| | F | Request for Records Disposition Authority (See Instructions on reverse) Jonal Archives and Records Administration (NIR) Shington, DC 20408 | | | | | | | | | Lea Job Numb | | ank (| NAR | A Use C | Only) |
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115-109

Last Revised: 28 June 2017 NRO RCS Buckets

500 Executive Level Files and Governance

*For Specific types of records included in these items, please see the crosswalk.

500-01: Historical Products 2017 to the Present

Disposition: 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: Products produced that describe the history, organization, functions, and activities of the NRO and related activities of other agencies. They may cover such topics as histories or overviews of specific programs, work with other agencies, vehicle and launch histories, information on former officials, other distinctive programs and activities such as development and deployment of reconnaissance systems, and other topics related to national reconnaissance. These files are accumulated by officials tasked with preparing histories. This item does not include working files or copies of other records used to create the products. Note: This item does not include physical objects such as models or plaques.

500-02: High Level Policy, Agreements, Public Affairs, and Senior Leader's Files **Disposition:** 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: High level policy, memoranda, corporate communication, and senior level files relating to the formulation of NRO policies, procedures, functions and activities. These files include, but are not limited to: records of NRO seniors, records of committees, task forces, board, councils, and similar inter- and intra-agency panels in which NRO serves as a sponsor or secretariat; policy and procedural issuances with NRO-wide applicability; organization planning records at the Directorate or equivalent Staff Office level; NRO and directorate-level policy and subject files; agreements executed with other domestic agencies or representatives of foreign governments; planning and analysis files, including baseline agreements between the Director and major program offices and assessment and evaluation files prepared to assess and evaluate NRO programs and operations; Continuity of Operations (COOP) final plans; Public affairs files such as press releases; NRO enterprise-wide publications such as newsletters; and legislative program records.

B-500-03 Operational Management Files

Disposition: Temporary – Destroy or delete when 10 years or when no longer needed, whichever is longer.

Description: Operational management records accumulated in connection with configuration management, resource management, management structures, and methodology other than those related to reconnaissance systems, including, but not limited to requests for Change (RFCs); configuration control boards records; meeting agendas and minutes for groups such as the Technical Exchange and Resource Management Board RFC Technical Reviews; and other reports and related support documentation that is not part of the RFC package and the electronic system used for tracking internally created documents and tracking the status of actions requested by the Director or the Deputy Director or other high level office to office taskings or

reviews (Note: The final, senior level signed documents should be dispositioned under item 500-02).

B-500-04 Operational Management for Internal Controls, Office-Level Management, and Strategic Planning Working Files of Shorter Term Business Use

Disposition: Temporary: Destroy or delete when 5 years or when no longer needed, whichever is longer.

Description: Internal control and other planning documents used to evaluate accounting and administrative controls, office-level planning files, and working files used to create strategic planning files described in item 500-02, This includes, but is not limited to: internal control records, including evaluations of accounting and administrative controls to prevent waste, fraud, and mismanagement, such as annual reports and assurance statements; records that identify internal program weaknesses, and corrective actions taken to resolve such problems, risk analyses, and tracking files; contingency, support, planning, and administrative files used to create COOP directives; records accumulated by individual NRO components in connection with the establishment/modification of program priorities, resource allocations, cost analyses of proposed changes in activities, and similar matters; and routine audiovisual records that do not relate to distinctive NRO programs and activities that are scheduled in the 600 series.

B-500-05 Management Control Plans, Public Affairs Administration, and Copies and Working Files of other 500 Series Records

Disposition: Temporary – Delete superseded, obsolete, or no longer needed whichever is longer Description: Management control plans; public affairs administrative files; copies of records maintained by offices outside the office of record for reference, convenience and/or for which no action was taken; and working files and other administrative records such as correspondence for management reviews, community service program files and copies and working files used to produce historical products from 2017 to present, and limited distribution newsletters that are not covered elsewhere in the 500 series.

500-10: Historical Files through 2016

Disposition: 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: Records that document the history, organization, functions, and activities of the NRO and related activities of other agencies. (Included are histories of specific programs, substantive correspondences with other agencies, briefing papers, minutes of inter- and intraagency committees and boards, vehicle and launch histories, selected samples of collected intelligence data, still pictures, interviews with former officials, and materials (including videos accumulated for display at anniversary celebrations). These files are accumulated by officials tasked with preparing histories but also may consist of files retained by offices because of their perceived historic value. Note: This item does not include physical objects such as models or plaques.

| B-RCS Retention | Retention Change? | B-RCS Cut off | NARA Authorized | New Bucket | (U) Current | (U) Headings | (U) Current Description of Records | (U) Current Authorized | (U) Current Retirement | (U) Current Cutoff |
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| Stranger age of a service of a | , | 3. 1.3. | : Number/ GRS : Number | RCS | Item Number | | | Disposition | Instructions | , |
| Permanent | | (U) Cut off at end of the CY | N1-525-95-1 | 500-01 | NEW | (U) Historical Records. | (U) Historical Products 2017 to the Present - Products produced that describe the history, organization, functions, and activities of the NRO and related activities of other agencies. They may cover such topics as histories or overviews of specific programs, work with other agencies, vehicle and launch histories, information on former officials, other distinctive programs and activities such as development and deployment of reconnaissance systems, and other topics related to national reconnaissance. These files are accumulated by officials tasked with preparing histories. (U) Note: This item does not include working files or copies of other records used to create the products. (U) Note. This item does not include physical objects such as models or plaques. | | | |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| | Change? | off of | Number/ 2 GRS & Number | New Bucket RCS 500-02 | (U) Current Item Number 101-1 | (U) Headings (U) Records of the Director. | (U) Current Description of Records Records (U) Records of the Director, Deputy Director, and the Director's Staff-Correspondence, memoranda, briefing papers, coordination sheets, notices, minutes of meetings, and other records that pertain to the formulation of NRO policies and procedures and to major NRO functions and | (U) Current Authorized Disposition (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1- 525-95-1.) | (U) Files may be retired to the | (U) Cutoff (U) Cutoff files at the end of the CY. |
|-----------|---------|------------------------------------|------------------------------|--------------------------------|---|--|---|---|------------------------------------|---|
| Permanent | N | (U) Cut off at end of the CY | N1-525-95-1 | 500-02 | 101-3 | (U) Records of the Director. | activities. (U) <u>Director's Calendar</u> - Calendars documenting the Director's schedule and appointments. (For other calendars see Item 1801-2.) | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1- 525-95-1.) | | (U) Cutoff files at the end of the CY. |

| Retention | Change? | B-RCS Cut off | 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 | | (U) Cut off at end of the CY | N1-525-95-1 | 500-02 | | (U) Records of the Director. (U) Executive Committee File - Minutes, viewgraphs, briefing charts, and other records accumulated in connection with meetings of the Director with principal assistants. Records pertain to the overall organization and management of the NRO. | | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1- 525-95-1.) | be retired to the NRO Records | (U) Cutoff files at the end of the CY. |

