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: [redacted]

5. Telephone (include area code): [redacted]

Leave Blank (NARA Use Only)

Job Number: N1-525-12-5

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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: 05 Oct 17

Archivist of the United States

6. **Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

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

Signature: [redacted]

Title: Records Officer

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

7. Item Number	[redacted]tion of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	Bucket RCS 500 series - see attached.		

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 intra-agency 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.

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

UNCLASSIFIED

B-RCS Retention	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	N	(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.			

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	101-1	(U) Records of the Director.	(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 activities.	(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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	101-3	(U) Records of the Director.	(U) Director's Calendar - 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) Files may be retired to the NRO Records Center as needed.	(U) Cutoff files at the end of the CY.

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	101-4-a	**(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) Office of record (Director's Office).	**(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.

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	102-1-a	**(U) Records of Committees, Task Forces, Boards, and Councils.** (U) Records of Committees, Task Forces, Boards, Councils, and Similar Inter- and Intra-Agency Panels - Records prepared or accumulated by inter- and intra-agency bodies pertaining to their establishment, mission, organization, membership, and actions. (Included are charters, agendas, minutes, reports, and other records generated or received.)	(U) NRO offices serving as sponsor or secretariat	**(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.

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	103-1-a-1	**(U) General Management and Administration.** (U) Directives and Other Policy and Procedural Issuances - 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) Office responsible for maintaining official record copy. (Including coordination sheets and substantive background materials.)	**(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.

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	103-2-a	**(U) General Management and Administration.** (U) Organization Planning Records - Organization charts, organization and functions manuals, 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) Offices responsible for preparation.	**(U) Permanent.** Review after 50 years for declassification and possible transfer to NARA. (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

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	103-3-a	**(U) General Management and Administration.** (U) Directorate-Level Policy/Subject Files.	(U) Original or record copy of briefing papers, delegations of authority, studies, reports, correspondence, and other records accumulated by the Directorates and independent office and staff Directors and their immediate staffs. 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 Community, and the establishment, disestablishment, and relocation of subordinate program offices.	**(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.

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	104-1-a	**(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) Office of record (Office of Policy).	**(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.

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	104-2-a-1	**(U) NRO Policy Records.** (U) Agreement Files - Agreements executed by NRO with other entities. (Included are the agreements themselves and related background papers.) (U) Memoranda of Agreement executed with other domestic agencies. (Exclude host-tenant agreements providing for routine support services, executed by local NRO components with host activities, which are covered by Item 1501-3.)	(U) Office of record (Office of Policy). (Except for sensitive agreements which will be maintained by the OPR.)	**(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.

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	104-2-b-1	**(U) NRO Policy Records.** (U) Agreement Files - Agreements executed by NRO with other entities. (Included are the agreements themselves and related background papers.) (U) *Agreements relating to NRO programs executed with representatives of foreign governments.*	(U) Office of record (Office of Policy). (Except for sensitive agreements which will be maintained by the OPR.)	**(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.

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	106-1	**(U) Planning and Analysis Records.**	(U) Planning and Analysis Subject Files - Subject files of the Director, Deputy Director, Chief of Staff, Senior Scientist, and Senior Analyst of the COO. Records consist of substantive correspondence, memoranda, studies, position papers, and other substantive documents that pertain to strategic planning, overall program planning, the establishment of baseline requirements for NRO programs, and the establishment/modification of systems architecture and concept of operations for major NRO systems.	**(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.

B-RCS Retention	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	N	(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) Files may be retired to the NRO Records Center as needed.	(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	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) Signed copies held in office of record under configuration management.	**(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.

B-RCS Retention	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	N	(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 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	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.)	(U) Files may be retired to the NRO Records Center as needed.	(U) Cutoff files at the end of the CY.

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	203-2-a	**(U) Public Affairs.** (U) Press Releases - NRO-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.)	(U) Files may be retired to the NRO Records Center as needed.	(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 promulgate official policy.	(U) Office responsible for preparation. (e.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.)	(U) Files may be retired to the NRO Records Center as needed.	(U) Cutoff files at the end of the CY.

