# 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
N1-525-12-4

Date Received
1-17-2012

**Notification to Agency**

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date
25 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| 7 Item Number | [redacted] Description of Item and Proposed Disposition | 9 GRS or Superseded Job Citation | 10. Action taken (NARA Use Only) |
|---|---|---|---|
| | Bucket RCS 600 series - see attached. | | |

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

**600-01:** Research and Development, System Development, Acquisition, Operations, and Launch; Final and High level documentation.
**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:** Final high level and other significant files relating to major approval, finished products or projects, final stages of launch and operation, or significant anomalies or mishaps in the design, development, and operation of reconnaissance systems. This includes records such as R&D program technical reports, internally created conference proceedings, and similar internally created publications, approved R&D projects proposals and consolidated plan, environmental subject files, final sets of charts, specifications, drawings, systems requirements, and configuration management plans for reconnaissance systems as well as records that denote major modifications that occurred after the final set is produced, motion picture and video, still photos and posters that pertain to distinctive and key points in the development and deployment of reconnaissance systems and other mission-related subjects, semi-annual reports on system operation, systems operation anomaly reports, launch safety records of mishaps/failures, post launch analysis files, training materials for users, and operational support analysis files.

**600-02:** Interim Documentation on Major Stages of Research and Development, System Development, Acquisition, Operations, and Launch
**Disposition:** Temporary – Destroy or delete when 70 years old.
**Description:** Records relating to interim and/or major stages of research and development, system development, acquisition and operation of reconnaissance systems including quarterly and monthly reports on system operations; contingency planning files; exploitation system specifications; and final reports, videos, and still pictures of R&D program files of the Contract Officer Technical Representatives (COTR).

Records exclude: technical reports, internally created conference proceedings and similar internally created publications associated with R&D program and project files. Also excluded are the final set of charts, specifications, drawings, system requirements and configuration management plans, and any major modifications that occurred after the final set is produced for reconnaissance systems. These records are scheduled as permanent under 600-01.

**B-600-03 Command and Control, and Interim Low Level documentation on Research and Development, System Development, and Acquisition**

**Disposition:** Temporary – Delete/Destroy when superseded, obsolete, or no longer needed, whichever is later.
**Description:** Command and control records used to support reconnaissance systems and mission activities as well as low level interim documents related to system research, development, and acquisition. This includes, but is not limited to: suspended pages of

requirements and specifications, non-substantial COTR and project/program documentation, daily system mission and operations plans, ground site procedural issuances, weather functional manger requirements relating to weather support activities, training materials prepared to train operating personnel at mission control and ground processing, site logs, telemetry data, operational command data, electronic systems used to support the mission tasking process, raw reconnaissance data, records relating to pre-launch tests and successful launches, ground site technical analysis reports, tests of systems and exercises carried out to evaluate the effectiveness of contingency plans, contract management and administration records held in program offices as a reference, working files used to create other documents described in this section, and copies of documents described in this section held by offices as a reference.

**B-600-04 System Lifecycle Files**

**Disposition:** Temporary – Destroy/Delete when 5 years old, or when no longer needed whichever is later.
**Description:** System development records and other records for operating and maintaining reconnaissance exploitation systems needed until the end of a program or system. These records include, but are not limited to: performance requirements and specifications held by non-program offices, configuration management records, drawings and specifications not held in the program/project files, system acquisition records such as engineering designs, tests, drawings, and specifications, and management of the contract, problems and malfunctions in a system's operations that did not have a major impact on the system, system operation discrepancy reports and related records, system pre-launch test records and data whose retention is governed by FAR requirements, launch readiness review records, exploitation system specifications, manuals and other issuances that describe procedures for operating and maintaining reconnaissance exploitation systems,

N1-525-12-6

Reconnaissance and Mission

UNCLASSIFIED

| (U) 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 | 600-01 | 206-1-a | (U) Audiovisual Records.<br><br>(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, 604-3, and 1201-2. | (U) Office of record (primarily MS&O), but for some productions, program offices may be office of record. | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. Note: During archival processing NARA may destroy records determined to be lacking historical value. (Authorized N1-525-95-1.) | (U) Files may be retired to the NRO Records Center as needed. | (U) N/A |
| Permanent | N | (U) Cut off at end of the CY | N1-525-95-1 | 600-01 | 206-3-a | (U) Audiovisual Records.<br><br>(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) Office of record. | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. Note: During archival processing NARA may destroy records determined to be lacking historical value. (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 Date |
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| Permanent | N | (U) Cut off at end of the CY | N1-525-02-1 | 600-01 | 208-7-a | (U) Audiovisual Records.<br><br>(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 NRO officials, facilities, operations, achievements, historical commemorations, and other mission-related subjects. | (U) Permanent. Transfer 2 copies of each finished poster in original form upon publication to MS&O/PSG/MD/RMC. (Authorized N1-525-02-1.) | (U) Files may be retired to the NRO Records Center as needed. | (U) N/A |
| Permanent | N | (U) Cut off at end of the CY | N1-525-85-1 | 600-01 | 703-1 | (U) Other Technology Related Records. | (U) Environmental Subject Files - Substantive correspondence, memoranda, proposals, and other records relating to the possible use of reconnaissance programs for environmental purposes. | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-85-1.) | (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 | N1-525-85-1 | 600-01 | 804-5-a-1-b | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch.<br><br>(U) Launch Safety Records.<br><br>(U) Safety plans, accident risk assessments, minutes of technical interchange meetings, safety certifications, and other records accumulated to ensure safe and successful launches. The records identify potential hazards and specify the precautions and other procedures needed to minimize risks.<br><br>(U) Office of record (Office of Space Launch). | (U) Records pertaining to mishaps/failures. | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-85-1.) | (U) Files may be retired to the NRO Records Center as needed. | (U) Cutoff files at the end of the CY. |

