroy after next inspection. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 5 years	Y +2	N1-525-95-1	300-03	602-1-g-2	**(U) Communications Security (COMSEC).** (U) COMSEC Security Files - Correspondence, studies, inspection reports, and other records that document communications security support provided to NRO activities, and communications security standards and policies generally. (U) Record of COMSEC Inspections (COMSEC Form 11).	(U) Regional COMSEC Office.	**(U) Temporary.** Destroy when 3 years old. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cut off files at the end of the CY.
Temporary: 5 years	Y +4	N1-525-95-1	300-03	602-1-h-1	**(U) Communications Security (COMSEC).** (U) COMSEC Security Files - Correspondence, studies, inspection reports, and other records that document communications security support provided to NRO activities, and communications security standards and policies generally. (U) COMSEC Material Destruction Record (COMSEC Form 14).	(U) User Locations.	**(U) Temporary.** Destroy upon reconciliation of next Semi-Annual Inventory. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 5 years	Y +3	N1-525-95-1	300-03	602-1-h-2	**(U) Communications Security (COMSEC).** (U) COMSEC Security Files - Correspondence, studies, inspection reports, and other records that document communications security support provided to NRO activities, and communications security standards and policies generally. (U) COMSEC Material Destruction Record (COMSEC Form 14).	(U) Regional COMSEC Office.	**(U) Temporary.** Destroy when 2 years old. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: 5 years	Y +4	N1-525-95-1	300-03	602-1-i-1	**(U) Communications Security (COMSEC).** (U) COMSEC Security Files - Correspondence, studies, inspection reports, and other records that document communications security support provided to NRO activities, and communications security standards and policies generally. (U) Semi-Annual COMSEC Inventory (COMSEC Form 15).	(U) User Locations.	**(U)Temporary.** Destroy upon reconciliation of next Semi-Annual Inventory. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 5 years	Y +4	N1-525-95-1	300-03	602-1-i-2	**(U) Communications Security (COMSEC).** (U) COMSEC Security Files - Correspondence, studies, inspection reports, and other records that document communications security support provided to NRO activities, and communications security standards and policies generally. (U) Semi-Annual COMSEC Inventory (COMSEC Form 15).	(U) Regional COMSEC Office.	**(U) Temporary.** Destroy when 1 year old. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 5 years	Y +2	GRS 12 Item 4	300-03	603-4	**(U) Telecommunications.**	(U) Telephone Use Records - Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions, and electronic mail) during a specified period provided by a telephone company, the general Services Administration, the Defense Information systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical or investigative follow-up. (Included is such information as originating number, destination number, destination city and state, date and time of use, duration of use, and the estimated or actual cost of the use.) Excluded are records accumulated in connection with substantive investigations and audits that are covered by Item 202, Inspector General Audit and Investigation Records, and Item 303, Accountable Officers' Files.	**(U) Temporary.** Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records. (Authorized GRS 12 Item 4.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Temporary: 5 years	N	GRS 24 item 1a	300-03	Intentionally left blank	**Oversight and Compliance Files.** Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.	Performance measurements and benchmarks.	Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.		
Temporary: 5 years	Y +4	GRS 24 item 8a	300-03	Intentionally left blank	**IT Operations Records.**	Workload schedules, run reports, and schedules of maintenance and support activities.	Destroy/delete when 1 year old.		
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 10	300-04	1901-10	**(U) Electronic Files.**	(U) Special Purpose Programs - Application software necessary solely to use or maintain a master file or database authorized for disposal in this schedule. (Excluding special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives.	**(U) Temporary.** Delete when related master file or database has been deleted. (Authorized GRS 20 Item 10.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 11-a	300-04	1901-11-a	**(U) Electronic Files.** (U) Application Documentation.	(U) Data systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database that has been authorized for destruction by this schedule.	**(U) Temporary.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (Authorized GRS 20 Item 11-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	N1-525-02-1	300-04	1901-11-c	**(U) Electronic Files.** (U) Application Documentation.	(U) Electronic mail and word processing records used to generate records covered by Items a and b.	**(U) Temporary.** Destroy/delete within 180 days after the record copy has been produced. (Authorized N1-525-02-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 12-a	300-04	1901-12-a	**(U) Electronic Files.** (U) Downloaded and Copied Data - Derived data and data files which are copied, extracted, merged or calculated from other data, when the original data is retained.	(U) Derived data used for ad hoc or one-time inspection, analysis, or review, if the derived data are not needed to support the results of the inspection, analysis, or review.	**(U) Temporary.** Delete when the agency determines they are no longer needed for administrative, legal, audit or other operational purposes. (Authorized GRS 20 Item 12-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 12-b	300-04	1901-12-b	**(U) Electronic Files.** (U) Downloaded and Copied Data - Derived data and data files which are copied, extracted, merged or calculated from other data, when the original data is retained.	(U) Derived data that provide users access in lieu of hard copy reports that are authorized for disposal.	**(U) Temporary.** Delete when the agency determines they are no longer needed for administrative, legal, audit or other operational purposes. (Authorized GRS 20 Item 12-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 12-c	300-04	1901-12-c	**(U) Electronic Files.** (U) Downloaded and Copied Data - Derived data and data files which are copied, extracted, merged or calculated from other data, when the original data is retained.	(U) Metadata or reference data, such as format, range or domain specifications, which are transferred from a host computer or server to another computer for input, updating, or transaction processing operations.	**(U) Temporary.** Delete when the agency determines they are no longer needed for administrative, legal, audit or other operational purposes. (Authorized GRS 20 Item 12-c.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 1-a	300-04	1901-1-a	**(U) Electronic Files.** (U) Files/Records Created in Central Automated Data Processing (ADP) Facilities, Management, and Support Operations to Create, Use, and Maintain Master Files.	(U) Electronic files or records created solely to test system performance, as well as hard copy printouts and related documentation for the electronic files/records.	**(U)Temporary.** Delete/destroy when superseded, obsolete, or no longer needed. (Authorized GRS 20 Item 1-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 1-b	300-04	1901-1-b	**(U) Electronic Files.** (U) Files/Records Created in Central Automated Data Processing (ADP) Facilities, Management, and Support Operations to Create, Use, and Maintain Master Files.	(U) Electronic files or records used to create or update a master file. (Including, but not limited to, work files, valid transaction files, and intermediate input/output records.)	**(U) Temporary.** Delete after information has been transferred to the master file and verified. (Authorized GRS 20 Item 1-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 1-c	300-04	1901-1-c	**(U) Electronic Files.