| B-RCS | Retention | B-RCS Cut | NARA | New | (U) | (U) Headings | (U) Current Description of | (U) Current | (U) Current | (U) Current |
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| Permanent | N | (U) Cut off | N1-525-95-1 | 500-02 | 102-1-a | (U) Records of | (U) NRO offices serving as | (U) Permanent | | (U) Cutoff |
| | | at end of | | | | | sponsor or secretariat | Review after 50 | be retired to the | 1 |
| | | the CY | | | | Boards, and Councils. | | years for | 1 | end of the |
| | | | | | | | | declassification | • | CY. |
| | | | | | | (U) Records of Committees. | | and possible | needed. | |
| İ | | | | | | Task Forces, Boards, | * | transfer to NARA. | | |
| | | | | | | Councils, and Similar Inter- | | (Authorized N1- 525-95-1.) | | |
| | | | | | | and Intra-Agency Panels - Records prepared or | | <i>JED-00-1.)</i> | 4 | |
| | İ | | | | | accumulated by inter- and | | • | , | |
| | | | | | | intra-agency bodies | | | | |
| | | | | | | pertaining to their | | | | |
| | | | | | | establishment, | | | | |
| 1 | | · ' | | | | mission, organization, | | | | |
| | | | | | | membership, and actions. | | | | |
| | | | | | | (Included are charters, | | | | |
| | | | | | | agendas, minutes, reports, | | | | |
| | | | | | | and other records generated | | | | |
| 1 | 1 | | | | | or received.) | | | | |
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| B-RCS | Retention | B-RCS Cut | NARA | New | (U) | . (U) Headings | (U) Current Description of | (U) Current | (U) Current | (U) Current |
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| | <u>.</u> :: | | Numberi, | , RCS | tem | , , , | | Disposition | instructions | |
| * *** | Pag. | | GRS Number | | Number | | | · | | |
| Permanent | N | | N1-525-95-1 | 500-02 | 103-1-a-1 | (U) General Management | * · · | (U) Permanent | | (U) Cutoff |
| | • | at end of | | | | and Administration. | maintaining official record | Review after 50 | be retired to the | |
| ł | | the CY | | | | | copy. (including coordination sheets and substantive | years for | | end of the |
| Ì | | | | | | (U) <u>Directives and Other</u> | background materials.) | declassification and possible | Center as needed. | CY. |
| | | | | | | Policy and Procedural Issuances - Directives, | Daungi Volid IIIaaniaia.j | transfer to NARA. | liceded. | |
| 1 | | | (| | | handbooks, manuals, | | (Authorized N1- | | |
| | | | | | | instructions, and other | | 525-95-1.) | | |
| ļ | | | | | | issuances that define | | _ | | |
| | <u> </u> | | | | | missions, assign | | | | |
| | | | | | | responsibilities, resources, | | | | |
| 1 | 1 | | | | | and facilities, and/or specify | | | | |
| 1 | | | | | | policies and procedures. | | | | |
| | | | | | Ì | (U) Issuances with NRO- | | | | |
| | | | | | | wide applicability. | | | İ | |
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| | * | | GRS | 4.13 | rumbel _s | | A Company | | | 1, 1 |
| Permanent | N | | N1-525-95-1 | 500-02 | 103-2-a | (U) General Management | | (U) Permanent. | 1'' | (U) N/A |
| | | at end of | | | | and Administration. | | Review after 50 | cannot be | |
| | | the CY | | <u> </u> | | | | years for | retired to the | |
| | | | | | | (U) Organization Planning | | declassification | Records | |
| | | | • | | | Records - Organization | | and possible transfer to NARA. | Center. They must be held in | |
| | | | | | | charts, organization and | | (Authorized N1- | current program | |
| | | | | | | functions manuals, studies, reports, and other records | | 525-95-1.) | area until they | |
| | | | | | | that pertain to proposed | | GE-0-1.7 | are destroyed. | |
| 1 | | | | | | changes in the overall | | | | |
| Ì | | | | | | organization of the NRO as | | | | |
| | | | | | | well as the organization of | | | | |
| | | | | | • | NRO components at the | | | | |
| | | | | | } | Directorate or equivalent | | | | |
| 1 | | | | | | Staff Office level; e.g., | | | | |
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N1-525-12-5 Crosswalk
Executive Level Files and Governance

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| Permanent | , | | | 500-02 | | (U) General Management and Administration. | • • • | (U) Permanent. Review after 50 | (U) Files may be retired to the | (U) Cutoff |
| | | the CY | | | | | 1 _ | vears for | l i | end of the |
| | | | | | | (U) <u>Directorate-Level</u> Policy/Subject Files. | correspondence, and other records accumulated by the | 17 | 1 | CY. |
| | | | | | | | Directorates and independent | | Hagaea. | |
| 1 | | | | | | | | (Authorized N1- | | |
| | | | | | | | their immediate staffs. | 525-95-1.) | , n | |
| | | | | | | | Records pertain to such | · | | |
| | | | | | | | subjects as resource | | | |
| | | | | | | | allocations, overall program | | | |
| | | | | | | | management, relations with | | | |
| | | | | | | | Congress and other oversight bodies, relations with other | | | |
| | | | | | | | agencies in the Intelligence | | | |
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| | | | | | | | establishment, | | | |
| | | | | | | | disestablishment, and | | | |
| | | | | . | | | relocation of subordinate | | | |
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| Permanent | N | (U) Cut off | N1-525-95-1 | 500-02 | 104-1-a | (U) NRO Policy Records. | (U) Office of record (Office of | (U) Permanent. | (U) Files may | (U) Cutoff |
| | | at end of | 1 | | | | Policy). | Review after 50 | be retired to the | files at the |
| | | the CY | | | | (U) NRO Policy Files - | | years for | NRO Records | end of the |
| | | | |] | | Records pertaining to the | | declassification | Center as | CY. |
| 1 | | | 1 | | | formulation of policies | | and possible | needed. | |
| | | | | | | regarding NRO's relations | | transfer to NARA. | | |
| Į į | | ŀ | | | | with other agencies. | | (Authorized N1- | | |
| | | | | | | (Included are documents | | 525-95-1.) | | |
| | | | | | | relating to U.S. Government | | | | |
| 1 | | | | | | policies, which may have an | | | | İ |
| |] | | | | | impact on the NRO.) | | | J | ļ |
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N1-525-12-5 Crosswalk
Executive Level Files and Governance

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| x** | TO MAN | Mark 1. A. | GRS Number | | Number | | | | | |
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| | 1 | at end of | | | | l . | Policy). (Except for sensitive | Review after 50 | be retired to the | files at the |
| | | the CY | | | | (U) Agreement Files - | agreements which will be | years for | 3 | end of the |
| | | | | | | Agreements executed by | maintained by the OPR.) | declassification | } | CY. |
| | | | | | | NRO with other entities. | | and possible | needed. | |
| İ | | l | | | | (Included are the | | transfer to NARA. | | |
| | | | | | | agreements themselves and | , | (Authorized N1- | | |
| į | | : | | | | related background papers.) | | 525-95-1.) | | |
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| | <u> </u> | } | | | | (U) Memoranda of | | | | |
| | | | | | | Agreement executed with | | | | |
| | | | | | | other domestic agencies, | <u> </u> | | | |
| Į | | 1 | | | | (Exclude host-tenent | İ | | | |
| l | | 1 | | | | agreements providing for routine support services, | | | | |
| 1 | | | | | | executed by local NRO | | | | |
| 1 | | | j | | | components with host | | | | |
| | [| | | | | activities, which are covered | | | | |
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| Permanent | | | N1-525-95-1 | 500-02 | 104-2-b-1 | (U) NRO Policy Records. | (U) Office of record (Office of | (U) Permanent. | | (U) Cutoff |
| | | at end of | | | | | | Review after 50 | be retired to the | i 1 |
| | | the CY | | | | (U) Agreement Files - | . • | years for | | end of the |
| i | | | | | 4 | 1 2 | maintained by the OPR.) | declassification | 1 | CY. |
| | | | | | | NRO with other entitles. | | and possible | n aede d, | |
| | | | | | | (Included are the | | transfer to NARA. | | |
| | | | | | | agreements themselves and | | (Authorized N1- | | |
| | | | | | | related background papers.) | | 525-95-1.) | | |
| | | , | | | | (U) Agreements relating to | | | | |
| | | | | | | NRO programs executed | | | | |
| | | | | | | with representatives of | | | | |
| | | | | | | foreign governments. | | | | |
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N1-525-12-5 Crosswalk
Executive Level Files and Governance