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| Permanent | N | (U) Cut off at end of the CY | N1-525-95-1 | 600-01 | 701-2-a-1 | (U) Overall R&D Programs.<br><br>(U) R&D Project Proposals - Formal proposals submitted annually and during the year for approval to NRO, by NRO directorates and program offices. (Included are proposals that pertain to studying and testing new concepts, proposals for projects that are already well advanced, and proposals dealing with tactical applications.)<br><br>(U) HQ office responsible for consolidation of annual plans. | (U) Approved proposals and consolidated plans. | (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 | 600-01 | 603-9-a | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data.<br><br>(U) Anomaly Reports and Related Records - Reports and other records documenting problems and malfunctions in a system's operations that have the potential to significantly affect mission performance and/or endanger the system's health and safety. (Included are descriptions of the problem, comparisons of what occurred with what should have taken place, plans for corrective action, and the resulting procedural instructions.) | (U) Files on major anomalies that did, in fact, have a significant impact on the system. | (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 Bucket Number | (U) Headings | (U) Current Description of Records | (U) Current Authorized Disposition | (U) Current Retirement Instructions | (U) Current Cutoff |
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| Permanent | N | (U) Cut off at end of the CY | N1-525-95-1 | 600-01 | 604-6 | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch. | (U) Post Launch Analyses Records - Reports and analyses prepared after launches. Records provide data and analysis concerning individual launches, problem areas noted, and suggestions for improvement. | (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 | 600-01 | 901-5-a-1 | (U) Support Files.<br><br>(U) Training Materials for Users - Training materials developed to acquaint potential end users of NRO systems with the overall nature and scope of individual NRO Reconnaissance Programs and how they can access systems. (Included are manuals, textual and graphic briefing materials, and videos.)<br><br>(U) Final products (e.g., manuals, videos, briefing books, etc.) that provide broad overviews of all NRO programs or overviews of specific programs | (U) Record copy in offices responsible for preparing and issuing. | (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. |

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| Permanent | N | (U) Cut off at end of the CY | N1-525-95-1 | 600-01 | 901-7-a | (U) Support Files.<br><br>(U) Operational Support Analyses - Studies, reports, white papers, and other records prepared in order to assess and/or improve the degree to which NRO collection systems meet end user requirements. (Included are final versions of reports and such supporting documents as design reviews, briefing papers, slides, viewgraphs, notes, drafts, raw data, and other related records.) | (U) Final versions of reports and substantive background papers held by offices responsible for preparation. | (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 | | 600-01 | NEW | (U) Overall R&D Programs.<br><br>(U) R&D Program Files - Substantive files pertaining to overall administration of NRO programs and programs/projects that the NRO receives from others to execute. (Including funding, R&D relations with other agencies of the Intelligence Community, R&D Strategic Plans, and monitoring of the program.) | (U) Office of record<br><br>(U) Final/Finalized Technical reports, internally created conference proceedings, and similar internally created publications maintained in the R&D program/project files. | | | |

| 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 |
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| Permanent | N | (U) Cut off at end of the CY | | 600-01 | NEW | (U) System Development - These records document the performance baselines for reconnaissance systems and their components as well as the process by which these requirements are modified.<br><br>(U) System and Segment Performance Requirements and Specifications - Official documents that establish and describe the performance requirements and specifications for individual NRO systems and their segments Also included are documents that describe the interface between segments of individual programs and between segments of different NRO programs. Typically, these documents are identified/listed on "specification trees" prepared for individual programs. Other specifications are also included (e.g., segment specifications, interface control documents, etc.).<br><br>(U) Configuration Management Plans and Instructions - Plans and instructions that specify the policies and procedures to be employed in approving and implementing changes to reconnaissance system requirements and specifications managed at the program office level. | (U) Office of record (usually Program Office).<br><br>(U) Final sets of charts, specifications, drawings, system requirements and configuration management plans and any major modifications that may occur after the final is produced<br><br>(U) All other versions/iterations are captured elsewhere in the 600 series. | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-85-1.) | (U) Files may be retired to the NRO Records Center as needed | (U) Cutoff files at the end of the CY. |

