

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

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

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

2. Major Subdivision

(b)(3)

3. Minor Subdivision

4. Name of Person with whom to confer

(b)(3)

5. Telephone (include area code)

(b)(3)

Job Number

11-525-14-2

Date Received

2.5.2014

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5 June 2016

Archivist of the United States

*[Signature]*

### 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 12 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

is not required  is attached  has been requested

Signature of Agency Representative

(b)(3)

Title

(b)(3)

Date (mm/dd/yyyy)

01/14/2014

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p>This schedule is intended to apply to records for NRO, NSA, and NGA at the (b)(3) (b)(3) only, and will supersede National Reconnaissance Office (NRO), National Security Agency (NSA), and National Geospatial-Intelligence Agency (NGA) schedules at (b)(3) as specified in the attached crosswalk.</p> <p>In addition to the NRO, agencies requesting disposition authority include NSA and NGA, additional signatures:</p> <p>(b)(3) _____ Dr. David Sherman, (b)(3) Senior Records Officer National Security Agency Chief, Central Security Service</p> <p>(b)(3) _____ Agency Records Officer National Geospatial-Intelligence Agency</p> <p>See attached schedule and crosswalk.</p>		

UNCLASSIFIED

The items in this schedule apply to records regardless of medium. Information covered by permanent items may be converted to microform or to electronic format, including optical disk, without further NARA approval. Permanent microform records will be created and maintained in accordance with the standards for archival film contained in the Code of Federal Regulations. Permanent records maintained in an electronic format (whether imaged or other records material) will be created and maintained in accordance with the standards for electronic records contained in the Code of Federal Regulations and will be transferred to the National Archives in a format that meets the standards for archival records in effect at the time of transfer.

Unless otherwise specified, the transfer instructions for permanent series apply only to paper or hard copy files. When NRO establishes an electronic recordkeeping system, NARA and NRO will develop appropriate transfer instructions to cover the electronic records.

See attached for description of records that pertain to Information Technology, Information Assurance, Information Management, and Audiovisual records.

# Multi Agency Records Schedule

## Information Technology, Information Assurance, Information Management, and Audiovisual (M500)

Item Number	Item Description	Disposition	Source Document		
			NRO	NGA	NSA
M500-01	<b>RECORDS MANAGEMENT FILES</b>				
M500-01-A	<p><b>RECORDS MANAGEMENT PROGRAM RECORDS-</b> Records related to policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. Activities include:</p> <ul style="list-style-type: none"> <li>• Providing oversight of entire records management program</li> <li>• Transferring, destroying, and retrieving records</li> <li>• Inventorying records and conducting surveys</li> <li>• Scheduling records</li> <li>• Providing other records management services to customer units (such as records storage/reference assistance, and technical assistance with file plans and other records management questions)</li> <li>• Conducting records "clean out" days</li> <li>• Conducting special projects</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• Agency records management program surveys or evaluations</li> </ul>	<p>TEMPORARY. Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.</p> <p>(GRS 4.1-20)</p>	<p>1101-6 (GRS 4.1-20)</p> <p>1101-4-a</p>	<p>205-01-a (GRS 4.1-20)</p> <p>(GRS 4.1-20) (N1-537-03-16)</p>	<p>328-01 (GRS 4.1-20)</p> <p>328-04</p>

	<ul style="list-style-type: none"> <li>• Reports of surveys or evaluations</li> <li>• Reports of corrective action taken in response to agency program surveys or evaluations</li> <li>• Disposal authorizations, schedules, and reports</li> <li>• Records schedules, legacy records schedules (SF 115, Request for Records Disposition Authority)</li> <li>• SF 135, Records Transmittal and Receipt</li> <li>• OF 11, Reference Request</li> <li>• Transfer Request (TR); Legal Transfer Instrument (LTI); SF 258, Agreement to Transfer Records to the National Archives of the United States</li> </ul> <p><b>Exclusion:</b> This schedule item covers copies of the records schedule, transfer request, legal transfer instrument, and similar forms maintained by agencies-not copies maintained by NARA</p>				