** (U) Files/Records Created in Central Automated Data Processing (ADP) Facilities, Management, and Support Operations to Create, Use, and Maintain Master Files.	(U) Electronic files and hard copy printouts created to monitor system usage. (Including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.)	**(U) Temporary.** Delete/destroy when superseded, obsolete, or no longer needed in accordance with sound business practice and agency standard operating procedures. (Authorized GRS 20 Item 1-c.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 2-a	300-04	1901-2-a	**(U) Electronic Files.** (U) Input/Source Records.	(U) Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not scheduled for permanent retention in another series of this schedule.)	**(U) Temporary.** Destroy after the information has been converted to an electronic medium and verified, or when superseded, obsolete, or no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later. (Authorized GRS 20 Item 2-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 2-b	300-04	1901-2-b	**(U) Electronic Files.** (U) Input/Source Records.	(U) Electronic records, except as noted in Item 1901-2-c, entered into the system during an update process and not required for audit and legal purposes.	**(U) Temporary.** Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back up to, a master file or database, whichever is later. (Authorized GRS 20 Item 2-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 20-c	300-04	1901-2-c	**(U) Electronic Files.** (U) Input/Source Records.	(U) Electronic records received from another agency and used as input/source records by the NRO. (Excluding records produced by another agency under the terms of an interagency agreement or records created by another agency in response to the specific information needs of the NRO.)	**(U) Temporary.** Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back up to, a master file or database, whichever is later. (Authorized GRS 20 Item 20-c.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 2-d	300-04	1901-2-d	**(U) Electronic Files.** (U) Input/Source Records.	(U) Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database.	**(U) Temporary.** Delete after the necessary data have been incorporated into a master file. (Authorized GRS 20 Item 2-d.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 3-b-2	300-04	1901-3	(U) Electronic Files.	(U) Master Files - (Including master files that are components of database management systems relating to administrative functions and other activities lacking historical significance.) Master files that : (a) replace, in whole or in part, records scheduled for disposal under one or more items in this schedule, and (b) consist only of the same information as is contained in all or portions of the disposable records it replaces or duplicates.	(U) Temporary. Delete after the expiration of the retention period authorized for the disposable hard copy file or when superseded, obsolete, or no longer needed, whichever is later. (Authorized GRS 20 Item 3-b-2.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 4	300-04	1901-4	(U) Electronic Files.	(U) Data Files Consisting of Summarized Information - Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or database that is disposable under an item of this schedule. (Excluding data files are: (a) created as disclosure-free files to allow public access to data; or (b) created from a master file or database that is unscheduled or that was scheduled as permanent but no longer exists or can no longer be accessed; these may not be destroyed before securing NARA approval.)	(U) Temporary. Delete when superseded, obsolete, or no longer need for current business. (Authorized GRS 20 Item 4.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 5-a and 5-b	300-04	1901-5	**(U) Electronic Files.**	(U) Records Consisting of Extracted Information - Electronic files consisting solely of records extracted from a single master file or database that is disposable under items in Series 1900 or approved for deletion under another series of this schedule. (Excluding extracts that are : (a) produced as disclosure-free files to allow public access to the data; or (b) produced from a master file or database that is unscheduled or that was scheduled as permanent but not longer exists or can no longer be accessed; or (c) produced by an extraction process which changes the informational content of the source master file or database; these may not be destroyed before securing NARA approval.) (For print and technical reformat files see Items 1901-6 and 1901-7 respectively.)	**(U) Temporary.** Delete when superseded, obsolete, or no longer need for current business. (Authorized GRS 20 Item 5-a and 5-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 6	300-04	1901-6	**(U) Electronic Files.**	(U) Print File - Electronic file extracted from master file or database without changing it and used solely to produce hard copy publications and/or printouts of tabulations, ledgers, registers, and reports.	**(U) Temporary.** Delete when superseded, obsolete, or no longer needed. (Authorized GRS 20 Item 6.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 7	300-04	1901-7	**(U) Electronic Files.**	(U) Technical Reformat File - Electronic file consisting of data coped from a master file or database for the specific purpose of information interchange and written with varying technical specifications.	**(U) Temporary.** Delete when superseded, obsolete, or no longer needed. (Authorized GRS 20 Item 7.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 8-a	300-04	1901-8-a	**(U) Electronic Files.** (U) Disaster Backup File - Electronic file consisting of data identical in physical format to a master file or database and retained in case the master file or database is damaged or inadvertently erased.	(U) File identical to records scheduled for transfer to the National Archives.	**(U) Temporary.** Delete when the identical records have been transferred to the NARA and successfully copied or replaced by a backup file. (Authorized GRS 20 Item 8-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 8-b	300-04	1901-8-b	**(U) Electronic Files.** (U) Disaster Backup File - Electronic file consisting of data identical in physical format to a master file or database and retained in case the master file or database is damaged or inadvertently erased.	(U) File identical to records authorized for disposal in this schedule.	**(U) Temporary.** Delete when the identical records have been deleted or replaced by a backup file. (Authorized GRS 20 Item 8-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	GRS 20 Item 9	300-04	1901-9	**(U) Electronic Files.**	(U) Finding Aids (or Indexes) - Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by this schedule. (Excluding records containing abstracts or other information that can be used as an information source apart from the related records.)	**(U) Temporary.** Delete with related records or when superseded, obsolete, or no longer needed, whichever is later. (Authorized GRS 20 Item 9.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	N1-525-95-1	300-04	401-3	**(U) Contracting and Procurement.**	(U) Customer Requirements Records - 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 material meet customer requirements, for acquiring material for customers, and for ensuring its timely shipment.	**(U) Temporary.** Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	N1-525-95-1	300-04	601-1-b	**(U) Communications - General.** (U) Communications Policy Files - Reports, studies, substantive memoranda, and other substantive records relating to the formulation and implementation of overall NRO communications policy and procedures. Records documenting overall requirements and standards, frequency management, the preparation and management of integrated information technology architectures (both ground and space), and similar matters.	(U) Other offices.	**(U) Temporary.** Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