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| | N | (U) Cut off at end of the CY | | 600-01 | NEW | (U) System Acquisition - These records document the design and construction of reconnaissance systems and their component segments. (Including testing and delivery )<br><br>(U) Drawings and Specifications - Drawings and related narrative descriptions that pertain to reconnaissance systems and their segments, subsystems, and components. | (U) Office of record (usually Program Office).<br><br>(U) Final sets of charts, specifications, drawings, system requirements and configuration management plans and any major modifications that may occur after the final is produced.<br><br>(U) All other versions/iterations are captured elswhere in the 600 series. | (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 | | 600-01 | NEW | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data.<br><br>(U) Periodic Reports on System Operations Semi-annual reports that pertain to overall system operations and performance. Reports include narratives, charts, graphs, and tables and relate to system status, tasking, collection, processing, and reporting activities. Also included are discussions of particularly significant information acquired by the system as well as technical information on the system's performance. | (U) Offices responsible for preparation. | (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 |
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| Temporary: 70 years | Y (70 yr) | (U) Cut off at end of the CY | N1-525-95-1 | 600-02 | 701-1-a | (U) Overall R&D Programs.<br><br>(U) R&D Program Files - Substantive files pertaining to overall administration of NRO programs and programs/projects that the NRO receives from others to execute (including funding, R&D relations with other agencies of the Intelligence Community, R&D Strategic Plans, and monitoring of the program.) | (U) Office of record<br><br>(U) All files related to R&D Program/Project files EXCEPT: Final/Finalized Technical reports, internally created conference proceedings, and similar internally created publications maintained in the R&D program/project files. These files are scheduled in 600-01x. | (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. |
| Temporary: 70 years | Y (70 yr) | (U) Cut off at end of the CY | N1-525-95-1 | 600-02 | 801-1-a-1 | (U) System Development - These records document the performance baselines for reconnaissance systems and their components as well as the process by which these requirements are modified.<br><br>(U) System and Segment Performance Requirements and Specifications - Official documents that establish and describe the performance requirements and specifications for individual NRO systems and their segments. Also included are documents that describe the interface between segments of individual programs and between segments of different NRO programs Typically, these documents are identified/listed on "specification trees" prepared for individual programs.<br><br>(U) Office of record (usually Program Office). | (U) Highest level system specification. (Including all change pages at the block level.)<br><br>(U) Exception: Final sets of charts, specifications, drawings, system requirements and configuration management plans and any major modifications that may occur after the final is produced are captured in 600-01x. | (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. |

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| Temporary: 70 years | Y (70 yr) | (U) Cut off at end of the CY | N1-525-95-1 | 600-02 | 801-1-a-2-a | (U) System Development - These records document the performance baselines for reconnaissance systems and their components as well as the process by which these requirements are modified.<br><br>(U) System and Segment Performance Requirements and Specifications - Official documents that establish and describe the performance requirements and specifications for individual NRO systems and their segments. Also included are documents that describe the interface between segments of individual programs and between segments of different NRO programs Typically, these documents are identified/listed on "specification trees" prepared for individual programs.<br><br>(U) Office of record (usually Program Office).<br><br>(U) All other specifications (e.g., segment specifications, interface control documents, etc.). | (U) Initial and final versions (including major upgrades and block changes.)<br><br>(U) Exception: Final sets of charts, specifications, drawings, system requirements and configuration management plans and any major modifications that may occur after the final is produced are captured in 600-01x | (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 |
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| Temporary. 70 years | Y (70 yr) | (U) Cut off at end of the CY | N1-525-95-1 | 600-02 | 601-2-a-1 | (U) System Development - These records document the performance baselines for reconnaissance systems and their components as well as the process by which these requirements are modified.<br><br>(U) Configuration Management Plans and Instructions<br><br>(U) Plans and instructions that specify the policies and procedures to be employed in approving and implementing changes to reconnaissance system requirements and specifications managed at the program office level. | (U) Program offices.<br><br>(U) Exception: Final sets of charts, specifications, drawings, system requirements and configuration management plans and any major modifications that may occur after the final is produced are captured in 600-01x. | (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. |
| Temporary. 70 years | Y (70 yr) | (U) Cut off at end of the CY | N1-525-95-1 | 600-02 | 602-1-a | (U) System Acquisition - These records document the design and construction of reconnaissance systems and their component segments. (Including testing and delivery.)<br><br>(U) Drawings and Specifications - Drawings and related narrative descriptions that pertain to reconnaissance systems and their segments, subsystems, and components. | (U) Final sets of charts, specifications, drawings, system requirements and configuration management plans and any major modifications that may occur after the final is produced are captured in 600-01x | (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. |