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	203-4-a	**(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) Office of record.	**(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	N	(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.)	(U) Files may be retired to the NRO Records Center as needed.	(U) Cutoff files at the end of the CY.

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-02	204-1-a	**(U) Legislative Liaison.** (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 committees.)	(U) Office of record (ROM).	**(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.

B-RCS Retention	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/Delete when 10 years old	Y +9	(U) Cut off after action completion	N1-525-95-1	500-03	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/Delete when 10 years old	N	(U) Cut off at end of the FY	N1-525-00-1	500-03	103-5-a	**(U) General Management and Administration.** (U) Operational Management Records.	(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 are records covering reconnaissance systems covered by items 801-2 and 801-3.)	**(U) Temporary.** Recordkeeping copy. Destroy when 10 years old. (Authorized N1-525-00-1.)	(U) Files may be retired to the NRO Records Center as needed.	(U) Cutoff files at the end of the FY.

B-RCS Retention	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/Delete when 10 years old	N	(U) Cut off at end of the FY	N1-525-00-1	500-03	103-5-b	**(U) General Management and Administration.** (U) Operational Management Records.	(U) Meeting agendas and minutes such as Technical Exchange and Resource Management Board RFC Technical Reviews. Miscellaneous reports and other related support documentation that is not part of the RFC package.	**(U) Temporary.** Recordkeeping copy. Destroy when 10 years old. (Authorized N1-525-00-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) Cutoff files at the end of the FY.
Temporary: Destroy/Delete when 5 years old	N	(U) Cut off at end of the CY	N1-525-95-1	500-04	103-4	**(U) General Management and Administration.**	(U) Office-Level Internal Management Records - Minutes of meetings, studies, briefing chars, memoranda, instructions, Standard Operating Procedures (SOP) and other 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.	**(U) Temporary.** Destroy when 5 years old. Earlier disposal is authorized if superseded, obsolete, or no longer needed. (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.

B-RCS Retention	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/Delete when 5 years old	Y +2	(U) Cut off at end of the CY	N1-525-95-1	500-04	106-2-b	**(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) All other records.	**(U) Temporary.** Destroy after 3 years. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in the current program area until they are destroyed.	(U) Cutoff files at the end of the CY.
Temporary: Destroy/Delete when 5 years old	Y +4	(U) Cut off at end of the CY	GRS 16 Item 14-c	500-04	1101-11-c	**(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.	(U) Risk Analyses - Reports 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) Temporary.** Cut off closed files annually. Destroy after next review cycle. (Authorized GRS 16 Item 14-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

B-RCS Retention	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/Delete when 5 years old	Y +4	(U) Cut off at end of the CY	GRS Item 16 14-d	500-04	1101-11-d	**(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.	(U) Annual reports and assurance statements.	**(U) Temporary.** Cut off closed files annually. Destroy after next reporting cycle. Note: This item does not cover the consolidated final reports submitted directly to the President or Congress. The final reports must be scheduled by submitting SF 115 to NARA. (Authorized GRS Item 16 14-d.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

B-RCS Retention	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/Delete when 5 years old	Y +4	(U) Cut off after report is completed	GRS 16 Item 14-e	500-04	1101-11-e	**(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.	(U) Tracking Files - Files used to ensure the completion and timeliness of submission of feeder reports. (Including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.)	**(U) Temporary.** Destroy 1 year after report is completed. (Authorized GRS 16 Item 14-e.)	(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	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/Delete when 5 years old	N	(U) Cut off when no further corrective action is necessary at end of the CY	GRS 16 Item 14-f-1	500-04	1101-11-f-1	**(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. (U) Review Files - Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since OMB A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan.	(U) Office with responsibility for coordinating internal control functions.	**(U) Temporary.** Cut off when no further corrective action is necessary. Destroy 5 years after cutoff. (Authorized GRS 16 Item 14-f-1.)	(U) Files may be retired to the NRO Records Center as needed.	(U) Cutoff files at the end of the CY.

