

# 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)

5. Telephone (include area code)

## Leave Blank (NARA Use Only)

Job Number

N1-525-12-4

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

11 FEB 2015 [Signature]

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:

is not required       is attached       has been requested

Signature of

(b)(3)

Title

(b)(3)

Date (mm/dd/yyyy)

1/11/2012

7. Item Number

(b)(3) Description of Item and Proposed Disposition

9. GRS or Superseded Job Citation

10. Action taken (NARA Use Only)

Bucket RCS 400 series - see attached.

UNCLASSIFIED

Last Revised: 23 October 2014

NRO RCS Buckets

**400 OVERSIGHT**

\*For specific types of records included in these items, please see crosswalk.

**400-01 Legal Authority Files, Litigation, High Profile Investigative Cases, and Inspection Reports**

**Disposition:** Permanent. Cut off at close of activity or on an annual basis. Transfer to NARA 50 years after cutoff. Where feasible, earlier transfers may be negotiated with NARA.

**Description:** Legal records that pertain to NRO-wide issues, such as legal authorities files; litigation case files and investigative files that reflect distinctive NRO activities, attract media or Congressional interest, or are otherwise historically significant; and final inspection reports of NRO offices and activities with associated follow-up records. Also included are Office of the Inspector General (OIG) operating files. Excluded from this item are routine investigative, and litigation files, inspection working files and copies of these files held in other offices.

**400-02 Routine Investigative Files, Audit Files and Working Files for Inspections**

**Disposition:** Destroy/Delete at 15 years

**Description:** Routine investigative case files that do not meet the criteria mentioned in item 400-01, all audit files created by OIG audit staff, and working files created by OIG Inspections staff for IG inspections, or other similar oversight files.

**400-03 Routine Legal and Litigation Files (including Standards of Conduct, and FOIA/PA/MDR)**

**Disposition:** Destroy/Delete at 6 years

**Description:** Records include litigation files that are not historically significant as outlined in 400-01, other legal files, such as standards of conduct files, Freedom of Information Act (FOIA) requests and appeals files, Mandatory Declassification Review (MDR) requests and appeals files, Privacy Act (PA) requests and review files, Prepublication Review files, and records relating to agency implementation of the mandatory review provisions of E.O. 13526 and its predecessors.

**400-04 Oversight Records in other Offices, copies of Released Records and Legal Subject Files**

**Disposition:** Destroy/Delete when superseded, obsolete, or no longer needed

**Description:** Inspections, investigations, audits, and other legal records held by other offices, copies of released records related to FOIA, PA, and MDR, and legal subject files (those that are not related to NRO legal authorities).