N1-525-12-6

Reconnaissance and Mission

| 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 |
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| Temporary: 70 years | Y (70 yr) | (U) Cut off at end of the CY | N1-525-85-1 | 600-02 | 803-12-a | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data.<br><br>(U) Periodic Reports on System Operations - Periodic (monthly, quarterly, etc., Excluding Annual) reports that pertain to overall system operations and performance. Reports include narratives, charts, graphs, and tables and relate to system status, tasking, collection, processing, and reporting activities. Also included are discussions of particularly significant information acquired by the system as well as technical information on the system's performance. | (U) Offices responsible for preparation. | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA (Authorized N1-525-85-1.) | (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 |
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| Temporary: 70 years | N | (U) Cut off at end of the CY | N1-525-95-1 | 600-02 | 702-1-a | (U) R & D Projects.<br><br>(U) Contract Officer Technical Representatives (COTR's) Project Files - Records accumulated by staff members responsible for overseeing R&D projects. Files document all phases of projects from start to finish. (Included are statements of work, operational concepts, requests for proposals, contractor proposals and related analyses, specifications and progress reports submitted by contractors, cost reports, briefing materials, minutes of meetings, final reports, still pictures and videos. Includes in-house technical studies done under task orders as well as contracted R&D.) | (U) Final reports, videos, and still pictures. | (U) Permanent. Review after 50 years for declassification and possible transfer to NARA. Note: Statements of work, RFPs, and other records documenting overall scope and findings of significant projects may also be retained permanently. (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. |
| Temporary: 70 years | N | (U) Cut off at end of the CY | N1-525-95-1 | 600-02 | 601-1-a | (U) Support Files.<br><br>(U) Contingency Planning Files - Records relating to the development of plans for use in the event of mission or system failure and other emergencies. (Included are final narrative plans and related drafts, administrative messages, and other backup papers.) | (U) Record copy of final plans held by Offices responsible for their preparation and issuance. | (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. |