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| | . 11 | | GRS | | Number. | | | | 1.125 | |
| Permanent | N | (U) Cut off | N1-525-95-1 | 500-02 | 106-1 | (U) Planning and Analysis | (U) Planning and Analysis | (U) Permanent. | (U) Files may | (U) Cutoff |
| | | at end of | | | | Records. | Subject Files - Subject files of | | be retired to the | |
| | ļ | the CY | | | | | the Director, Deputy Director, | | 1 | end of the |
| | | | | | | | · · · · | 1 | Center as | CY. |
| | 1 | | | | | | | and possible | needed. | |
| | | | | | , | | of the COO. Records consist | | | |
| | | | | | | | | (Authorized N1- | | |
| | | | | | | | correspondence, memoranda, | 525 -9 5-1.) | i | |
| | Ì | | | | | | studies, position papers, and other substantive documents | | | |
| | | Ì | ì | | | | that pertain to strategic | | | l [|
| | | | | | | 1 | planning, overall program | | | 1 |
| | 1 | | | | | | planning, the establishment of | | | |
| | _ | <u> </u> | | | | | baseline requirements for | | | |
| | _ | 1 | | | | | NRO programs, and the | | | |
| 1 | | | | | | | establishment/modification of | | | |
| 1 | | | | | | | systems architecture and | | | |
| | | | | | | | concept of operations for | | | |
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N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | NARA | New | (U) '- | 💥 🔑 (U) Headings 😉 🖖 | (U) Current Description of | (U) Current | (U) Current | (U) Current |
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| Retention | Change? | off | Authorized | Bucket | Current | | · Records 。 過少 | Authorized | Retirement | Cutoff |
| | | | Number/ GRS Number | RCS | itern Number | | | Disposition | Instructions | |
| Permanent | | (U) Cut off at end of the CY | N1-525-95-1 | 500-02 | 106-2-a | (U) Planning and Analysis Records. (U) Strategic Planning Files - Documents relating to the development of NRO strategic plans and road maps. (Included are studies, briefings, charts, notes, drafts, and other records.) | (U) Final versions of strategic plans and road maps with related substantive background files held by office of record. | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1- 525-95-1.) | | (U) Cutoff files at the end of the CY. |
| Permanent | | (U) Cut off at end of the CY | N1-525-95-1 | 500-02 | 106-3-a | (U) Planning and Analysis Records. (U) Baseline Agreements - Internal agreements between the Director, NRO, and major program offices that specify missions, capabilities, and requirements that must be met and provide guidance as to how responsibilities and missions are to be implemented. | | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1- 525-95-1.) | be retired to the NRO Records | (U) Cutoff files at the end of the CY. |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | I | B-RCS Cut | NARA | New | (U) | (U) Headings | (U) Current Description of | · (U) Gurrent | (Ú) Current | (U) Current |
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| Retention | Change?, | off | Authorized | Bucket | Current | * | Records | 'Authorized', | Retirement | Cutoff |
| | | | Number/ GRS Number | RCS | item Number | | | Disposition | Instructions | , , , , , , , , , , , , , , , , , , , |
| Permanent | Z | (U) Cut off at end of the CY | N1-525-95-1 | 500-02 | 106-4-a | (U) Planning and Analysis Records. (U) Assessment and Evaluation Files - Studies, reports, briefings, position papers, and other analyses, with related background papers, prepared to assess and evaluate NRO programs and operations. Records relate to such matters as the propriety of resource. | (U) Final reports, with substantive background papers. | (U) Permanent. Review after 50 years for | (U) Files may be retired to the | (U) Cutoff files at the end of the CY. |
| Permanent | N | (U) Cut off at end of the CY | N1-525-95-1 | 500-02 | 203-1-a | (U) Public Affairs. (U) Public Affairs Directives - Directives that prescribe NRO-wide public affairs programs and policies. | (U) Office of Record (Office of Corporate Communications). | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1- 525-95-1.) | be retired to the NRO Records | (U) Cutoff files at the end of the CY. |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | NARA | New' | (U) | (U) Headings | (U) Current Description of | (U) Current | (U) Current | (U) Current |
|-----------|-----------|------------------------------------|--------------------------|--------|---------|--|--|---|-------------------|---|
| Retention | Change? | off | Authorized | Bucket | Current | , | Records | Authorized | Retirement | Cutoff |
| | | | Number/ GRS Number | RCS | Number | The state of the s | | Disposition | Instructions | |
| Permanent | | (U) Cut off at end of the CY | | 500-02 | 203-2-a | (U) Public Affairs. (U) Press Releases - NRC-issued press releases. | (U) Office of record (Office of Corporate Communications). | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1- 525-95-1.) | be retired to the | (U) Cutoff files at the end of the CY. |
| Permanent | N | (U) Cut off at end of the CY | N1-525-95-1 | 500-02 | 203-3-a | (U) Public Affairs. (U) NRO-Wide Publications - Periodic publications of information realses relating to or reporting on various NRO programs and activities produced for NRO wide distribution. (Including RECON and similar issuances.) These are not used to promutgate official policy. | (U) Office responsible for preparation. (a.g., Office of Corporate Communications, but may also include program offices) | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1- 525-95-1.) | be retired to the | (U) Cutoff files at the end of the CY. |

| B-RC8 | Retention | B-RCS Cut | NARA | New | (U) | (U) Headings | (U) Current Description of | (U) Current | (U) Current | (U) Current |
|-----------|-----------|------------------------------------|-------------------------|--------|-----------------|--|--|---|---|---|
| Retention | Change? | off, | Authorized | Bucket | Current | | Records | Authorized | Retirement | Cutoff |
| | | | Number GRS Number | RCS | item. Number | | | Disposition | Instructions | |
| Permanent | | (U) Cut off at end of the CY | N1-525-95-1 | 500-02 | 203-4-a | (U) Public Affairs. (U) <u>Speeches</u> - Text or transcripts of speeches made by the Director or other Senior Officers authorized by the Director to speak for the NRO. | | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1- 525-95-1.) | (U) Files may be retired to the NRO Records Center as needed. | (U) Cutoff files at the end of the CY. |
| Permanent | | (U) Cut off at end of the CY | N1-525-95-1 | 500-02 | 203-5-a | (U) Public Affairs. (U) Press Interviews - Transcripts and other records of interviews of the Director and other Senior Officers authorized by the Director to speak for the NRO with representatives of the media. | (U) Office of record (Office of Corporate Communications). | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1- 525-95-1.) | be retired to the NRO Records | (U) Cutoff files at the end of the CY. |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | NARA | New | (U) | (U) Headings | (U) Current Description of | (U) Current | (U) Current | (U) Current |
|-----------|--|---|----------------|--------|----------------|--|-----------------------------|---|----------------------------------|-------------|
| Retention | Change? | off | Authorized | Bucket | Current | , | Records | Authorized · | Retirement | Cutoff |
| | i i | isthical and affirm | Number/ GRS | RCS | ltem Number | بر پرستان نام در میتر در در در در در در در در در در در در در | Phone . | Disposition | Instructions | |
| , , | ************************************** | de la la la la la la la la la la la la la | Number | 1 | | | | | | |
| Permanent | N | (U) Cut off | N1-525-95-1 | 500-02 | 204-1-a | (U) Legislative Llaison. | (U) Office of record (ROM). | (U) Permanent. | (U) Files may | (U) Cutoff |
| | : | at end of the CY | | | | (U) Legislative Program Records - Correspondence, memoranda, reports, copies of legislation, and other records accumulated in connection with NRO legislative liaison. (included are records that pertain to Congressional oversight of NRO activities and programs. (including responses to questions posed by oversight committees, proposed legislation affecting or of interest to NRO, and the justification of NRO budget/appropriation requests to the Congress and its | | Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-95-1.) | be retired to the NRO Records | |
| | | | | | | committees.) | | | | |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | NARA 1 | New | (U) ·· | (U) Headings | (U) Current Description of | ' (U) Current | ' (U) Current 4 | (U) Current |
|--|-----------|---|-------------|---------|----------------|--|---|---|--|---|
| Retention | Change? | off , | | ,Bucket | Current | 100 mm | Records | . Authorized . | Retirement | Cutoff |
| | | | GRS V | | Item Number | | | Disposition | Instructions | |
| Temporary: : Destroy/De lete when 10 years old | | (U) Cut off after action completion | | | 101-2 | (U) Records of the Director. | (U) Director's Action and Correspondence Tracking System - Electronic system used for tracking internally created documents, prepared for the signature of the Director or Deputy Director, and other high level office to office taskings or reviews | (U) Temporary. Destroy 1 year after action completion. (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. | N/A |
| Temporary : Destroy/De lete when 10 years old | | (U) Cut off at end of the FY | N1-525-00-1 | 500-03 | | (U) <u>Operational Management Records.</u> - | (U) Records accumulated in connection with configuration management resource management, management structures, and methodology. (Included are Requests for Change (RFC), configuration control boards records, change notices, baseline documentation, cost analysis, resource allocations, studies, minutes of meetings, reports and other related records.) (Excluded afe records covering reconnaissance systems covered by items 801-2 and 801-3.) | | be retired to the NRO Records | (U) Cutoff files at the end of the FY. |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS Retention Temporary : Destroy/De lete when 10 years old | Change? | B-RCS Cut off (U) Cut off at end of the FY | Authorized Number/ GRS Number | RCS | • | (U) Headings (U) General Management and Administration. (U) Operational Management Records. | (U) Meeting agendas and minutes such as Technical Exchange and Resource | 525-00-1.) | (U) Current Retirement Instructions (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) Current Cutoff (U) Cutoff files at the end of the FY. |
|--|---------|--|--|--------|---|---|---|--|--|--|
| Temporary : Destroy/De lete when 5 years old | | (U) Cut off at end of the CY | N1-525-95-1 | 500-04 | 1 | (U) General Management and Administration. | _ | (U) Temporary. Destroy when 5 years old. Earlier disposal is authorized if superseded, obsolete, or no longer needed. (Authorized N1- 525-95-1.) | be retired to the | (U) Cutoff files at the end of the CY. |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS Retention Temporary | Change? Y +2 | | New Bucket RCS 500-04 | . Item Number | (U) Headings (U) Planning and Analysis Records. | (U) Current Description of Records (U) All other records. | (U) Current Authorized Disposition (U) Temporary Destroy after 3 years. (Authorized | cannot be | (U) Current Cutoff (U) Cutoff files at the end of the |
|--|-----------------|-------------------------|--------------------------------|------------------|---|--|---|---|---|
| lete when 5 years old | | | | | (U) Strategic Planning Files - Documents relating to the development of NRO strategic plans and road maps. (Included are studies, briefings, charts, notes, drafts, and other records.) | | N1-525-95-1.) | Records Center. They must be held in the current program area until they are destroyed. | CY. |
| Temporary : Destroy/De lete when 5 years old | | GRS 16 Item 14-c | 500-04 | 1101-11- c | mandated by OMB Circular A 123, Internal Control Systems, and Public Law 97- | and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions. | | | (U) N/A |