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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 Retention Instructions	(U) Current Cutoff	(U) Notes
Permanent	N	N1-525-95-1	400-01	201-1-a	(U) Legal Records.  (U) <u>NRO Legal Authorities Files</u> - Correspondence, memoranda, reports, and other records relating to legal issues, legal advice and support concerning legal authorities peculiar to NRO.	(U) Office of record (Office of General Counsel).	(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.	
Permanent	N	N1-525-95-1	400-01	201-3-a-1	(U) Legal Records.  (U) <u>Litigation Case Files</u> - Case files pertaining to litigation and potential litigation in which NRO is a party or has an interest.  (U) <u>Office of record (Office of General Counsel)</u> .	(U) Cases that reflect distinctive NRO activities, attract media or Congressional interest, or are otherwise historically significant.	(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 Retention Instructions	(U) Current Cutoff	(U) Notes
Permanent	N	N1-525-06-4, item 1	400-01	202-1-a	<p>(U) Inspector General, Audit and Investigation Records.</p> <p>(U) <u>Inspector General Operating Files</u> - Correspondence, memoranda, instructions, manuals, and other records that pertain to the organization, functions, policies, and activities of the NRO Office of Inspector General. Note: Excluded are routine administrative functions that could be produced by any other office (eg. Human Resources, Budget and Finance, Security, etc.).</p>	(U) Office of record (Office of Inspector General).	(U) Permanent. Transfer to the National Archives when declassified, but not later than when 50 years old. (Authorized N1-525-06-4, item 1)	(U) Hold in current file area for 1 year before transferring to the Records Center. (U) Cut off every 3 years and send the records 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	(U) Notes
Permanent	N	N1-525-06-4, item 2	400-01	202-2-a	(U) Inspector General, Audit and Investigation Records.  (U) <u>Significant Investigative Case Files-</u>	(U) Case Files, including reports of investigations, interview reports, and other case related records for investigations that attract Congressional attention, pertain to alleged violations of the laws, executive orders, and directives that govern the scope of U.S. intelligence activities, develop into investigations of espionage, sabotage or subversion, or pertain to systemic problems in NRO administration, result in a recommendation for the modification or creation of a law, executive order or directive, or that relate to matters adjudicated through criminal or civil proceedings of the federal or state systems.	(U) Permanent. Transfer to the National Archives when declassified, but not later than when 50 years old. (Authorized N1-525-06-4, item 2	(U) Send the records to the records center at close of case.	(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	(U) Notes
Permanent	N	N1-525-06-4, item 3	400-01	202-3-a	(U) Inspector General, Audit and Investigation Records.  (U) <u>Inspection Reports</u> - Final reports; including annual, special and other inspections, and records of associated follow-up activities relating to inspections of NRO offices and activities conducted by the inspection staff. Excluding is inspection working files.	(U) Office of record (Office of Inspector General).	(U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-06-4, item 3.)	(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	(U) Notes
Temporary: 15 years	Y	N1-525-06-4, item 3	400-02	202-3-a	(U) Inspector General, Audit and Investigation Records.	(U) Inspector General records relating to inspections of NRO offices and activities conducted by the inspection staff (included are inspection reports and related papers pertaining to annual, special and other inspections	(U) Transfer to the National Archives when declassified, but not later than when 50 years old. (Authorized N1-525-06-4, item 2	(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 Description upon Approval of Schedule: (U) Working files; including administrative items, such as informal meeting minutes and scope and methodology information; background materials, such as copies of organizational charts, NRO directives and instructions, and Executive Orders; and interview notes, relating to inspections of NRO offices and activities conducted by the inspections staff. Excluded are final inspection reports and records of associated follow up activities.

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	(U) Notes
Temporary: 15 years	Y +5	N1-525-06-4, item 4	400-02	202-2-b	(U) Inspector General, Audit and Investigation Records. (U) <u>Routine Investigative Case Files</u> - Case files including reports of investigation, interview reports, and other case related records for investigations that do not attract Congressional attention, do not pertain to alleged violations of the laws, executive orders, and directives that govern the scope of US intelligence activities, do not develop into investigations of espionage, sabotage, or subversion, or do not pertain to systemic problems in NRO administration, do not result in a recommendation for the modification or creation of a law, executive order, or directive, or do not relate to matters adjudicated through Criminal or Civil proceedings of the federal or state systems.		(U) Temporary. Destroy when 10 years old. (Authorized N1-525-06-4, item 4.)	(U) Send the records to the records center at close of file.	(U) Cutoff files at the end of the CY.	(U) All other cases.



