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

2. Major Subdivision
(b)(3) [redacted]

3. Minor Subdivision

4. Name of Person with whom to confer
(b)(3) [redacted]

5. Telephone (include area code)
(b)(3) [redacted]

Leave Blank (NARA Use Only)

Job Number
N1-525-14-3

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 9 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 of Agency Representative: (b)(3) [redacted]

Title: (b)(3) [redacted]

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 GRS or Superseded Job Citation	10.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)
	This schedule is intended to apply to records for NRO, NSA, and NGA at the (b)(3) [redacted] (b)(3) [redacted] only, and will supersede National Reconnaissance Office (NRO), National Security Agency (NSA), and National Geospatial-Intelligence Agency (NGA) schedules at (b)(3) [redacted] as specified in the attached crosswalk. In addition to the NRO, agencies requesting disposition authority include NSA and NGA, additional signatures: (b)(3) [redacted] Dr. David Aderman, (b)(3) [redacted] Senior Records Officer National Security Agency Chief, Central Security Service (b)(3) [redacted] National Geospatial-Intelligence Agency See attached schedule and crosswalk.		

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 facilities, logistics, health, and safety records.

Item Number	Item Description	Disposition	Source Document NRO	NGA	NSA
M700-01	**FACILITIES FILES**				
M700-01-A	**FACILITIES DESIGN RECORDS AND BUILDING SPACE ASSIGNMENT PLANS** - Drawings of structures and buildings. (Included are drawings of electrical and telephone, plumbing, heating, or air condition systems.) Outline floor plans indicating occupancy of a building. Also includes records relating to the allocation, utilization, and release of building space under agency control, and related reports.	TEMPORARY. Destroy when 2 years old or 2 years after termination of assignment or lease or when superseded or obsolete.	1501-1 (N1-525-95-1) 1501-2 1501-5-a 1501-5-b	1401-07-a 1402-09-a (N1-537-01-02)	
M700-01-B	**BUILDING SPACE CORRESPONDENCE AND MAINTENANCE FILES** - Routine files of the unit responsible for building space and maintenance matters, pertaining to its own administration and operation, maintenance, and related papers.	TEMPORARY. Destroy when 2 years old (GRS 11-1)	1501-4 (GRS 11-1)	1402-01-a 1402-02-a 1402-03-a 1402-04-a 1403-01-a 1403-06-a 1403-08-a (N1-537-01-02)	
M700-01-C	**BUILDING AND EQUIPMENT SERVICE FILES** - Request for building and equipment maintenance service.	TEMPORARY. Destroy 3 months after works is performed or requisition is canceled. (GRS 11-5)	1501-6 (GRS 11-5)	1403-03 (GRS 11-5) 1403-07 a (N1-537-01-02)	368-03 (GRS 11-5)

M700-01-D	**FACILITY PROJECT FILES** - Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency: Site Maps, Surveys & plot plans; architect's sketches, working diagrams; blueprints, master tracings, specifications; Utility outlet and equipment location plans; Construction progress photography, inspection reports, allowance lists; building/equipment management & maintenance files as needed for the transfer of the property.	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage. (GRS 4-4)			367-05 (GRS 4-4)
M700-01-E	**LEASE ACQUISITION FILES** - Records relating to acquisition of real estate wholly by lease or by space assignments in buildings under Agency control. Included are notices of renewal, leases, supplemental agreements, notices of cancellation, comparable documents, and related correspondence.	TEMPORARY. Destroy/delete when 5 years old or when no longer required for operational purposes, whichever is later. (GRS 3-3-d)		1401-05-a (GRS 3-3-d)	368-06 (N1-457-07-001)
M700-02	**MOTOR VEHICLE FILES** - Operating records including those relating to gas and oil consumption, dispatching, and scheduling. Maintenance records, including those relating to service and repair. Cost and expense data, motor vehicle data, accident reports, and investigations and reports of sale, transfer or exchange of vehicles Files include: - Motor Vehicle Cost Files - Motor Vehicle Report Files - Motor Vehicle Accident Files - Motor Vehicle Release Files Records -Motor Vehicle Correspondence Files -Motor Vehicle Operator Files	TEMPORARY. Destroy 6 years after case is closed or when no longer needed for business use, whichever is later.	1401-1-a 1401-1-b 1401-2 1401-3 1401-4 1401-5	1213-01 1213-02-a 1213-02-b 1213-03-a (N1-537-01-01) 1213-04-a 1213-05-a 1213-06-a 1213-07-a	361-07