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| Temporary: 70 years | N | (U) Cut off at end of the CY | N1-525-95-1 | 600-02 | 901-2-a-1 | (U) Support Files.<br><br>(U) Exploitation Systems Specifications - Specifications for systems designed to enable end users to gather and use reconnaissance data. Specifications pertain to performance standards systems which must satisfy, the hardware and software requirements that must be met to ensure performance, and interfaces between exploitation hardware and software and external hardware and software.<br><br>(U) Office responsible for preparation. | (U) Record copy of final versions of specifications and interface control documents. | (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. |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off at end of the CY | N1-525-95-1 | 600-03 | 703-2 | (U) Other Technology Related Records. | (U) Weather Functional Manager Requirements Files - Working file records relating to weather support activities. (Including such matters as coordinating the activities of staff meteorologists, ensuring that weather requirements are reflected in NRO plans, and providing liaison with outside agencies to ensure that their support activities reflect NRO weather-related requirements.) (Exclude permanent records covered by Item 106-1.) | (U) Temporary. Destroy when 5 years old Earlier disposal is authorized if records are 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 Item Number | New Block RCS | (U) Current R&D Number | (U) Headings | (U) Current Description of Records | (U) Current Authorized Disposition | (U) Current Retirement Instructions | (U) Current Cutoff |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 701-1-b | (U) Overall R&D Programs.<br><br>(U) R&D Program Files - Substantive files pertaining to overall administration of NRO programs and programs/projects that the NRO receives from others to execute. (Including funding, R&D relations with other agencies of the Intelligence Community, R&D Strategic Plans, and monitoring of the program.) | (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: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 701-2-a-2 | (U) Overall R&D Programs.<br><br>(U) R&D Project Proposals - Formal proposals submitted annually and during the year for approval to NRO, by NRO directorates and program offices. (Included are proposals that pertain to studying and testing new concepts, proposals for projects that are already well advanced, and proposals dealing with tactical applications.)<br><br>(U) HQ office responsible for consolidation of annual plans. | (U) All other R&D project proposal records | (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) Heading | (U) Current Description of Records | (U) Current Authorized Disposition | (U) Current Retirement Instructions | (U) Current Cutoff |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 701-2-b | (U) Overall R&D Programs.<br><br>(U) R&D Project Proposals - Formal proposals submitted annually and during the year for approval to NRO, by NRO directorates and program offices. (Included are proposals that pertain to studying and testing new concepts, proposals for projects that are already well advanced, and proposals dealing with tactical applications ) | (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: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 702-1-b | (U) R & D Projects.<br><br>(U) Contract Officer Technical Representatives (COTR's) Project Files - Records accumulated by staff members responsible for overseeing R&D projects. Files document all phases of projects from start to finish. (Included are statements of work, operational concepts, requests for proposals, contractor proposals and related analyses, specifications and progress reports submitted by contractors, cost reports, briefing materials, minutes of meetings, final reports, still pictures and videos. Includes in-house technical studies done under task orders as well as contracted R&D.) | (U) All other project documentation. (Excluded record copies of Government contracts, which are covered by Item 401-7.) | (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 |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-85-1 | 600-03 | 702-2 | (U) R & D Projects. | (U) R&D Reference Files - Reference copies of contracts, technical reports, progress reports, briefing papers, and other records relating to R&D projects accumulated by officials other than those responsible for direct project oversight. Also included are general R&D reference files consisting of reports, publications, and other records maintained for reference/information by officials concerned with R&D activities. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-85-1.) | (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 |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 801-1-a-2-b | (U) System Development - These records document the performance baselines for reconnaissance systems and their components as well as the process by which these requirements are modified.<br><br>(U) System and Segment Performance Requirements and Specifications - Official documents that establish and describe the performance requirements and specifications for individual NRO systems and their segments. Also included are documents that describe the interface between segments of individual programs and between segments of different NRO programs. Typically, these documents are identified/listed on "specification trees" prepared for individual programs.<br><br>(U) Office of record (usually Program Office).<br><br>(U) All other specifications (e.g., segment specifications, interface control documents, etc.). | (U) Superseded pages. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorization 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 | Prior 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 |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 601-2-b | (U) System Development - These records document the performance baselines for reconnaissance systems and their components as well as the process by which these requirements are modified. | (U) Plans and instructions that specify the policies and procedures to be employed in approving and implementing changes to segment/subsystem requirements and specifications managed at subordinate levels, e g , mission control center, ground site, etc. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) N/A |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 602-2-a-2 | (U) System Acquisition - These records document the design and construction of reconnaissance systems and their component segments. (Including testing and delivery.)<br><br>(U) Engineering Design and Test Records - Records accumulated in connection with the design, construction, and testing of reconnaissance systems and their components. (Included are test procedures, checklists, and reports of tests; work orders and other records that comprise the "pedigree" of individual components (also called build logs or certification logs); detailed procurement specifications. (Including lists of relevant military and federal specifications; and documents accumulated when products are delivered (acceptance data packages)). (Exclude records covered by Item 602-1.)<br><br>(U) Contractors. | (U) All other documents. | (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 |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 800-03 | 802-2-b | (U) System Acquisition - These records document the design and construction of reconnaissance systems and their component segments. (Including testing and delivery.)<br><br>(U) Engineering Design and Test Records - Records accumulated in connection with the design, construction, and testing of reconnaissance systems and their components. (Included are test procedures, checklists, and reports of tests; work orders and other records that comprise the "pedigree" of individual components (also called build logs or certification logs); detailed procurement specifications, (including lists of relevant military and federal specifications; and documents accumulated when products are delivered (acceptance data packages)). (Exclude records covered by Item 802-1.) | (U) Program offices and field sites. | (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 |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-85-1 | 600-03 | 602-3-a | (U) System Acquisition - These records document the design and construction of reconnaissance systems and their component segments. (Including testing and delivery.)<br><br>(U) Contract Management and Administration - Documents that pertain to the management and administration of contracts for the acquisition of systems and system segments (Excluding records covered by other items of this schedule.) (Included are cost management plans, security plans, contractors configuration management plans, periodic financial/cost reports, records submitted in connection with design reviews, and periodic progress reports.) | (U) Program offices. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed (Authorized N1-525-85-1.) | (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 |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 802-3-b-2 | (U) System Acquisition - These records document the design and construction of reconnaissance systems and their component segments. (Including testing and delivery.)<br><br>(U) Contract Management and Administration - Documents that pertain to the management and administration of contracts for the acquisition of systems and system segments. (Excluding records covered by other items of this schedule.) (Included are cost management plans, security plans, contractors configuration management plans, periodic financial/cost reports, records submitted in connection with design reviews, and periodic progress reports.)<br><br>(U) Contractors. | (U) All other documents. | (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 Change? | 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 |
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| Temporary superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 603-1 | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data. | (U) System Operations Plans and Reports - Plans and other records pertaining to daily system missions and operations. (including timetables for deployment of flight vehicle, data transmission, and product handling.) (included are plans that pertain to individual "passes" by the flight vehicle, daily plans, and longer term (i.e., 5-15 day) plans; short-term instructions to operators specifying activities to be undertaken on a specific day or during individual passes; and forms completed by operators after individual passes ) | (U) Temporary. Destroy after 1 year, 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 |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 603-10 | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data. | (U) Raw Reconnaissance Data - Media containing raw, unprocessed data and tapes that reflect initial processing of reconnaissance data. | (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 Are 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 |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 603-11 | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data. | (U) Ground Site Technical Analysis - Reports and related records accumulated at ground sites that analyze local processes in order to effect improvements Also included are technical analyses of emitters derived from reconnaissance data. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) N/A |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 603-12-b | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data.<br><br>(U) Periodic Reports on System Operations - Periodic (monthly, quarterly, semi-annual, etc ) reports that pertain to overall system operations and performance. Reports include narratives, charts, graphs, and tables and relate to system status, tasking, collection, processing, and reporting activities. Also included are discussions of particularly significant information acquired by the system as well as technical information on the system's performance | (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/ ORS 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 |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 803-2 | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data. | (U) Mission Planning Databases - Electronic systems used to support the mission tasking process and the preparation of systems operations plans that maximize the system's ability to satisfy the priorities established by the Intelligence Community. | (U) Temporary. Delete data when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) N/A |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 803-3 | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data. | (U) Mission Control and Ground Processing Site Procedures Issuances - Handbooks, manuals, checklists, and other issuances that spell out responsibilities, procedures, and operating instructions for operational personnel at mission control and ground processing sites. These issuances pertain both to ongoing procedures as well as to short term modifications and contingencies (e.g., instructions to affected personnel that a piece of equipment will be out of service during a specified time period). | (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 | Old NARA Authorized Number GRS Item Number | New Bucket RCS | (U) Current Item Number | (U) Heading | (U) Current Description of Records | (U) Current Authorized Disposition | (U) Current Retirement Instructions | (U) Current Citation |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 603-4 | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data. | (U) Training Materials for Mission Control and Ground Processing Operators - Materials prepared to train operating personnel at mission control and ground processing sites. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) N/A |
| Temporary: superseded, obsolete, or no longer needed | ? | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 603-5 | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data. | (U) Mission Control and Ground Processing Site Logs - Logs maintained by mission directors and other operating personnel at mission control and ground processing sites. Logs pertain to activities and events that took place during the prepares shift. | (U) Temporary. Destroy after 1 year 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 |
| Temporary: superseded, obsolete, or no longer needed | N. | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 603-6 | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data. | (U) Telemetry Data - Data transmitted from flight vehicles for analysis to ensure that the vehicle's performance is satisfactory from the standpoint of mission accomplishment and the system's health and safety. | (U) Temporary. Delete data 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) Heading | (U) Current Description of Records | (U) Current Authorized Disposition | (U) Current Retirement Instructions | (U) Current Cutoff |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 803-7 | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data. | (U) Operational Command Data - Media containing commands to the flight vehicle. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed | (U) N/A |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 804-1-a | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch.<br><br>(U) Launch Preparation Plans. | (U) Plans, agreements, requirements documents, and other records accumulated in connection with preparing for launches. These records document the sequence of events for each launch, checkout procedures, technical requirements, and other operations that are necessary to ensure a successful launch. | (U) Temporary. Destroy 5 years after launch or when superseded, obsolete, or no longer needed, whichever is later. (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. |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 804-1-b | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch.<br><br>(U) Launch Preparation Plans. | (U) All other records. | (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 |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 804-2-b | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch.<br><br>(U) Pre-Launch Test Records - Test reports and data accumulated at launch sites to ensure that systems and their components are functioning properly prior to launch. | (U) Reports control manuals. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) N/A |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 804-2-c | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch.<br><br>(U) Pre-Launch Test Records - Test reports and data accumulated at launch sites to ensure that systems and their components are functioning properly prior to launch. | (U) All other records. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) N/A |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 804-3-a | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch.<br><br>(U) Pre-Launch Video and Audio Records. | (U) Videotapes and sound recordings of the assembly of systems and other activities undertaken prior to launch. | (U) Temporary. Reuse tapes 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 Key Retention | Retention Change? | B-RCS Cut off | NARA Authorized Number/ GRS Number | New Bucket RCS | (U) Current Item Number | (U) Heading | (U) Current Description of Records | (U) Current Authorized Disposition | (U) Current Retention Instructions | (U) Current Cutoff |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 804-3-b | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch.<br><br>(U) Pre-Launch Video and Audio Records. | (U) Photographs and all other records. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) N/A |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 804-4-b | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch<br><br>(U) Launch Readiness Review Records. | (U) All other records. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) N/A |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off on successful launch of next vehicle | N1-525-95-1 | 600-03 | 804-5-a-1-a | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch.<br><br>(U) Launch Safety Records.<br><br>(U) Safety plans, accident risk assessments, minutes of technical interchange meetings, safety certifications, and other records accumulated to ensure safe and successful launches. The records identify potential hazards and specify the precautions and other procedures needed to minimize risks<br><br>(U) Office of record (Office of Space Launch). | (U) Records relating to successful launches. | (U) Temporary. Destroy on successful launch of next vehicle in the program, or hold for historical research until 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. |