| B-RCS | Retention | B-RCS Cut | NARA | New | (U) | · (U) Headings | (U) Current Description of | (U) Current | (U) Current | (U) Current |
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| Retention | Change? | σff | Authorized | Bucket | Current | * | Records | Authorized | Retirement | Cutoff |
| al Marie de Marie Santa de Marie de Marie Santa de Marie | ALAC CHILL ALSO SELECTED AND ADDRESS OF THE PARTY OF THE | , , , , , , , , , , , , , , , , , , , | Number/ GRS Number | RCS | Item Number | | | Disposition | Instructions | |
| Temporary | Y +4 | (U) Cut off | GRS Item 16 | 500-04 | 1101-11- | (U) Administrative Files. | (U) Annual reports and | (U) Temporary. | (U) These files | (U) N/A |
| : | | at end of | 14-d | | d | | assurance statements. | Cut off closed files | cannot be | |
| Destroy/De | | the CY | | | | (U) internal Control Records - | | | retired to the | |
| lete when 5 | | | | | | Records created in | | after next reporting | Records | |
| years old | | į | | | 1 | accordance with procedures | | cycle. Note: This | Center. They | |
| | | | | | l | mandated by OMB Circular A | | item does not | must be held in | |
| | | | | İ | | 123, Internal Control | | cover the | current program | |
| | | | | | | Systems, and Public Law 97- | | consolidated final | area until they | |
| | | | | | | 255, the Federal Managers' | | | are destroyed. | |
| | | | | | | Financial Integrity Act. Under | | directly to the | | |
| | | İ | | | | these authorities, agencies | | President or | | |
| | | | | | | are required to perform | | Congress. The | | |
| | | ! | | | | evaluations of their | | final reports must | | |
| | | | | | | accounting and | | be scheduled by | | |
| | | 1 | | | | administrative controls to | | submitting SF 115 | | |
| 1 | | ł | | ĺ | | prevent wasts, fraud, and | | to NARA. | | |
| | | | | ļ | | mismanagement. | | (Authorized GRS | | |
| | | | | 1 | | Ì | | item 16 14-d.) | - | |
| | | } | and the state of t | | | | | | | |
| | | | 1 | <u> </u> | <u> </u> | | | <u> </u> | | |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | NARA | New | (U) | (U) Headings | (U) Current Description of | (U) Current | · (U) Current | (U) Current |
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| Retention | Change? | . Ma | Authorized | Bucket | Current | | Records | Authorized | Retirement | Cutoff ' |
| | i ak | 4. 2.3.30 | .Numberi | RCS. | | | ta ta ta | Disposition | Instructions | • N/4 |
| | | | . GR8 Number | | Number | in the second | | . :33 | | in the second |
| Temporary | Y +4 | | GRS 16 Item | 500-04 | 1101-11- | (U) Administrative Files. | (U) <u>Tracking Files</u> - Files used | (U) Temporary. | (U) These files | (U) N/A |
| 1: | | after report | 14-8 | | e | | to ensure the completion and | Destroy 1 year | cannot be | |
| Destroy/De | | is | i | | | (U) Internal Control Records - | timeliness of submission of | after report is | retired to the | |
| lete when 5 | | completed | | | | Records created in | feeder reports. (Including | completed. | Records | |
| years old | | | | | | | | (Authorized GRS | Center. They | |
| | | | | | | 1 | | 16 Item 14-e.) | must be held in | |
| | | | | | | | required to report, and | | critteut brodusur | |
| | | | | | | Systems, and Public Law 97- | | | area until they | |
| | | 1 | | | | 255, the Federal Managers' | | | are destroyed. | |
| | | | | | | Financial Integrity Act. Under | reviews.) | | | |
| | | | | | | these authorities, agencies | | | | |
| | | | | | | are required to parform | • | | | |
| | | | | | | evaluations of their | | | | |
| | | | | | | accounting and | | | | |
| | | | | | | administrative controls to | | | | |
| | | ' | | | | prevent weste, fraud, and | | | | |
| 1 | | | | | | mismanagement. | | |] | |
| | | | | | | 1 | | | | |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | ' NARA ' | New | · (U) · | · (U) Headings | (U) Current Description of | . (U) Current · | (U) Current. | (U) Current |
|-------------|-----------|------------|--------------------------|--------|----------------|---|--------------------------------|--------------------|-------------------|-------------|
| Retention | Change? | · off · · | Authorized. | | Current | | Records | Authorized | Retirement . | Cutoff |
| | | | Number/ GRS Number | | item Number | | | Disposition: | Instructions | |
| Temporary | N | | | 500-04 | 1101-11- | (U) Administrative Files. | (U) Office with responsibility | (U) Temporary. | (U) Files may | (U) Cutoff |
| * | | | 14-f-1 | | 1 | (U) Internal Control Records - | for coordinating internal | Cut off when no | be retired to the | |
| Destroy/De | | further | | | | Records created in accordance with | control functions. | further corrective | | end of the |
| lete when 5 | | corrective | | | | procedures mandated by OMB | | action is | | CY. |
| years old | | action is | | | | Circular A-123, Internal Control | | | needed. | |
| | | necessary | | | | Systems, and Public Lew 97-255, the Federal Managers' Financial | | Destroy 5 years | | |
| | | at end of | | | | Integrity Act, Under these | | after cutoff. | | |
| | | the CY | | | | authorities, agencies are required | | (Authorized GRS | | |
| <u> </u> | | | | | | to perform evaluations of their | | 16 Item 14-f-1,) | | |
| 1 | | | | | | accounting and administrative controls to prevent waste, freud. | | | | |
| | | | | | | and mismanagement. | | | | |
| | | | | | | | | | | |
| ĺ | | | | | | (U) Review Files - Correspondence, | | | | |
| | | | | | | reports, action copies of audit findings, and other records that | • | | | |
| 1 | [| | | | | lidentily program internal control | | | | |
| | | | | | | weaknesses, and corrective actions | | | | |
| | , | | | | | taken to resolve such problems. | | | | ŀ |
| | | | | | | Since OMB A-123 provides for | | | | |
| | | | | | | alternative internal control reviews under OMB Circulars A-75, A-127. | | | | |
| | | | • | | | or A-130, this item also applies to | | | | |
| 1 | İ | | | | | copies of these reviews, provided | | | | |
| | | | | | | they are identified as alternative | | | | |
| | | | | | | reviews in the management control plan. | | | | |
| | | | | | | Prices y. | | | | |
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| 1 | Į. | | | | | | | | | |
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N1-525-12-S Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | NARA . | New | (U) | (U) Headings | (U) Current Description of | (U) Current | ' (U) Current | (U) Current |
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| Retention | Change? | ંકું _ક off | Authorized | Bucket | Current | 7.11 (2.21) Since | Records . | ., Authorized | Retirement | Cutoff |
| · dinn | 14 Mar | THE STATE | Number/ | , RCS | paitem: | | A STATE OF THE STA | Disposition | Instructions | PACIFICATION OF |
| . F. | | | GRS Number | , w.i | Number | | | | | |
| Temporary | N | (U) Cut off | GRS 16 Item | 500-04 | 1101-11-f- | (U) Administrative Files. | (U) Copies maintained by | (U) Temporary. | (U) These files | (U) N/A |
| : | | | 14-f-2 | | 2 | (U) Internal Control Records - | other offices as internal | Cut off when no | cannot be | |
| Destroy/De | | further | | | | Records created in accordance with | reviews. | further corrective | retired to the | |
| lete when 5 | | corrective | | | | procedures mandated by OMB | • | action la | Records | |
| years old | | action is | | | | Circular A-123, internal Control | | necessary. | Center. They | |
| | | necessary | | | | Systems, and Public Law 97-255, | | Destroy 5 years | must be held in | |
| 1 | | at end of | | | | the Federal Managers' Financial Integrity Act. Under these | | after cutoff. | current program | |
| | | the CY | | | | authorities, agencies are required | | (Authorized GRS | area until they | |
| | | | | | | to perform evaluations of their | | 16 (tem 14-f-2.) | are destroyed. | |
| | | | | | | accounting and administrative | | | | |
| 1 | | | | | | controls to prevent waste, fraud, | | | | |
| | | | | | | and mismanagement. | | | | |
| | | | | | | (U) Review Files - Correspondence. | | | | |
| 1 | | | | | | reports, action copies of audit | | | | |
| | | | | | | findings, and other records that | | | | |
| 1 | | | | | | identify program internal control weaknesses, and corrective actions | | | | |
| 1 | | | | | | taken to resolve such problems. | | | | |
| | · | | | | | Since OMB A-123 provides for | | | | |
| | | | | | | alternative internal control reviews | | | | |
| | | | | | | under OMB Circulars A-78, A-127, | | | | |
| İ | | | | | | or A-130, this item also applies to | | | | |
| | | | | | | copies of these reviews, provided they are identified as alternative | | • | | |
| 1 | | | | | | reviews in the management control | | | | |
| | | | | | | plen. | | | | |
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| B-RCS | Retention | B-RCS Cut | " NARA | New . | (U) | · (U) Headings | (U) Current Description of | , (U) Current - | (U) Current | (U) Current. |
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| Retention | Change? | off | Authorized. | Bucket | Current | م مورود مروده مروده و المورد و المورد و المورد و المورد و المورد و المورد و المورد و المورد و المورد و المورد | , , , , Records | _ Authorized | Retirement | Cutoff |
| | | | Number GRS Number | 1 (200 . h. h* | item Number | | | Disposition | Instructions | |
| Temporary : Destroy/De lete when 5 years old | | , , | | 500-04 | 206-4 | (U) Audiovisual Records. | awards ceremonies, social events, and similar activities | (U) Temporary. Destroy when 1 year old. (Old GRS 21 Item 1. New 6.4 Item 050) | cannot be retired to the | (U) N/A |
| Temporary : Destroy/De lete when 5 years old | | (U) Cut off at end of the CY or when superseded , obsolete, or no longer needed, whichever is later | N1-525-95-1 | 500-04 | 206-5 | (U) Audiovisual Records. | (U) Viewgraphs and Multimedia Presentations - Viewgraphs, briefing slides, other audiovisual briefing aids, and computer-driven multimedia presentations used for briefings. (Exclude records covered by Items 101-1, 901-5, and 1201-2.) | 1 | (U) These files cannot be retired to the Records Center. They must be held in current area program until they are destroyed. | (U) N/A |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| | Change? Y +4 | B-RCS Cut off (U) Cut off at end of the CY or if records are no longer needed for NRO business | NARA Authorized Number Number N1-525-02-1 | RCS | Item Number | (U) Posters - Consists of printed and illustrated announcements produced in | (U) Current Description of Records Records (U) Posters relating to routine events and subjects common to most agencies, such as savings bond campaigns, CFC campaigns, blood drives, and health and safety education programs. | (U) Temporary. Destroy when 2 years old, Earlier disposal is authorized if records are no longer needed for NRO business. | (U) Current Retirement Instructions (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) Current Cutoff |
|---|-----------------|---|---|--------|----------------|---|--|---|--|-----------------------|
| Temporary: Destroy/De lete when 5 years old | | (U) Cut off at end of the CY or if records are no longer needed for NRO business | N1-525-02-1 | 500-04 | | (U) Audiovisual Records. (U) Posters - Consists of printed and illustrated announcements produced in support of NRO activities for display in NRO facilities. Note: This item does not exclude the requirement to maintain a copy of the poster with the corresponding subject file. | (U) Poster production materials, including negatives, routine artwork, layouts, and other preparatory graphic material. | | (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 |