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 Retention Instructions	(U) Current Cutoff	(U) Notes
Temporary: 15 years	N	N1-525-06-4, item 5	400-02	202-4-a	(U) Inspector General, Audit and Investigation Records.  (U) <u>Audit Files</u> - Records relating to audits performed by the Audits Staff, General Accounting Office, and similar oversight bodies.	(U) Office of record (Office of Inspector General/Audits Staff).	(U) Temporary. Destroy when 15 years old. (Authorized N1-525-06-4, item 5.)	(U) Send the records to the records center at close of file.	(U) Cutoff files at the end of the CY.	
Temporary: 6 years	N	N1-525-95-1	400-03	201-4	(U) Legal Records.	(U) <u>Standards of Conduct Files</u> - Forms and related papers pertaining to standards of conduct matters. (Included are forms relating to former employees who accept positions with contractors Department of Defense (DD) Form 1787 or equivalent, financial interest disclosure Standard Forms (SF) 450, SF 278, or equivalent, and forms submitted by contractors.)	(U) Temporary. Destroy when 6 years old. (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	(U) Notes
Temporary: 6 years	Y +4	GRS 14 Item 14	400-03	205-2	(U) FOIA, PA and MDR.	(U) FOIA and PA Reports - Recurring reports and one-time information requirements relating to NRO implementation of FOIA and PA. Excluding annual reports to the Congress at the departmental or agency level.	(U) Temporary. Destroy when 2 years old. (Authorized GRS 14 Item 14.)	(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	(U) Notes
Temporary: 6 years	Y +4	GRS 14 Item 11-a-1. & GRS 14 Item 21-a-1	400-03	205-3-a-1	<p>(U) FOIA, PA and MDR.</p> <p>(U) <u>FOIA and PA Requests File</u> - Files created in response to requests for information under the FOIA and PA, consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include official file copy of requested record or copy thereof.</p> <p>(U) Correspondence and supporting documents. (Excluding the official file copy of the records requested if filed herein.)</p>	(U) Granting access to all the requested records.	(U) Temporary. Destroy 2 years after date of reply. (Authorized GRS 14 Item 11-a-1. & GRS 14 Item 21-a-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	(U) Notes
Temporary: 6 years	Y +4	GRS 14 Item 11-2-a & GRS 14 Item 21-2-a	400-03	205-3-a-2-a	(U) FOIA, PA and MDR.  (U) <u>FOIA and PA Requests File</u> - Files created in response to requests for information under the FOIA and PA, consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include official file copy of requested record or copy thereof.  (U) Correspondence and supporting documents. (Excluding the official file copy of the records requested if filed herein.)  (U) Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay reproduction fees.	(U) Request not appealed.	(U) Temporary. Destroy 2 years after date of reply. (Authorized GRS 14 Item 11-2-a & GRS 14 Item 21-2-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	

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RGS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff	(U) Notes
Temporary: 6 years	Y +6	GRS 14 Item 11-2-b. & GRS 14 Item 21-2-b	400-03	205-3-a-2-b	<p>(U) FOIA, PA and MDR.</p> <p>(U) <u>FOIA and PA Requests File</u> - Files created in response to requests for information under the FOIA and PA, consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include official file copy of requested record or copy thereof.</p> <p>(U) Correspondence and supporting documents. (Excluding the official file copy of the records requested if filed herein.)</p> <p>(U) Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay reproduction fees.</p>	(U) Request appealed.	(U) Temporary. Destroy as authorized under Item 205-4-a or b. (Authorized GRS 14 Item 11-2-b. & GRS 14 Item 21-2-b.)	(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 NumberGRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff	(U) Notes
Temporary: 6 years	N	GRS 14 Item 11-3-a	400-03	205-3-a-3-a	<p>(U) FOIA, PA and MDR.</p> <p>(U) <u>FOIA and PA Requests File</u> - Files created in response to requests for information under the FOIA and PA, consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include official file copy of requested record or copy thereof.</p> <p>(U) Correspondence and supporting documents. (Excluding the official file copy of the records requested if filed herein.) / Denying access to all or part of the records requested.</p>	(U) Request not appealed.	(U) Temporary. Destroy 6 years after date of reply. (Authorized GRS 14 Item 11-3-a.)	(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	(U) Notes
Temporary: 6 years	Y +6	GRS 14 Item 11-3-b	400-03	205-3-a-3-b	<p>(U) FOIA, PA and MDR.</p> <p>(U) FOIA and PA Requests File - Files created in response to requests for information under the FOIA and PA, consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include official file copy of requested record or copy thereof.</p> <p>(U) Correspondence and supporting documents. (Excluding the official file copy of the records requested if filed herein.) / Denying access to all or part of the records requested.</p>	(U) Request appealed.	(U) Temporary. Destroy as authorized under Item 205-4. (Authorized GRS 14 Item 11-3-b.)	(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) Holdings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff	(U) Notes
Temporary: 6 years	Y +6	GRS 14 Item 11-b	400-03	205-3-b	(U) FOIA, PA and MDR.  (U) FOIA and PA Requests File - Files created in response to requests for information under the FOIA and PA, consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include official file copy of requested record or copy thereof.	(U) Official file copy of requested records.	(U) Temporary. Dispose of in accordance with approved disposition instruction for the related records, or with the related FOIA and PA request, whichever is later. (Authorized GRS 14 Item 11-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 Retention Instructions	(U) Current Cutoff	(U) Notes
Temporary: 6 years	N	GRS 14 Item 12-a	400-03	205-4-a	(U) FOIA, PA and MDR.  (U) FOIA and PA Appeals - Files created in responding to administrative appeals under the FOIA and PA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	(U) Correspondence and supporting documents. (Excluding the file copy of the records under appeal if filed herein.)	(U) Temporary. Destroy 6 years after final determination or 6 years after the time at which a requester could file suit, or 3 years after final adjudication by courts, whichever is later. (Authorized GRS 14 Item 12-a.)	(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 Retention Instructions	(U) Current Cutoff	(U) Notes
Temporary: 6 years	Y +6	GRS 14 Item 12-b	400-03	205-4-b	(U) FOIA, PA and MDR. (U) FOIA and PA Appeals - Files created in responding to administrative appeals under the FOIA and PA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	(U) Official file copy of records under appeal.	(U) Temporary. Dispose of in accordance with approved disposition instructions for the related record, or with the related FOIA and PA request, whichever is later. (Authorized GRS 14 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	