| (U) B-RCS Retention | Retention Change? | B-RCS Cut off | NARA Authorized Number (GRS Number) | New B-RCS Bucket | (U) Current Form Number | (U) Headings | (U) Current Description of Records | (U) Current Authorized Disposition | (U) Current Retirement Instructions | (U) Current Chron |
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| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 604-5-a-2 | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch<br><br>(U) Launch Safety Records.<br><br>(U) Safety plans, accident risk assessments, minutes of technical interchange meetings, safety certifications, and other records accumulated to ensure safe and successful launches. The records identify potential hazards and specify the precautions and other procedures needed to minimize risks. | (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: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 604-5-b | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch.<br><br>(U) Launch Safety Records | (U) All other records. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) N/A |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 901-1-b | (U) Support Files.<br><br>(U) Contingency Planning Files.- Records relating to the development of plans for use in the event of mission or system failure and other emergencies. (Included are final narrative plans and related drafts, administrative messages, and other backup papers.) | (U) All other records. | (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: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-85-1 | 600-03 | 901-3-b | (U) Support Files.<br><br>(U) Exploitation Systems Operations and Maintenance Manuals - Manuals and other issuances that describe procedures for operating and maintaining reconnaissance exploitation systems. | (U) Other offices. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-85-1.) | (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed | (U) N/A |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-85-1 | 600-03 | 901-4 | (U) Support Files. | (U) Test and Exercise Records - Records relating to tests of systems. (Including exercises carried out to evaluate the effectiveness of contingency plans.) (Included are test plans, after action reports, messages, test procedures and requirements, systems architectures and communications systems to be employed, lists of personnel and equipment needed for the exercise, and other administrative records.) | (U) Temporary. Destroy when 1 year old or when superseded, obsolete, or no longer needed, whichever is later. (Authorized N1-525-85-1.) | (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: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 901-5-a-2 | (U) Support Files.<br><br>(U) Training Materials for Users - Training materials developed to acquaint potential end users of NRO systems with the overall nature and scope of individual NRO Reconnaissance Programs and how they can access systems. (Included are manuals, textual and graphic briefing materials, and videos.)<br><br>(U) Final products (e.g., manuals, videos, briefing books, etc.) that provide broad overviews of all NRO programs or overviews of specific programs. | (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: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 901-5-b | (U) Support Files.<br><br>(U) Training Materials for Users - Training materials developed to acquaint potential end users of NRO systems with the overall nature and scope of individual NRO Reconnaissance Programs and how they can access systems. (Included are manuals, textual and graphic briefing materials, and videos.) | (U) All other records. | (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 |