| B-RCS | Retention | B-RCS Cut | NARA | New | (U) | (U) Headings | (U) Current Description of | (U) Current | (U) Current | (U) Current |
|----------------|-----------|--------------|-------------------------|--------|----------------|-----------------------------------|---|--|--------------|-------------|
| Retention | Change? | off | Authorized | Bucket | Current | | Records | Authorized | Retirement | Cutoff |
| | | | Number GRS Number | | item Number | Anna Principal | | Disposition | Instructions |] |
| Temporary | Y +3 | | GRS 5.3 Item | 500-04 | New | Emergency Planning | Correspondence files relating | Destroy when 2 | | |
| <u> -</u> | | | 010 | | | Administrative | to administration and | years old. | | |
| Destroy/De | ĭ | the CY | | | | Correspondence Files. | operation of the emergency | | | |
| lete when 5 | | | | | | | planning program, not covered elsewhere in this | | • | |
| years old | | | | | | | schedule. | | | |
| | | | | | | | | | | |
| Temporary : | | after | GRS 5.3 Item 010 | 500-04 | | Emergency Planning Case Files. | [···································· | Destroy 3 years after issuance of a | | |
| Destroy/De | | issuance of | | | | | preparation and issuance of | new plan or | • | |
| lete when 5 | | a new plan | : | | | | | directive. | | |
| years old | | or directive | | | | | consisting of a copy of each plan or directive issued, with | | | |
| | | | | | | | related background | | | • |
| • | | | | | | | documents, EXCLUDING one | | | |
| | | | | | | | record copy of each plan or | | | |
| | 1 | | | | | | directive issued, If not | | | |
| | | | | | | | included in the agency's | | | |
| | | | | | | | permanent set of master | | | |
| | | | | | | | directives files. | | | |
| | | | | | | | | | | |
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| B-RCS | Retention | B-RCS Cut | NARA | New | (U) | (U) Headings | (U) Current Description of | (U) Current | (U) Current | (U) Current |
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| Retention | Change? | off | Authorized | Bucket | Current | | Records | Authorized | Retirement | Cutoff |
| | . « <u> </u> | | Number/ | RC8 | . Kem | 4°°°° | | Disposition | Instructions | . 19 . 1 |
| | | | GRS | : TTT | Number | | tanin ist | والمالية المالية | | |
| Temporary | , Linder I | | <u>Number</u> N1-525-95-1 | 500-05 | 101-4-b | (U) Records of the | | a a T | (U) These files | . Mrs. 35 Ne. |
| rempondy | 14 | when | 14 1-020-90-1 | 0000 | IO II-D | 11 7 | (O) Outer bilices. | <u> </u> | cannot be | |
| Destroy/De | | superseded | | | | Director. | | | retired to the | |
| lete when | | . obsolete. | | İ | | A 1 12 1000 | | | Records | |
| supersede | | , cosciete, Of NO | | | | (U) Executive Committee File | | | | |
| anheisena | | | | | | - Minutes, viewgraphs, | | • | Center. They must be held in | |
| obsolete, | | longer needed | • | 1 | | briefing charts, and other | | (Authorized N1- | | |
| Of HD | | HECOCO | | 1 | | records accumulated in | | 525-95-1.) | current program | |
| 1. 1 | | | | | | connection with meetings of | | | area until they | |
| longer needed. | | | | İ | | the Director with principal | | | are destroyed. | |
| whichever | | | | | | assistants. Records pertain | | | | |
| is later | | | | | | to the overall organization | | | | |
| is largi | | | | | | and management of the | * | • | | |
| | | | | | | NRO, | | | | |
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| B-RCS | Retention | B-RCS Cut | NARA | New | (U) · · | (U) Headings | (U) Current Description of | (U) Current | (U) Current | (U) Current |
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| Retention | Change? | off | Authorized | Bucket | | | , Records | Authorized | Rettrement | Cutoff |
| | - 1 | | Number/ GRS Number | RCS | Item Number | | | Disposition | Instructions | |
| Temporary | Y +4 | • • | N1-525-95-1 | 500-05 | 102-1-b | (U) Records of | (U) Other offices. | (U) Temporary. | | (U) N/A |
| 1 | years, 3 | after | | | | Committees, Task Forces, | | Destroy 2 years | cannot be | |
| Destroy/De | months | termination | | | | Boards, and Councils. | | after termination of | retired to the | |
| lete when | | of group or | | | | | | group or when | Records | |
| supersede | İ | when | | | | (U) Records of Committees. | | superseded, | Center. They | |
| d, | | superseded | | | | Task Forces, Boards, | • | obsolete, or no | must be held in | |
| obsolete, | | , absolete, | | | · | Councils, and Similar Inter- | | longer needed, | current program | |
| or no | | פר תם - | | | | and Intra-Agency Panels - | | | area until they | |
| longer | | longer | | | | Records prepared or | | (Authorized N1- | are destroyed. | |
| needed, | 1 | needed, | | | | accumulated by inter- and | | 525-95-1.) | | |
| whichever | } | whichever | | | | intra-agency bodies | | | | |
| is later | İ | is later | | | , | pertaining to their | | | | |
| İ | | Ì | | | | establishment, | | | | |
| | |] | | | | mission, organization, | | | | |
| 1 | | | | | | membership, and actions. | | | | |
|] | | | | | | (included are charters, | | | | |
| 1 | 1 | | | | | agendas, minutas, reports, | | | | |
| | l | | | | | and other records generated | | | | |
| Į | l | 1 | | | | or received.) | | | | |
| ł | l | | | | | | | | | |
| | Ì | | 9 | | | | | | | |
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N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS Retention | Retention Change? | B-RCS Cut off | Authorized | New Bucket | (U) Current | (U) Headings | (U) Current Description of Records | Authorized | (U) Current Retirement | (U) Current Cutoff |
|---|----------------------|---|--------------------------|---------------|----------------|---|---------------------------------------|---|--|-----------------------|
| | | * | Number/ GRS Number | RCS | item Number | , , | | Disposition | Instructions | , , |
| Temporary : Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | | (U) Cut off when superseded , obsolete, or no longer needed | N1-525-95-1 | 500-05 | | (U) General Management and Administration. (U) <u>Directives and Other Policy and Procedural Issuances</u> - Directives, handbooks, manuals, instructions, and other issuances that define missions, assign responsibilities, resources, and facilities, and/or specify policies and procedures. (U) Issuances with NRO-wide applicability. | • | (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 |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| 1 | | B-RCS Cut | NARA | New | (U) | (U) Headings | (U) Current Description of | (U) Current | (U) Current | (U) Current |
|------------|----------------|-------------|-------------|----------|---------|--|-------------------------------|---------------------------------------|--|-------------|
| Retention | Change? | off | Authorized | Bucket | Current | | Records | Authorized | Retirement | Cutoff |
| 4. | i Negar | | Numberi | RCS | , item | ,.··, | | Disposition | inatructions | |
| | ellan ellan | *** | GRS | , , | Number | The state of the s | | i inter | in the state of th | |
| | rini | | Number | | * Hz. | 1 | | • • • • • • • • • • • • • • • • • • • | | |
| Temporary | N | | N1-525-95-1 | 500-05 | 103-1-b | 17 7 — | | | 1, , | (U) N/A |
| : | | when | | | | and Administration. | only to a specific NRO office | Destroy when | cannot be | |
| Destroy/De | | superseded | | | | | or program. | superseded, | retired to the | |
| lete when | | , obsolete, | | ! | | (U) <u>Directives and Other</u> | | obsolete, or no | Records | Ì |
| supersede | | or no | | | | Policy and Procedural | | longer needed. | Center. They | |
| d, | | longer | , | Ì | | Issuances - Directives, | | (Authorized N1- | must be held in | |
| obsolete, | | needed | | Ì | | handbooks, manuals, | | 525-95-1.) | current program | • |
| or no | | | | | | instructions, and other | | | area until they | |
| longer | | | | | | issuances that define | | | are destroyed. | |
| needed, | | | | | | missions, assign | | | | |
| whichever | | | | | | responsibilities, resources, | | | | |
| is later | | | | | | and facilities, and/or specify | | | | |
| | | | | | | policies and procedures. | | | | |
| | | | | | | - - | | | | |
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N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | · · · NARA · · · | '. New | (U), | (U) Headings | · (U) Current Description of | · (U) Current !-∉ | r. (U) Current | (U) Current |
|---|-----------|---|--------------------------|--------|----------------|---|--|---|--|-------------|
| Retention | Change? | , off | Authorized. | Bucket | Current | | Records | Authorized | Retirement | Cutoff |
| | | | Number/ GRS Number | RCS. | ltem Number | | | Disposition | Instructions | |
| Temporary : Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | N. | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 590-05 | | (U) General Management and Administration. (U) Organization Planning Records - Organization and functions manuels, studies, reports, and other records that pertain to proposed changes in the overall organization of the NRO as well as the organization of NRO components at the Directorate or equivalent Staff Office level; e.g., IMINT, SIGINT, COMM, MS&O. | (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 |
| Temporary : Destroy/De late when supersede d, obsolete, or no longer needed, whichever is later | | (U) Cut off when superseded , obsolete, or no longer needed | | 500-05 | | (U) General Managament and Administration. (U) <u>Directorate-Level</u> <u>Policy/Subject Files.</u> | (U) Files consisting solely of duplicate copies of studies, and other issuances maintained for reference in the Directorates or other NRO offices. | 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 |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | NARA . | New | (U) 🐣 | ''··· (U) Headings . | (U) Current Description of | (U) Current | (U) Current | (U) Current. |