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 Retention Instructions	(U) Current Cutoff	(U) Notes
Temporary: 6 years	Y +4	GRS 14 Item 31-a-1	400-03	205-5-a-1	<p>(U) FOIA, PA and MDR.</p> <p>(U) <u>MDR Files</u> - Files created in response to requests for information under the MDR provisions of E.O. 12958 and its predecessors consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.</p> <p>(U) Correspondence and supporting documents. (Excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable.)</p>	(U) Granting access to all the requested records.	(U) Temporary. Destroy 2 years after date of reply. (Authorized GRS 14 Item 31-a-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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Temporary: 6 years	Y +4	GRS 14 Item 31-2-a	400-03	205-5-a-2-a	<p>(U) FOIA, PA and MDR.</p> <p>(U) <u>MDR Files</u> - Files created in response to requests for information under the MDR provisions of E.O. 12958 and its predecessors consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.</p> <p>(U) Correspondence and supporting documents. (Excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable.)</p> <p>(U) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay reproduction fees.</p>	(U) Request not appealed.	(U) Temporary. Destroy 2 years after date of reply. (Authorized GRS 14 Item 31-2-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	

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Temporary: 6 years	Y +6	GRS 14 Item 31-2-b	400-03	205-5-a-2-b	<p>(U) FOIA, PA and MDR.</p> <p>(U) <b>MDR Files</b> - Files created in response to requests for information under the MDR provisions of E.O. 12958 and its predecessors consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.</p> <p>(U) Correspondence and supporting documents. (Excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable.)</p> <p>(U) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay reproduction fees.</p>	(U) Request appealed.	(U) Temporary. Destroy as authorized under Item 205-6. (Authorized GRS 14 Item 31-2-b.)	(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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Temporary: 6 years	Y +1	GRS 14 Item 31-3-a	400-03	205-5-a-3-a	<p>(U) FOIA, PA, and MDR.</p> <p>(U) <u>MDR Files</u> - Files created in response to requests for information under the MDR provisions of E.O. 12958 and its predecessors consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.</p> <p>(U) Correspondence and supporting documents. (Excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable.)</p> <p>(U) <u>Denying access to all or part of the records requested.</u></p>	(U) Request not appealed.	(U) Temporary. Destroy 5 years after date of reply. (Authorized GRS 14 Item 31-3-a.)	(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 Retraiment Instructions	(U) Current Cutoff	(U) Notes
Temporary: 6 years	Y +8	GRS 14 Item 31-3-b	400-03	205-5-a-3-b	<p>(U) FOIA, PA, and MDR.</p> <p>(U) <u>MDR Files</u> - Files created in response to requests for information under the MDR provisions of E.O. 12958 and its predecessors consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.</p> <p>(U) Correspondence and supporting documents. (Excluding the official file copy of the records if filed herein, and sanitizing instructions, if applicable.)</p> <p>(U) <u>Denying access to all or part of the records requested.</u></p>	(U) Request appealed.	(U) Temporary. Destroy as authorized under Item 205-6. (Authorized GRS 14 Item 31-3-b.)	(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	(U) Notes