## N1-525-12-6
### Reconnaissance and Mission

| 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: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 901-8 | (U) Support Files. | (U) System Problem Reports - Reports submitted by end users of tactical data processors noting problems or suggesting changes to improve their utility. | (U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.) | (U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed. | (U) N/A |
| Temporary: superseded, obsolete, or no longer needed | N | (U) Cut off when superseded, obsolete, or no longer needed | N1-525-95-1 | 600-03 | 901-7-b | (U) Support Files.<br><br>(U) Operational Support Analyses - Studies, reports, white papers, and other records prepared in order to assess and/or improve the degree to which NRO collection systems meet and user requirements. (Included are final versions of reports and such supporting documents as design reviews, briefing papers, slides, viewgraphs, notes, drafts, raw data, and other related records.) | (U) All other records. | (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 |
|---|---|---|---|---|---|---|---|---|---|---|
| Event: 5 years | N | (U) Cut off at end of the CY | N1-525-95-1 | 600-04 | 603-8 | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data. | (U) Discrepancy Reports and Related Records - Reports and other records documenting problems and malfunctions in a system's operations and their resolution. These reports pertain to problems that do not have a significant impact on mission accomplishment or the health and safety of the system and are either non-recurring and/or can be recertified without significant modification in established procedures or system specifications. | (U) Temporary. Destroy when 5 years old. (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. |
| Event: 5 years | N | (U) Cut off at end of the CY at termination of the program | N1-525-95-1 | 600-04 | 601-1-b | (U) System Development - These records document the performance baselines for reconnaissance systems and their components as well as the process by which these requirements are modified.<br><br>(U) System and Segment Performance Requirements and Specifications - Official documents that establish and describe the performance requirements and specifications for individual NRO systems and their segments. Also included are documents that describe the interface between segments of individual programs and between segments of different NRO programs. Typically, these documents are identified/listed on "specification trees" prepared for individual programs. | (U) All other offices. | (U) Temporary. Review every 5 years until the close of the program. Destroy on termination of the program. However, superseded or obsolete pages may be destroyed when 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. |