|--|-----------|---|-------------------------|--------|----------------|--|-----------------------------|---|--|---|
| Retention | Change? | . off | Authorized | Bucket | Current | ing. Partition of the state of | Records | Authorized | Retirement | Cutoff |
| | | | Number GRS Number | RCS | item Number | | | Disposition | Instructions | |
| Temporary: Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | | (U) Cut off at end of the FY | N1-525-00-1 | 500-05 | 103-5-c | (U) General Management and Administration. (U) Operational Management Records. | generate records covered by | (U) Temporary. Destroy/delete within 180 days after the record copy has been produced. (Authorized N1- 525-00-1.) | | (U) Cutoff files at the end of the FY. |
| Temporary: Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | | (U) Cut off when superseded , obsolete, or no longer needed | | 500-05 | 104-1-b | (U) NRO Policy Records. (U) NRO Policy Files - Records pertaining to the formulation of policies regarding NRO's relations with other agencies. (Included are documents relating to U.S. Government policies, which may have an impact on the 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 , |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | NARA | New | (U) | (U) Headings | (U) Current Description of | ' (Ü) Current | (U) Current | (U) Current |
|------------|-----------|-------------|---------------|--------|-----------|-------------------------------|----------------------------|--------------------|-----------------|--------------|
| Retention | Change? | off | Authorized | Bucket | Current | , , | Records | Authorized | Retirement | Cutoff |
| 1 3:1 | 1 1 1 1 | , 15,7% | Number! | RCS | item | | , , , , | Disposition | Instructions | * * * * * |
| | | | GR8 Number | 1 | Number | | | | | |
| Temporary | N | (U) Cut off | N1-525-95-1 | 500-05 | 104-2-a-2 | (U) NRO Policy Records. | (U) Other offices. | (U) Temporary. | | (U) Cutoff |
| : | | at end of | | | | | İ | Destroy when | 1 | files at the |
| Destroy/De | | the CY | | | | (U) Agreement Files - | | superseded, | 1 | end of the |
| lete when | | when | | | | Agreements executed by | | obsolete, or no | | CY. |
| supersede | | superseded | | | | NRO with other entities. | | longer needed. | Center. They | |
| d, | | , obsolete, | | | | (Included are the | | (Authorized N1- | must be held in | |
| obsolete, | | or no | | | | agreements themselves and | | 525-9 5-1.) | current program | |
| or no | | longer | | | | related background papera.) | | | area until they | |
| longer | | needed | | | | | | | are destroyed. | |
| needed, | | | | | | (U) Memoranda of | | | | |
| whichever | | | | | | Agreement executed with | | | | |
| is later | | | | | | other domestic agencies. | | | | |
| | | ļ | | | | (Exclude host-tenant | 1 | | | |
| | | | | | | agreements providing for | | | | |
| , | | | | | | routine support services, | <u> </u> | | | |
| | | | | | | executed by local NRO | | | | |
| | | | | | | components with host | | | | |
| | | | | | | activities, which are covered | | | | |
| | |] | | | | by Item 1501-3.) | 1 | | | |
| | | | | | | | | | | |
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N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS Retention | Change (| | Authorized Number GRS Number | BER 1 | Current Current Current Number | | (U) Current Description of a Records | Authorized Disposition | Retirement Instructions | Giron |
|---|----------|--|---------------------------------------|--------|---|---|--------------------------------------|---|--|---|
| Temporary: Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | | (U) Cur on when superseded , obsolete, or no longer needed | | 500-05 | 104-2-6-2 | (U) NRO Policy Records. (U) Agreement Files.— Agreements executed by NRO with other entities. (Included ere the agreements themselves and related background papers.) (U) Agreements relating to NRO programs executed with representatives of foreign governments | (U) Other attices. | superseded, obsolete, or no longer needed. | cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) N/A |
| Temporary : Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | | (U) Cut off at end of the CY when superseded , obsolete, or no longer needed | | 500-05 | | (U) Planning and Analysis Records. (U) Baseline Agreements - Internal agreements between the Director, NRO, and major program offices that specify missions, capabilities, and requirements that must be met and provide guidance as to how responsibilities and missions are to be implemented. | | Destroy when superseded, obsolete, or no longer needed. (Authorized N1- | cannot be retired to the | (U) Cutoff files at the end of the CY. |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS Retention | B-RCS Cut off | 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 : Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | (U) Cut off at end of the CY after completion of assessmen t or study | N1-525-95-1 | 500-05 | | (U) Planning and Analysis Records. (U) Assessment and Evaluation Files - Studies, reports, briefings, position papers, and other analyses, with related background papers, prepared to assess and evaluate NRO programs and operations. Records relate to such matters as the propriety of resource. | (U) All other records. | (U) Temporary. Destroy after completion of assessment or study. However, rough notes, drafts, and other transitory background papers may be destroyed when superseded, obsolele, or no longer needed. (Authorized N1- 525-95-1.) | be retired to the NRO Records | (U) Cutoff files at the end of the CY. |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS R | Retention | B-RCS Cut | NARA . | New | , (n) | . (U) Headings . | . (U) Current Description of | , (U) Current | (U) Current | (U) Current |
|--|-----------|-----------|---------------------|-----------|----------|--|--|--|--|-------------|
| Retention C | Change? | off | Authorized | Bucket | Current | | ار Records | Authorized | Retirement | Cutoff |
| | | | Number | 7 x ' ± ' | , 4 ° 1. | 178 178 1485 | | Disposition | instructions | |
| Temporary N: Destroy/Delete when superseded, obsciete, or no longer needed, whichever is later | 1 | ` ' | GRS 16 Item 14-a | 500-05 | a | Records created in accordance with procedures mandated by OMB Circular A 123, Internal Control Systems, and Public Law 97- | staff; external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management | (U) Temporary. Destroy when superseded. (Authorized GRS 16 Item 14-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 |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS Retention | Change? | B-RCS Cut off | Authorized Number/ GRS Number | New Bucket RCS | (U) Current Item Number | (U) Headings | (U) Current Description of Records | Authorized Disposition | (U) Current Retirement Instructions | (U) Current Gutoff |
|---|---------|------------------|--|----------------------|----------------------------------|--|---|--|--|-----------------------|
| Temporary: Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is latter | | 1 2 | 14-b | 500-05 | b | (U) Administrative Files. (U) Internal Control Records - Records created in accordance with procedures mandated by OMB Circular A: 123, Internal Control Systems, and Public Law 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement. | Plans - Comprehensive plans documenting the NRO's efforts to ensure compliance with OMB Circular A-123. | (U) Temporary. Destroy when superseded. (Authorized GRS 16 Item 14-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 |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS Retention Temporary Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | Change? | B-RCS Cut Off (U) Cut off when superseded obsolete, or no longer needed | Authorized Number/ GRS Number N1-525-95-1 | New Bucket RCS 500-05 | , item Number | (U) Public Affairs. (U) Public Affairs Directives - Directives that prescribe NRO-wide public affairs programs and policies. | (U) Current Description of Records (U) Other offices. | (U) Current Authorized Disposition (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | | (U) Current Cutoff (U) N/A |
|---|---------|---|---|-----------------------|------------------|---|--|--|--|----------------------------------|
| Temporary : Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | | (U) Cut off when superseded , obsolete, or no longer needed | | 500-05 | 203-2-b | (U) Public Affairs. (U) <u>Press Releases</u> - NRO-issued press releases. | (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 |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS. | Retention | B-RCS Cut | - NARA | . New | ين, (U) _{ويو} ر | ر بر الله (U) Headings الله الله الله الله الله الله الله الل | (U) Current Description of | (U) Current | , (U) Current, | (U) Current |
|---|-----------|---|-------------------------|--------|--------------------------|---|----------------------------|---|--|-------------|
| Retention | Change? | off | Authorized | | Current | | Records | Authorized | Retirement | Cutoff |
| | | | Number GRS Number | RCS | Item Number | | | Disposition | Instructions | |