Temporary: 6 years	Y +6	GRS 14 Item 31-b	400-03	205-5-b	(U) FOIA, PA, and MDR.  (U) MDR Files - Files created in response to requests for information under the MDR provisions of E.O. 12958 and its predecessors consisting of the original request, a copy of the reply thereto, and all	(U) Official file copy of requested records.	(U) Temporary. Dispose of in accordance with approved disposition instructions for the related records, or with the related MDR request, whichever is later. (Authorized GRS 14 Item 31-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: 6 years	Y +6	GRS 14 Item 31-c	400-03	205-5-c	(U) FOIA, PA, and MDR.  (U) MDR Files - Files created in response to requests for information under the MDR provisions of E.O. 12958 and its predecessors consisting of the original request, a copy of the reply thereto, and all	(U) Sanitizing instructions.	(U) Temporary. Destroy when superseded, or when requested documents are declassified or destroyed. (Authorized GRS 14 Item 31-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 Retention Instructions	(U) Current Cutoff	(U) Notes
Temporary: 6 years	Y+2	GRS 14 Item 32-a	400-03	205-6-a	(U) FOIA, PA, and MDR.  (U) <u>MDR Appeals Files</u> - Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12958 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	(U) Correspondence and supporting documents. (Excluding the official file copy of the records under appeal if filed herein.)	(U) Temporary. Destroy 4 years after final determination. (Authorized GRS 14 Item 32-a.)	(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	(U) Notes
Temporary: 6 years	Y +6	GRS 14 Item 32-b	400-03	205-6-b	(U) FOIA, PA, and MDR.  (U) <u>MDR Appeals Files</u> - Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12958 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	(U) Official file copy of records under appeal.	(U) Temporary. Dispose of in accordance with approved agency disposition instructions for the related records, or with the related MDR request, whichever is later. (Authorized GRS 14 Item 32-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 RGS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff	(U) Notes
Temporary: 6 years	Y +1	GRS 14 Item 33-a	400-03	205-7-a	(U) FOIA, PA, and MDR.  (U) MDR Control Files - Files maintained for control purposes in responding to requests. (Including registers and similar records listing date, nature, and purpose of request, and name and address of requester.)	(U) Registers or listing.	(U) Temporary. Destroy 5 years after date. (Authorized GRS 14 Item 33-a.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.	
Temporary: 6 years	Y +1	GRS 14 Item 33-b	400-03	205-7-b	(U) FOIA, PA, and MDR.  (U) MDR Control Files - Files maintained for control purposes in responding to requests. (Including registers and similar records listing date, nature, and purpose of request, and name and address of requester.)	(U) Other files.	(U) Temporary. Destroy 5 years after final action by the agency. (Authorized GRS 14 Item 33-b.)	(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	(U) Notes
Temporary: 6 years	Y +4	GRS 14 Item 34	400-03	205-8	(U) FOIA, PA, and MDR.	(U) <u>MDR Reports Files</u> - Reports relating to agency implementation of the mandatory review provisions of E.O. 12958 and its predecessors. (Including annual reports submitted to the Information Security Oversight Office (ISOO).)	(U) Temporary. Destroy when 2 years old. (Authorized GRS 14 Item 34.)	(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: 6 years	Y +4	GRS 14 Item 35	400-03	205-9	(U) FOIA, PA, and MDR.	(U) <u>MDR Administrative Files</u> - Records relating to the general implementation of the mandatory review provisions of E.O. 12958 and its predecessors. (Including notices, memoranda, correspondence, and related records.)	(U) Temporary. Destroy when 2 years old. (Authorized GRS 14 Item 35.)	(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	