N1-525-12-6

Reconnaissance and Mission

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| Event: 5 years | N | (U) Cut off at end of the CY at termination of the program | N1-525-95-1 | 600-04 | 601-2-a-2 | (U) System Development - These records document the performance baselines for reconnaissance systems and their components as well as the process by which these requirements are modified.<br><br>(U) Configuration Management Plans and Instructions<br><br>(U) Plans and instructions that specify the policies and procedures to be employed in approving and implementing changes to reconnaissance system requirements and specifications managed at the program office level. | (U) All other offices. | (U) Temporary. Review every 5 years until the close of the program. Destroy on termination of the program. However, superseded or obsolete pages may be destroyed when 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 B-RCS Bucket | (U) Current B-RCS Number | (U) Headings | (U) Current Description of Records | (U) Current Authorized Disposition | (U) Current Retirement Instructions | (U) Current Cutoff |
|---|---|---|---|---|---|---|---|---|---|---|
| Event: 5 years | N | (U) Cut off at end of the CY at termination of the program | N1-525-95-1 | 600-04 | 801-3 | (U) System Development - These records document the performance baselines for reconnaissance systems and their components as well as the process by which these requirements are modified | (U) Configuration Management Records - Records accumulated in connection with the evaluation, approval, and implementation of changes to reconnaissance system requirements and specifications. (Included are such records as program change board records, change notices/directives, agendas, minutes, and other records of configuration management/control boards, requests for change packages, engineering review board records, and similar documents.) (Excluded are records covered by Item 801-2.) | (U) Temporary. Review every 5 years until the close of the program. Destroy on termination of program (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. |
| Event: 5 years | Y +2 | (U) Cut off at end of the CY after final payment | N1-525-95-1 | 600-04 | 802-1-b | (U) System Acquisition - These records document the design and construction of reconnaissance systems and their component segments. (Including testing and delivery.)<br><br>(U) Drawings and Specifications - Drawings and related narrative descriptions that pertain to reconnaissance systems and their segments, subsystems, and components. | (U) All other. | (U) Temporary. Destroy 3 years after final payment on contract. (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 |
|---|---|---|---|---|---|---|---|---|---|---|
| Event: 5 years | Y +2 | (U) Cut off at end of the CY after final payment | N1-525-95-1 | 600-04 | 802-2-a-1 | (U) System Acquisition - These records document the design and construction of reconnaissance systems and their component segments. (Including testing and delivery.)<br><br>(U) Engineering Design and Test Records - Records accumulated in connection with the design, construction, and testing of reconnaissance systems and their components. (Included are test procedures, checklists, and reports of tests; work orders and other records that comprise the "pedigree" of individual components (also called build logs or certification logs); detailed procurement specifications. (Including lists of relevant military and federal specifications; and documents accumulated when products are delivered (acceptance data packages)). (Exclude records covered by item 802-1.)<br><br>(U) Contractors. | (U) Documents whose retention is governed by FAR requirements. | (U) Temporary. Destroy 3 years after final payment on contract (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 |
|---|---|---|---|---|---|---|---|---|---|---|
| Event: 5 years | Y +2 | (U) Cut off at end of CY after final payment on contract | N1-525-85-1 | 600-04 | 802-3-b-1 | (U) System Acquisition - These records document the design and construction of reconnaissance systems and their component segments. (Including testing and delivery.)<br><br>(U) Contract Management and Administration - Documents that pertain to the management and administration of contracts for the acquisition of systems and system segments. (Excluding records covered by other items of this schedule.) (Included are cost management plans, security plans, contractors configuration management plans, periodic financial/cost reports, records submitted in connection with design reviews, and periodic progress reports.)<br><br>(U) Contractors. | (U) Documents whose retention is governed by FAR requirements. | (U) Temporary. Destroy 3 years after final payment on contract. (Authorized N1-525-85-1.) | (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 B-RCS | (U) Current Item Number | (U) Headings | (U) Current Description of Records | (U) Current Authorized Disposition | (U) Current Retirement Instructions | (U) Current Cutoff |
|---|---|---|---|---|---|---|---|---|---|---|
| Event: 5 years | Y +5 | (U) Cut off at termination of system | N1-525-95-1 | 600-04 | 603-9-b | (U) Systems Operation - These records are accumulated at NRO sites responsible for planning and implementing reconnaissance missions and/or processing the resulting data.<br><br>(U) Anomaly Reports and Related Records - Reports and other records documenting problems and malfunctions in a system's operations that have the potential to significantly affect mission performance and/or endanger the system's health and safety. (Included are descriptions of the problem, comparisons of what occurred with what should have taken place, plans for corrective action, and the resulting procedural instructions.) | (U) All other files. | (U) Temporary. Destroy on termination of system. (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 |
| Event: 5 years | Y +2 | (U) Cut off at end of the CY after final payment | N1-525-95-1 | 600-04 | 604-2-a | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch.<br><br>(U) Pre-Launch Test Records - Test reports and data accumulated at launch sites to ensure that systems and their components are functioning properly prior to launch. | (U) Records whose retention is governed by FAR requirements. | (U) Temporary. Destroy 3 years after final payment. (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. |
| Event: 5 years | N | (U) Cut off at end of the CY after launch | N1-525-95-1 | 600-04 | 604-4-a | (U) System Launch - Records accumulated in connection with preparing reconnaissance systems for launch.<br><br>(U) Launch Readiness Review Records. | (U) Reports prepared by teams charged with evaluating whether system segments and components are ready for launch. | (U) Temporary. Destroy 5 years after launch. (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 |
|---|---|---|---|---|---|---|---|---|---|---|
| Event. 5 years | N | (U) Cut off at end of the CY after system becomes obsolete | N1-525-95-1 | 600-04 | 901-2-a-2 | (U) Support Files.<br><br>(U) Exploitation Systems Specifications - Specifications for systems designed to enable end users to gather and use reconnaissance data. Specifications pertain to performance standards systems which must satisfy, the hardware and software requirements that must be met to ensure performance, and interfaces between exploitation hardware and software and external hardware and software.<br><br>(U) Office responsible for preparation. | (U) All other records. (Including software release documentation, minutes and other records of configuration control boards, engineering review boards, interface control groups, and design review records.) | (U) Temporary. Destroy 5 years after system becomes obsolete. (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. |
| Event: 5 years | N | (U) Cut off at end of the CY after system becomes obsolete | N1-525-95-1 | 600-04 | 901-2-b | (U) Support Files.<br><br>(U) Exploitation Systems Specifications - Specifications for systems designed to enable end users to gather and use reconnaissance data. Specifications pertain to performance standards systems which must satisfy, the hardware and software requirements that must be met to ensure performance, and interfaces between exploitation hardware and software and external hardware and software. | (U) Other offices. | (U) Temporary. Destroy 5 years after system becomes obsolete. Earlier disposal is authorized if records are 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. |

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Reconnaissance and Mission

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| Event: 5 years | N | (U) Cut off at end of the CY after system becomes obsolete | N1-525-95-1 | 500-04 | 901-3-a | (U) Support Files.<br><br>(U) Exploitation Systems Operations and Maintenance Manuals - Manuals and other issuances that describe procedures for operating and maintaining reconnaissance exploitation systems. | (U) Office of record. | (U) Temporary. Destroy 5 years after system becomes obsolete. (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. |

UNCLASSIFIED

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/