B-RCS Retention	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/Delete when 5 years old	N	(U) Cut off when no further corrective action is necessary at end of the CY	GRS 16 Item 14-f-2	500-04	1101-11-f-2	(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. (U) Review Files - Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since OMB A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan.	(U) Copies maintained by other offices as internal reviews.	(U) Temporary. Cut off when no further corrective action is necessary. Destroy 5 years after cutoff. (Authorized GRS 16 Item 14-f-2.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

B-RCS Retention	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/Delete when 5 years old	Y +4	(U) Cut off at end of the CY	NEW GRS-6.4, Item 050	500-04	206-4	**(U) Audiovisual Records.**	(U) Routine Still Pictures - Still pictures that depict routine awards ceremonies, social events, and similar activities not related to distinctive NRO programs and activities.	**(U) Temporary.** Destroy when 1 year old. (Old GRS 21 Item 1. New 6.4 Item 050)	(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/Delete when 5 years old	Y +4	(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.)	**(U) Temporary.** Destroy when 1 year old or when superseded, obsolete, or 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 area program until they are destroyed.	(U) N/A

B-RCS Retention	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/Delete when 5 years old	Y +4	(U) Cut off at end of the CY or if records are no longer needed for NRO business	N1-525-02-1	500-04	206-7-b	**(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) 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. (Authorized N1-525-02-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when 5 years old	Y +3	(U) Cut off at end of the CY or if records are no longer needed for NRO business	N1-525-02-1	500-04	206-7-c	**(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) Temporary.** Destroy when 2 years old. Earlier disposal is authorized if records are no longer needed for NRO business. (Authorized N1-525-02-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

B-RCS Retention	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/Delete when 5 years old	Y +3	(U) Cut off at end of the CY	GRS 5.3 Item 010	500-04	New	**Emergency Planning Administrative Correspondence Files.**	Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.	Destroy when 2 years old.		
Temporary : Destroy/Delete when 5 years old	Y +2	(U) Cut off after issuance of a new plan or directive	GRS 5.3 Item 010	500-04	New	**Emergency Planning Case Files.**	Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	Destroy 3 years after issuance of a new plan or directive.		

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	101-4-b	**(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) 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.	

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	Y +4 years, 3 months	(U) Cut off after termination of group or when superseded, obsolete, or no longer needed, whichever is later	N1-525-95-1	500-05	102-1-b	**(U) Records of Committees, Task Forces, Boards, and Councils.** (U) Records of Committees, Task Forces, Boards, Councils, and Similar Inter- and Intra-Agency Panels - Records prepared or accumulated by inter- and intra-agency bodies pertaining to their establishment, mission, organization, membership, and actions. (Included are charters, agendas, minutes, reports, and other records generated or received.)	(U) Other offices.	**(U) Temporary.** Destroy 2 years after termination of group or when superseded, obsolete, or 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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	103-1-a-2	**(U) General Management and Administration.** (U) Directives and Other Policy and Procedural Issuances - 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) 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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	103-1-b	**(U) General Management and Administration.** (U) Directives and Other Policy and Procedural Issuances - Directives, handbooks, manuals, instructions, and other issuances that define missions, assign responsibilities, resources, and facilities, and/or specify policies and procedures.	(U) Issuances that pertain only to a specific NRO office or program.	**(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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	103-2-b	**(U) General Management and Administration.** (U) Organization Planning Records - Organization charts, organization and functions manuals, 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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	103-3-b	**(U) General Management and Administration.** (U) Directorate-Level Policy/Subject Files.	(U) Files consisting solely of duplicate copies of studies, and other issuances maintained for reference in the Directorates or other NRO 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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(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.	(U) Electronic mail and word processing records used to generate records covered by Items 103-5-a and 103-5-b.	**(U) Temporary.** Destroy/delete within 180 days after the record copy has been produced. (Authorized N1-525-00-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) Cutoff files at the end of the FY.
Temporary: Destroy/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off at end of the CY when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	104-2-a-2	**(U) NRO Policy Records.** (U) Agreement Files - Agreements executed by NRO with other entities. (Included are the agreements themselves and related background papers.) (U) Memoranda of Agreement executed with other domestic agencies. (Exclude host-tenant agreements providing for routine support services, executed by local NRO components with host activities, which are covered by Item 1501-3.)	(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) Cutoff files at the end of the CY.