| Temporary : Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | | (U) Cut off when superseded , obsoleta, or no longer needed | N1-525-95-1 | | 203-3-ь | (U) Public Affairs. (U) Publication of information for limited distribution within the agency - Periodic information released for limited distribution within the agency relating to or reporting on various NRO non-mission or program administrative or operational matters. These are not used to promulgate official policy. | | (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 : Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | | (U) Cut off when superseded , obsolete, or no longer needed | N1-525-95-1 | 500-05 | 203-4-b | (U) Public Affairs. (U) Speeches - Text or transcripts of speeches made by the Director or other Senior Officers authorized by the Director to speak for the NRO. | (U) Other offices. | 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 |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS Retention Temporary Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | Change? | Non- | | RCS | Current Item Number 203-5-b | (U) Public Affairs. (U) Press Interviews Transcripts and other records of interviews of the Director and other Senior Officers authorized by the Director to speak for the NRO with representatives of the media. | (U) Current Description of. Records (U) Other offices. | (U) Current Authorized Disposition Usposition (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | Instructions | (U) Current Cutoff (U) N/A |
|---|---------|--------------------|---------------|--------|--------------------------------------|---|---|--|--|----------------------------------|
| Temporary : Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | N | when superseded | (superseded); | 500-05 | 203-8 | | (U) Public Affairs Administrative Files - Records relating to the day-to-day administration of public affairs programs. (Included are media contacts lists, copies of newsletters and other informational publications, routine correspondence with the general public, awards, letters of appreciation, committee minutes, reports, lists of volunteers, partnership documents, etc.) | superseded, obsolete, or no longer needed. (Authorized N1- 525-95-1 - superseded; New GRS 6.4, Item 010.) | (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 |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS Retention | Retention Change? | B-RCS Cut off | Authorized Number/ GRS Number | New Bucket RCS | (U) Current Item Number | (U) Headings | (U) Gurrent Description of Records | (U) Current Authorized Disposition | (U) Current Retirement Instructions | (U) Current Cutoff |
|---|----------------------|--------------------|--|----------------------|----------------------------------|--|---------------------------------------|--|--|-----------------------|
| Temporary : : Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | | when superseded | N1-525-00-1 - superseded. New GRS 6.4, item 010 | 500-05 | 203-7-8 | (U) Public Affairs. (U) Community Service Program Files - Records relating to the day-to-day administration of programs involving community service. (Included are the original partnership documents, agreements, letters of appreciation, committee meeting minutes, general correspondence, volunteer specialty lists, and reference material, etc.) | 1 | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1- 525-00-1 - superseded. New GRS 6.4, item 010) | (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 |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | NARA | New | (U) | (U) Headings | (U) Current Description of | (U) Current | (U) Current | (U) Current |
|------------|-----------|----------------|---------------|-----------------------|---------|--------------------------------|------------------------------|------------------|-----------------|-------------|
| Retention | Change? | off | Authorized | Bucket | Current | | Records | Authorized | Retirement | Cutoff |
| | a\$2. | | Numberi | RCS' | item | | 1 1, | Disposition | Instructions | |
| in it | | and the second | GRS Number | 's ipda - ". ''. 1 | Number | | | | | |
| Temporary | N | (U) Cut off | N1-525-00-1 | 500-05 | 203-7-b | (U) Public Affairs. | (U) Electronic mail and word | (U) Temporary. | (U) These files | (U) N/A |
| : | | after record | | | | | processing records used to | Destroy/delete | cannot be | |
| Destroy/De | | copy has | | | | (U) Community Service | generate records covered by | within 180 days | retired to the | |
| lete when | | been | | | | Program Files - Records | Item 203-7-a. | after the record | Records | |
| supersede | | produced | | | | relating to the day-to-day | | copy has been | Center. They | |
| d. | | ा | | | | administration of programs | | produced. | must be held in | |
| obsolete, | | superseded | | | | involving community service. | | (Authorized N1- | current program | |
| or no | | , obsolete, | | | | (Included are the original | | 525-00-1.) | area until they | |
| longer | | or no | | | | partnership documents, | Ì | | are destroyed. | |
| needed, | | longer | | | | agreements, letters of | | | | |
| whichever | | needed | | | | appreciation, committee | | | | |
| is later | | | | | | meeting minutes, general | | | | |
| | | | | | | correspondence, volunteer | | | | |
| | | | | | | specialty lists, and reference | | | | |
| | | | | | | material, etc.) | | | | |
| | • | | | | | | | | | |
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| 1 | | <u> </u> | | | | | | | | |
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N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | NARA | New | (U) | · (U) Headings | (U) Current Description of | (U) Current | (U) Current | (U) Current |
|---|-----------|---|--------------------------|--------|----------------|---|----------------------------|---|--|---|
| Retention | Change? | off | Authorized | Bucket | Current | - , | Records | Authorized | Retirement | Cutoff |
| | | | Number/ GRS Number | RCS | item Number | | | Diaposition | Instructions | 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - |
| Temporary : Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | N | (U) Cut off when superseded , ohsolete, or no longer needed | N1-525-95-1 | 500-05 | 204-1-b | (U) Legislative Lisison. (U) Legislative Program Records - Correspondence, memoranda, reports, copies of legislation, and other records accumulated in connection with NRO legislative lisison. (Included are records that pertain to Congressional oversight of NRO activities and programs. (Including responses to questions posed by oversight committees, proposed legislation affecting or of interest to NRO, and the justification of NRO budget/appropriation requests to the Congress and its committees.) | (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 |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| B-RCS | Retention | B-RCS Cut | NARA | New | · (U) | (U) Headings | (U) Current Description of | (U) Current | (U) Current - | (U) Current |
|-------------------|-----------|--------------------|------------------------------|--------|---------|---|---------------------------------------|--------------------------|-----------------------------------|-------------|
| Retention | Change? | off ·· | Authorized | Bucket | Current | , | Records | Authorized ' | Retirement | Cutoff |
| Beg a | | * | , Number/ | RCS, | , Item | | · · · · · · · · · · · · · · · · · · · | Disposition | instrucțions | |
| | | · . ~ 45 | GRS | | Number | | | | | ; ; ; |
| Temporary | N | ` ' | <u>Number</u> N1-525-95-1 | 500-05 | 206-1-ь | (U) Audiovisual Records. | (U) Other offices. | (U) Temporary. | | (U) N/A |
| Destroy/De | | when superseded | | | | (U) Motion Pictures and | | Destroy when superseded, | retired to the | |
| lete when | | , obsolete. | | | | Video Recordings of NRO | | obsolete, or no | Records | |
| supersede | | OF NO | | | • | Activities - Motion Pictures | | longer needed. | Center. They | ^ |
| d, | | longer | | | | and Video Recordings | | (Authorized N1- | must be held in | |
| obsolete, | | needed | | | | produced or acquired by | | 525-95-1.) | current program | |
| or no | | | | | | NRO pertaining to NRO | | | area until they are destroyed. | |
| ionger needed. | | | | | | programs and activities. Included are program | | | ale ocaloyau. | |
| whichever | | | | | | overviews, documentaries, | | | | |
| is later | | | | | | recordings of conferences. | | | | |
| * | • | | | | | and recordings that depict | | | | |
| | | | | | | key activities in the | | | | |
| İ | | | | | | development and | | | ĺ | |
| | | | | | | deployment of reconnaissance systems | | | | |
| | | | | | | including launches. Also | | ĺ | ļ | |
| | | | | | | included are production files | | | | |
| | | | | | | that document the origin and | | ļ | | |
| | | | | | | development of audiovisual | | | | |
| İ | | Ì | | | | records and any finding | | | | |
| | | | | |] | aids.) Exclude records | | | | |
| 1 | | | | | | covered by Items 105-1, 206- 2, 803-4, 702-1-a, 804-3, and | 1 | | | |
| | | | | | | 1201-2. | | | | |
| | | | | | | | | <u> </u> | | |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| Retention Retention Retention Retention Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | | when superseded | Authorized Number GRS Number N1-525-95-1 superseded | RCS. | Current Item Number 208-2 | | Motion pictures and video recordings that depict routine awards ceremonies and social events or pertain to internal training and management activities that do not reflect distinctive NRO | Authorized Disposition Disposition (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1 superseded. New GRS 6.4, item 050.) | (U) Current Retirement Instructions (U) These files cannot be retired to the Records Center. They must be held in their current program area until they are destroyed. | (U) Current Cutoff |
|---|---|---|--|--------|------------------------------------|--|--|---|--|-----------------------|
| Temporary : Destroy/De lete when supersede d, obsolete, or no longer needed, whichever is later | • | (U) Cut off when superseded , obsolete, or no longer needed | | 500-05 | | (U) Audiovisual Records. (U) Still Pictures of NRO Activities - Still pictures that depict distinctive NRO programs and activities. (Included are negative, print, and caption, as well as any finding aids.) | (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 |