Now Retention Period	Retention Changing? (Y or N; +/- # years)	NARA Authorized Number/GRS Number	Now Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff	(U) Notes
Temporary: 6 years	Y +5	N1-525-95-1	400-03	501-2	(U) Security - General.	(U) Security Review Files - Forms and other records accumulated in connection with the review of proposed speeches and articles by NRO staff to determine if public release is permissible.	(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: superseded, obsolete, or no longer needed	N	N1-525-95-1	400-04	201-1-b	(U) Legal Records.  (U) NRO Legal Authorities Files - Correspondence, memoranda, reports, and other records relating to legal issues, legal advice and support concerning legal authorities peculiar to NRO.	(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	

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	(U) Notes
Temporary: superseded, obsolete, or no longer needed	N	N1-525-95-1	400-04	201-2-a	(U) Legal Records.  (U) <u>Legal Subject Files</u> (Other than files that relate to NRO legal authorities) - Correspondence, memoranda, reports, and other records relating to legal issues, legal advice, and support that pertain to matters that do not reflect NRO's distinctive mission. Records relate to such matters as security clearance adjudications, FOIA and PA and classification reviews, intellectual property issues, procurement, and routine NRO relations with CIA and DoD legal offices. These records pertain to matters that do not reflect NRO's distinctive mission.	(U) Office of record (Office of General Counsel).	(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	

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 Retention Instructions	(U) Current Cutoff	(U) Notes
Temporary; superseded, obsolete, or no longer needed	N	N1-525-95-1	400-04	201-2-b	<p>(U) Legal Records.</p> <p>(U) <u>Legal Subject Files</u> (Other than files that relate to NRO legal authorities) - Correspondence, memoranda, reports, and other records relating to legal issues, legal advice, and support that pertain to matters that do not reflect NRO's distinctive mission. Records relate to such matters as security clearance adjudications, FOIA and PA and classification reviews, intellectual property issues, procurement, and routine NRO relations with CIA and DoD legal offices. These records pertain to matters that do not reflect NRO's distinctive mission.</p>	(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	

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	(U) Notes
Temporary: 6 years	Y	N1-525-95-1	400-03	201-3-a-2	(U) Legal Records.  (U) <u>Litigation Case Files</u> - Case files pertaining to litigation and potential litigation in which NRO is a party or has an interest.	(U) All other files. (U) Office of record (Office of General Counsel).	(U) Temporary. Destroy when all appellate rights have been exhausted or when no longer needed, whichever is later. (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	400-04	201-3-b	(U) Legal Records.  (U) <u>Litigation Case Files</u> - Case files pertaining to litigation and potential litigation in which NRO is a party or has an interest.	(U) Other offices.	(U) Temporary. Destroy on close of case or when no longer needed, whichever is later. (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	(U) Notes
Temporary: superseded, obsolete, or no longer needed	N	N1-525-06-4, Item 6	400-04	202-1-b, 202-3-b, 202-4-b, 202-4-c	(U) Inspector General, Audit and Investigation Records.  (U) <u>Inspections, Investigations, Audits, and Related Records Held by Other Offices</u> - For offices outside of the Office of Inspector General, copies of Inspections, Investigations, audits, and related records.	(U) Other offices.	(U) Temporary. Destroy when 1 year old, after next inspection, or when all required follow-up actions are completed, as applicable.	(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	400-04	205-1	(U) FOIA, PA and MDR.	(U) <u>Copies of Released Records</u> - Copies of documents released in whole or in part under FOIA, PA, or MDR.	(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	

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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