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	104-2-b-2	**(U) NRO Policy Records.** (U) Agreement Files - Agreements executed by NRO with other entities. (Included are the agreements themselves and related background papers.) (U) *Agreements relating to NRO programs executed with representatives of foreign governments*	(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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off at end of the CY when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	106-3-b	**(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) Copies in 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) Cutoff files at the end of the CY.

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off at end of the CY after completion of assessment or study	N1-525-95-1	500-05	106-4-b	**(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, obsolete, or no longer needed. (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.

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded	GRS 16 Item 14-a	500-05	1101-11-a	**(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.	(U) Policy, Procedure, and Guidance Files - Copies of internal directives, maintained by the NRO's internal control staff; external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews.	**(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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded	GRS 16 Item 14-b	500-05	1101-11-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.	(U) Management Control 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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	203-1-b	**(U) Public Affairs.** (U) Public Affairs Directives - Directives that prescribe NRO-wide public affairs programs and policies.	(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 until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	203-2-b	**(U) Public Affairs.** (U) Press Releases - 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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	203-3-b	**(U) Public Affairs.** (U) Publication of information for limited distribution within the agency - Periodic information released for limied 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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(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.	**(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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	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) 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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1 (superseded); GRS 6.4, item 010	500-05	203-6	**(U) Public Affairs.**	(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.)	**(U) Temporary.** Destroy when 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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-00-1 - superseded. New GRS 6.4, item 010	500-05	203-7-a	**(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.)	(U) Recordkeeping copy	**(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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off after record copy has been produced or superseded, obsolete, or no longer needed	N1-525-00-1	500-05	203-7-b	**(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.)	(U) Electronic mail and word processing records used to generate records covered by Item 203-7-a.	**(U) Temporary.** Destroy/delete within 180 days after the record copy has been produced. (Authorized N1-525-00-1.)	(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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	204-1-b	**(U) Legislative Liaison.** (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 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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	206-1-b	**(U) Audiovisual Records.** (U) Motion Pictures and Video Recordings of NRO Activities - Motion Pictures and Video Recordings produced or acquired by NRO pertaining to NRO programs and activities. Included are program overviews, documentaries, recordings of conferences, and recordings that depict key activities in the development and deployment of reconnaissance systems including launches. Also included are production files that document the origin and development of audiovisual records and any finding aids.) Exclude records covered by Items 105-1, 206-2, 803-4, 702-1-a, 804-3, and 1201-2.	(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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1 superseded. New GRS 6.4, item 050.	500-05	208-2	**(U) Audiovisual Records.**	(U) Routine Motion Pictures and Video Recordings - 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 programs and activities (e.g., training in Equal Employment Opportunity (EEO), interpersonal communications, etc.).	**(U) Temporary.** Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1 - superseded. New GRS 6.4, item 050.)	(U) These files cannot be retired to the Records Center. They must be held in their current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded, obsolete, or no longer needed, whichever is later	N	(U) Cut off when superseded, obsolete, or no longer needed	N1-525-95-1	500-05	208-3-b	**(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

B-RCS Retention	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/Delete when superseded, obsolete, or no longer needed, whichever is later		(U) Cut off when historical product has been produced		500-05	NEW	**(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 scheduled in item 500-02.				

B-RCS Retention	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	N	(U) Cut off at end of the CY	N1-525-95-1	500-10	105-1	(U) Historical Records.	(U)<u>Historical Files through 2016</u> - 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 intra-agency 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. (U) Note: This item does not include physical objects such as models or plaques.	(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.

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/