N1-525-12-5 Crosswalk Executive Level Files and Governance

| B-RCS Retention | Change? | B-RCS Cut off | 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 : Destroy/De lete when supersade d, obsolete, or no longer needed, whichever is later | | (U) Cut off when historical product has been produced | | 500-05 | | (U) Working files: (U) Copies of records received from other offices and working files used to produce historical products from 2017 to present. Historical products are schedulad in item 500-02. | | | | |

N1-525-12-5 Crosswalk
Executive Level Files and Governance

| 8-RCS | | B-RCS Cut | | ' New , | े (U) - | (U) Headings | (U) Current Description of | (U) Current | | (U) Current | |
|-----------------|--------------|-----------|------------|---------|---------|-----------------------------------|--|-------------------|-------------------|-------------|--|
| Retention | Change? | · off | Authorized | Bucket | | Man the state of the state of the | Records (* 1917) | Authorized | Retirement | Cutoff | |
| rife (* a. j. h | | 1 | .: Number/ | RCS | , Itèm | | | Disposition | Instructions | | |
| | | | GRS | | Number | | Juny 1 | | | | |
| Permanent | | | | 500-10 | 105-1 | (U) Historical Records. | (U)Historical Files through | (U) Permanent | (U) Files may | (U) Cutoff | |
| | | at end of | | | | | 2016 - Records that | | be retired to the | | |
| | | the CY | i | | | | document the history, | 17 | t e | end of the | |
| • | | | | | | | organization, functions, and | declassification | Center as | CY. | |
| | | | | | | | activities of the NRO and | and possible | needed. | | |
| i | | | | | | | related activities of other | transfer to NARA. | | | |
| | | | | | | | agencies. (Included are | (Authorized N1- | | | |
| | | | | | | | histories of specific programs, | 525-95-1.) | | | |
| | | | | | | | substantive correspondences | | | 1 | |
| | | | | | | | with other agencies, briefing | | | | |
| | | | | | | | papers, minutes of inter- and | | | | |
| | | | | | | | intra-agency committees and boards, vehicle and launch | | | | |
| | | | | | | | histories, selected samples of | | | | |
| | | | | | | | collected intelligence data, | | | 1 | |
| 1 | | | | | | _ | still pictures, intarviews with | | | | |
| l | | | | | | - | former officials, and materials | 1 | | | |
| | | | | | | • | (including videos accumulated | | | | |
| | | | | | | | for display at anniversary | | | | |
| | | | | | | | celebrations). These files are | | | | |
| | | | | | | | accumulated by officials | | | | |
| | | | | | | | tasked with preparing | | | | |
| | | | | | | | histories but also may consist | | | | |
| | | | | | | | of files retained by offices | | | | |
| Į | | | | | | 1 | because of their perceived | | | | |
| 1 | | | | | | | historic value. | | | | |
| | | | | | | | | | | | |
| | | | | | | | (U) Note: This item does not | | | | |
| | | | | | | | include physical objects such | | | | |
| | | | | | | | as models or plaques. | | | | |
| | UNCIASSIFIED | | | | | | | | | | |

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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/