M500-01-B	<p><b>FORMS MANAGEMENT RECORDS</b> – Records involved in ensuring use of standard Federal and agency forms to support effective record-keeping and ensuring Federal standard forms are available and used appropriate to support Federal record-keeping requirements. Includes:</p> <ul style="list-style-type: none"> <li>• Registers or databases used to record and control the numbers and other identifying data assigned to each form</li> <li>• Official case files consisting of the record copy of each agency-originated form with related instructions and documentation showing inception, scope, and purpose of the form</li> <li>• Background materials and specifications</li> </ul>	<p>TEMPORARY. Destroy 3 years after the form is discontinued, superseded or cancelled but longer retention is authorized if needed for business use.</p> <p>(GRS 4.1-40)</p>	<p>1101-03-a (GRS 4.1-40)</p> <p>1101-03-b (GRS 4.1-40)</p>	<p>206-03-a 206-05-a 206-06-a 206-07-a (GRS 4.1-40) 206-09-a (N1-537-03-15)</p>	
M500-02	<p><b>INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS</b></p>				
M500-02-A	<p><b>SYSTEM BACKUPS AND TAPE LIBRARY RECORDS AND BACKUPS OF MASTER FILES AND DATABASES</b> - Backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Also includes electronic copies, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.</p>	<p>TEMPORARY. Destroy immediately after the identical records have been captured in a subsequent backup file and is verified as successful or at any time after the transfer request has been signed by the National Archives, but longer retention is authorized if required for business use.</p> <p>(GRS 3.2-40) (GRS 3.2-41) (GRS 3.2-50) (GRS 3.2-51)</p>	<p>1901-8-a 1901-8-b</p> <p>(GRS 3.2-50) (GRS 3.2-51)</p>		

M500-02-B	<p><b>ALL OTHER SYSTEM DEVELOPMENT, PLANNING, AND MANAGEMENT RECORDS.</b> Records regarding general Information Technology (IT) infrastructure, systems development, projects, compliance, operations, and maintenance.</p> <p>Includes records related to developing, operating, and maintaining computer software, systems, and infrastructure improvements; complying with information technology policies and plans; and maintaining data standards. This schedule does not apply to system data or content.</p> <p>Exclusion: Records relating to specific systems that support or document mission goals are not covered by this item and must be scheduled individually by the agency by submission of a records schedule to NARA.</p>	<p>TEMPORARY. Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes, but longer retention is authorized if required for business use. (GRS 3.1-10) (GRS 3.1-11) (GRS 3.1-20) (GRS 3.1-30) (GRS 3.1-40) (GRS 3.1-51)</p>	<p>1101-7 1901-1-a 1901-11-a (GRS 3.1-10) (GRS 3.1-11) (GRS 3.1-20)</p> <p>603-1 603-2 (N1-525-95-1)</p>	<p>1304-01 1304-04 (N1-537-99-02)</p>	<p>327-01-a 327-01-b 327-02 327-03-a 327-03-b-1 327-03-b-2 327-08-a 327-08-b 327-08-c 327-09-a 327-09-b 327-09-c 327-11-a 327-11-b 327-11-c (GRS 3.1-10) (GRS 3.1-20) (GRS 3.1-30) (GRS 3.1-40)</p>
M500-03	<b>RESERVED FOR COMMUNICATIONS SECURITY (COMSEC)</b>				
M500-04	<b>TELECOMMUNICATIONS</b>				
M500-04-A	<p><b>TELECOMMUNICATION GENERAL FILES -</b> Correspondence and related records pertaining to internal administration and operation, general files, including plans, reports and other records pertaining to equipment requests telephone services, statistical reports including cost and volume data and vouchers, installation, change and removal and servicing of equipment files.</p>	<p>TEMPORARY. Destroy 1 year after audit or when 3 years old, whichever is longer.</p>		<p>1101-02  1101-05  1101-07  1101-08</p>	<p>372-04  372-05  372-06 (N1-457-07-001)  372-07</p>

M500-04-B	<b>TELEPHONE USE RECORDS</b> - Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions, and electronic mail) during a specified period provided by a telephone company, the general Services Administration, the Defense Information Systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical or investigative follow-up. (Included is such information as originating number, destination number, destination city and state, date and time of use, duration of use, and the estimated or actual cost of the use.)	<b>TEMPORARY.</b> Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.  (GRS 12-4)	603-4 (GRS 12-4)	1101-09 (GRS 12-4)	
M500-05	<b>INFORMATION SYSTEM SECURITY RECORDS</b>				
M500-05-A	<b>SYSTEMS AND DATA SECURITY RECORDS.</b> These are records related to maintaining the security of information technology (IT) systems and data. Records outline official procedures for securing and maintaining IT infrastructure and relate to the specific systems for which they were written. This series also includes analysis of security policies, processes, and guidelines, as well as system risk management and vulnerability analyses. Includes records such as: System Security Plans; Disaster Recovery Plans ; Continuity of Operations Plans; published computer technical manuals and guides; examples and references used to produce guidelines covering security issues related to specific systems and equipment; records on disaster exercises and resulting evaluations; network vulnerability assessments; risk surveys; service test plans; test files and data	<b>TEMPORARY.</b> Destroy 1 year(s) after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system. (GRS 3.2-10)		203-02-b (N1-537-03-18)  501-03-c-1 501-04-3-a (N1-537-00-01)  1304-01 1304-04 (N1-537-99-02)	327-05-a 327-05-b (GRS 3.2-10)