M700-03	**SHIPPING AND TRANSPORTATION**				
M700-03-A	**TRANSPORTATION UNIT CONTROL RECORDS** - Records accumulated by transportation units in connection with the shipment of materiel to other Agency activities. Included are such forms as DD Form 1348-1 and 1149, manifests, requisitions, log books, receipts, and periodic activity reports, copies of "Requisition and Invoice/Shipping Requests, incoming and outgoing classified/Non-classified transmittal and receipts, or similar logs or documents covering shipment of equipment, Agency route slips, or copies of correspondence maintained chronologically as a record of incomplete/complete actions to assure meeting deadlines; includes both back-up correspondence and official route slips	TEMPORARY. Destroy when 5 years old or when superseded, obsolete or no longer needed, whichever is later.	403-2 (N1-525-06-2) 403-6 (N1-525-95-1) 1301-2 (GRS 9-2)	1215-09-a (GRS 1.1, item 010)	361-05 (GRS 9-2)
M700-03-B	**TRANSPORTATION REPORTS AND OTHER SHIPPING FILES** - Reports, itineraries, files documenting irregularities, damaged shipments, invoices, and other shipping files. Includes cargo summaries and other tracking records.	TEMPORARY. Destroy 3 years after completion of investigation or no longer needed for business use, whichever is later.	403-3 403-4 (N1-525-95-1)	1215-03-a (N1-537-01-01) 1215-10-a (GRS 1.1, item 010)	360-07
M700-03-C	**MESSENGER SERVICE FILES** - Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules and related records	TEMPORARY. Destroy when 2 months old. (GRS 12-1)			360-01 360-03 (N1-457-07-1) 360-04 (GRS 12-1)
M700-03-D	**POST OFFICE AND PRIVATE MAIL COMPANY RECORDS** - Post office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service. Files included registered, certified , insured and overnight delivery items; Registered and certified of declared value of mail Reports of improper treatment of mail;	TEMPORARY. Destroy when 1 year old.	504-9-a (GRS 12-5-a) 504-9-b (GRS 12-5-b)	1102-02 (GRS 12-6g) 1102-06 (GRS 12-5-a)	360-05 (GRS12-5-a, b, c)

	receipt and routing of mail delivered by private delivery companies; Statistical reports of postage and fees for special deliveries; report of stamp usage; volume of mail handled; valuable remitted to the Agency via mail' Official government and messenger service; general correspondence directives, guides regarding administrative of mail room operations; records relating to mail delivery to individual (i.e. locator cards.)				
M700-03-E	**MATERIAL DISPOSAL FILES** - Documents such as action copies of "Requisition and Invoice/Shipping Documents," disposal card files, or turn-in slips showing materials and equipment turned in as excess.	TEMPORARY. Cut off annually. Destroy 3 years after cutoff.			
M700-03-F	**SUPPLY MANAGEMENT AND RECORDS OF MATERIAL OR EQUIPMENT IN LONG TERM STORAGE** - Stockroom copy of requisitions for supply and equipment of current equipment. To include forms which list equipment turned in and stored in the warehouse system, accountable property accounting returns and reports with related work papers, invoices or equivalent papers used of non-expendable property accounting purposed. Also include records documenting the transfer of property accountability from one accountable officer to another.	TEMPORARY. Destroy when 3 years old or when requisition has been cancelled or completed, whichever is later.	402-2-a (GRS 3-9-a) 402-3-a (GRS 3-8-a) 402-4 402-5 (N1-525-95-1)	1204-01-a (N1-537-01-01) 1204-02-a (GRS 3-8-a) 1204-07 (GRS 3-9-a) 1204-08-a 1204-09-a (N1-537-01-01)	367-04 (N1-457-07-001)
M700-04	**SAFETY**				
M700-04-A	SAFETY ADM INSTRATIVE FILES AND INSPECTIONS - Data regarding the safety program, such as program reviews, inspections, policies, procedures, surveys, working group, training and promotion of this program.	TEMPORARY. Destroy when 5 years old or when superseded or obsolete.			