N1-525-12-3 Crosswalk
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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	N1-525-95-1	300-04	602-1-b	**(U) Communications Security (COMSEC).** (U) COMSEC Security Files - Correspondence, studies, inspection reports, and other records that document communications security support provided to NRO activities, and communications security standards and policies generally.	(U) Appointment of COMSEC Manager, (COMSEC Form 1); Regional COMSEC Office Local Hand Receipts.	(U) **Temporary.** Destroy when superseded or no longer needed. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	N1-525-95-1	300-04	603-3	**(U) Telecommunications.**	(U) Location Files - Correspondence, messages, reports, and other records that pertain to specific NRO telecommunications facilities. Records providing information concerning each facility's capabilities, equipment, activities and identifying points of contact.	(U) **Temporary.** Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	GRS 24 item 4a1	300-04	Intentionally left blank	**System Backups and Tape Library Records.** Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.	Incremental and full backup tapes.	Delete/destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later.		

N1-525-12-3 Crosswalk
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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	GRS 24 item 10a	300-04	Intentionally left blank	**IT Customer Service Files.**	Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions,"' and other documents prepared in advance to assist customers.	Destroy/delete 1 year after record is superseded or obsolete.		
Temporary: superseded, obsolete, or no longer needed	N	GRS 24 item 10b	300-04	Intentionally left blank	**IT Customer Service Files.**	Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting.	Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.		