M500-05-B	<p><b>COMPUTER SECURITY INCIDENT HANDLING, REPORTING AND FOLLOW-UP RECORDS.</b>  A computer incident within the Federal Government as defined by NIST Special Publication 800-61, Computer Security Incident Handling Guide, Revision 2, (August 2012) is a violation or imminent threat of violation of computer security policies, acceptable use policies, or standard computer security practices. This item covers records relating to attempted or actual system security breaches, including break-ins ("hacks," including virus attacks), improper staff usage, failure of security provisions or procedures, and potentially compromised information assets. It also includes agency reporting of such incidents both internally and externally. Includes records such as: reporting forms, reporting tools, narrative reports, and background documentation.</p>	TEMPORARY. Destroy 3 year(s) after all necessary follow-up actions have been completed, but longer retention is authorized if required for business use. (GRS 3.2-20)		501-02-a-2-a (GRS-18-24-b)	327-07 (GRS 3.2-20)
M500-05-C	<p><b>PKI ADMINISTRATIVE RECORDS.</b>  Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records. Policies and procedures planning records relate to defining and establishing PKI systems. Records relate to such activities as determining that a PKI should be established; creating project implementation plans; creating the certificate policy (CP), certification practice statement (CPS), and other key operating documents; developing procedures in accordance with the CP and CPS; conducting risk analyses; developing records management policies (including migration strategies); and selecting the entity that will serve as registration authority (RA). Stand-up</p>	Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later. (GRS 3.2-60) (GRS 3.2-61)	603-5 (N1-525-02-1)	1304-01 (N1-537-99-02)	450-09 (GRS 3.2-60)



	<p>configuration and validation records relate to installing and validating both the Certification Authority (CA) and Registration Authority (RA), obtaining final approval or rejection from the agency's oversight or authorizing body, creating and generating a CA signature key, testing security procedures for the CA and RA, validating certification revocation procedures, and establishing back-up and storage for the PKI system. Operation records relate to the certification application; certificate issuance and key generation (including key pair generation and private key loading and storage of private keys and components of private keys); certificate acceptance, validation, revocation, suspension, replacement, and renewal; creating and maintaining an event log; and installing and validating software updates. Audit and monitor records relate to conducting periodic internal and external reviews of auditable events specified in the Federal Bridge Certification Authority (FBCA) X.509 Certificate Policy and other Entity CA policies, monitoring compliance with security requirements specified in the CPS and other operating procedures, investigating internal fraud or misconduct, and conducting internal and external audits of software and systems security. Termination, consolidation, or reorganization records relate to terminating, consolidating, or reorganizing a PKI; notifying subscribers of decisions, transferring inactive keys and revocation certificate lists to storage repositories, transferring consenting subscribers' and certificates and related materials to a new Certificate Authority, destroying sensitive records involving privacy (in accordance with an authorized records schedule), and shutting down and disposing of RA hardware and CA software.</p>				
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M500-06	<b>ROUTINE, NON-MISSION AUDIOVISUAL FILES -</b> Routine artwork for handbills, flyers, posters, letterheads. Motion & still pictures and video recordings that depict routine awards ceremonies, social events or training. Recordings of meetings made exclusively for note taking or transcription.	<b>TEMPORARY.</b> Destroy 3 years after completion or when no longer needed for publication, reprinting or business use.	206-4 206-5 206-6 (N1-525-95-1)  206-7-b (N1-525-02-1)	1103-06-e (GRS 21-1)  1103-07-f 1103-08-c (N1-537-00-04)  1103-09-b (GRS 21-6)  1103-10-b (N1-537-00-04)	352-02-a/b/c (GRS 21-1 GRS 21-2 GRS 21-3)  352-03-a/b/c (GRS 21-5 GRS 21-6 GRS 21-7 GRS 21-8)  352-04-a/b/d/effi (GRS 21-9,11,14,16,17,20)  352-05-a/b/c/d (GRS 21-22 GRS 21-23 GRS 21-24 GRS 21-26)
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Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Reconnaissance Office ." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>