M700-04-B	ACCIDENT DATA - Reports, investigations and findings resulting from a safety related incident.	TEMPORARY. Destroy 15 years after occurrence or end of investigation whichever is later.			
M700-04-C	HAZARD AND ABATEMENT FILES - Reports, logs, and related data on hazard and abatement.	TEMPORARY. Destroy 3 years after date of abatement.			
M700-04-D	FIRE PREVENTION ADMINISTRATIVE FILES - Data regarding the fire prevention program, such as program reviews, policies, procedures, budget, councils, training and promotion of this program.	TEMPORARY. Destroy when 5 years old or when superseded or obsolete.			
M700-04-E	FIRE PREVENTION SURVEYS, INSPECTION, REPORTS AND INCIDENT FILES - Information on fire prevention inspection, surveys, assisted visits, reports, investigations and related data pertaining to fire incidents.	TEMPORARY. Destroy 15 years after date of inspection or closure of investigation of incident, whichever is later.			
M700-04-F	FIRE EXTINGUISHER MAINTENANCE LOG - Logs and data maintained on fire extinguishers.	TEMPORARY. Destroy 3 years after date of maintenance.			
M700-05	**HEALTH AND WELLNESS**				
M700-05-A	HEALTH UNIT CONTROL FILES - Logs or registers reflecting daily number or visits to dispensaries, first aid rooms, and health units				
M700-05-A-1	If information is summarized on statistical report	TEMPORARY. Destroy 3 months after last entry. (GRS 1-20-a)	1204-a (GRS 1-20-a)	901-02-a (GRS 1-20-a)	336-07-A (GRS 1-20-a)

M700-05-A-2	If information is not summarized.	TEMPORARY. Destroy 2 years after last entry. (GRS 1-20-b)	1204-b (GRS 1-20-b)	901-02-b (GRS 1-20-b)	336-07-B (GRS 1-20-b)
M700-05-B	INDIVIDUAL NON-OCCUPATIONAL HEALTH RECORD FILES - Forms, correspondence and other records. (Including summary records, documenting an individual employee's medical history, physical condition, and visit to Government health facilities for non-work-related purposes.)	TEMPORARY. Destroy 6 years after date of last entry. (GRS 1-19)	1203 (GRS 1-19)	901-06 a (GRS 1-19)	
M700-05-C	INDUSTRIAL HYGIENE ADMINISTRATIVE FILES - Data regarding industrial hygiene program review, policy and procedures, training and the administration of this program	TEMPORARY. Destroy when 3 years old or when superseded or obsolete.			
M700-05-D	GENERAL EXPOSURE INFORMATION - Industrial hygiene evaluations containing general exposure information. This information is generally gathered from surveys or field assistance visits.	TEMPORARY- Destroy 50 years after date of finding			
M700-05-E	ENVIRONMENTAL PROTECTION AND ADMINSTRATIVE FILES - File subject matter includes the development and coordination of environmental protection policies, procedures, plans and related data. Files include general correspondence, training, committees, budget and other related records	TEMPORARY. Destroy when 3 years old or when superseded, obsolete or no longer needed.			
M700-05-F	ENVIRONMENTAL PROTECTION PROGRAM AND AUDIT/EVALUATION FILES - Files over sub-programs related to specific environmental media, sources of pollution, and/or regulatory oversight no covered elsewhere. Examples are air, hazardous waste, community right-to-know, erosion and sediment control, noise, underground storage tanks, water and cultural and natural resources. Included are audits, evaluations, reports, investigations, National Environmental Policy Act (NEPA) Mandated	TEMPORARY. Destroy when 5 years old or when superseded, obsolete or no longer needed, whichever is later.			

	documents and other related records.				

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/