N1-525-12-3 Crosswalk
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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Event: 5 years	N	GRS 16 Item 9	300-05	1101-7	**(U) Administrative Files.**	(U) Feasibility Studies - Studies conducted before the installation of any technology or equipment associated with information technology or information management systems, such as Local Area Networks (LANs), word processing, copiers, micrographics, and voice and data communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis. (Including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.)	**(U) Temporary.** Destroy 5 years after completion or cancellation of study. (Authorized GRS 16 Item 9.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Event: 5 years	Y +2	N1-525-95-1	300-05	602-1-f	**(U) Communications Security (COMSEC).** (U) COMSEC Security Files - Correspondence, studies, inspection reports, and other records that document communications security support provided to NRO activities, and communications security standards and policies generally.	(U) COMSEC Incident Reports.	**(U) Temporary.** Destroy 3 years from closure of incident. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cut off files at the end of the CY.
Event: 5 years	N	N1-525-95-1	300-05	603-1	**(U) Telecommunications.**	(U) Telecommunications Project Files - Reports, memoranda, and other records relating to specific telecommunications projects.	**(U) Temporary.** Destroy 5 years after completion of project. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cut off files at the end of the CY.
Event: 5 years	Y +2	N1-525-95-1	300-05	603-2	**(U) Telecommunications.**	(U) Telecommunications Circuit Files - Requirements, forms, messages, notes, and other records relating to the procurement and maintenance of specific telecommunications circuits.	**(U) Temporary.** Destroy 3 years after deactivation of circuit. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cut off files at the end of the CY.
Event: 5 years	Y +4	GRS 24 item 3a	300-05	Intentionally left blank	**IT Asset and Configuration Management Files.**	Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.	Destroy/delete 1 year after completion of the next inventory.		

N1-525-12-3 Crosswalk
300 Series

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Event: 5 years	Y +4	GRS 24 item 3b1	300-05	Intentionally left blank	**IT Asset and Configuration Management Files.** Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to:	Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.	Destroy/delete 1 year after termination of system.		

N1-525-12-3 Crosswalk
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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Event: 5 years	Y +4	GRS 24 item 11a	300-05	Intensionally left blank	**IT Infrastructure Design and Implementation Files.** Records of individual projects designed to provide and support new agency IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results.	Records for projects that are not implemented.	Destroy/delete 1 year after final decision is made.		

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Event: 5 years	N	GRS 24 item 11b	300-05	Intentionally left blank	**IT Infrastructure Design and Implementation Files.** Records of individual projects designed to provide and support new agency IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results.	Records for projects that are implemented.	Destroy/delete 5 years after project is terminated.		

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.

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