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
N1-525-14-4

Date Received
2-10-14

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10 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 [redacted] s attached has been requested

Signature of Agency Representa (b)(3) [redacted] (b)(3) [redacted]

Title (b)(3) [redacted]

Date (mm dd yyyy) 02/07/2014

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 GRS or Superseded Job Citation	10.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 Sherman, (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.		

Multi-Agency Records Schedule
Security and Counterintelligence (M600) Crosswalk to NRO, NSA, and NGA schedules

Item Number	Item Description	Disposition	Source Documents		
			NRO	NGA	NSA
M600-01	**GENERAL SECURITY**				
M600-01-A	**INTERNAL SECURITY PROCESS FILES AND COPIES OF HIGHER LEVEL POLICIES** - Correspondence and other types of documents including directives from higher authority, reflecting policy and direction of security services.	**TEMPORARY.** Destroy when 2 years old or when superseded, obsolete or no longer needed.	501-1-b (N1-525-95-1)	502-05-a (N1-537-00-01)	340-01-B (N1-457-07-001)
M600-01-B	**SPECIAL ACCESS PROGRAM ADMINISTRATIVE RECORDS** - Records relating to the establishment of special access programs. (Included are proposals to establish programs, approvals, disapprovals, and briefing charts used to read personnel into specific programs.) (This item applies only to the approval/disapproval of requests to establish special access programs, not the records accumulated by such programs.)	**TEMPORARY.** Destroy 5 years after program is disestablished or disapproved, whichever is applicable.	501-3 (N1-525-95-1)	507-03-3-a (N1-537-00-01)	
M600-01-C	**KEY ACCOUNTABILITY**- Documents relating to issue, return and accountability of keys to secure areas.	**TEMPORARY.** Destroy 3 years after turn-in of key. GRS 18-16-a		505-08-1-a (GRS 18-16-a)	340-04 GRS 18-16-a
M600-01-D	**INTERNAL INFORMATION ACCESS AND PROTECTION PROGRAM OPERATION RECORDS** - Records relating to classified or controlled unclassified document containers. Includes forms placed on safes, cabinets, or vaults that record opening, closing and routine checking of container security. Note: Forms involved in investigations are not covered by this item. They are instead retained according to the schedule item for records of the investigation.	**TEMPORARY.** Destroy when superseded or obsolete, but longer retention is authorized if required for business use. GRS 4.2-31	504-11 GRS 4.2-31	501-01-b-1 (GRS 4.2-31)	GRS 4.2-31
M600-01-E	**SECURITY COMPROMISE AND VIOLATION CASE FILES** - Case files relating to investigation of alleged violations of Executive Order., Laws, or agency				

	regulations for the safeguarding of national security information.				
M600-01-E-1	Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Defense for prosecutive determination, exclusive of files held by Department of Justice or Defense offices responsible for making such determinations.	**TEMPORARY.** Destroy 5 years after close of case GRS 18-24-a	504-12-a GRS 18-24-a	501-02-1-a 502-06-1-a (GRS 18-24-a)	340-13 GRS 18-24-a 340-14 N1-457-07-001
M600-01-E-2	All other files, exclusive of documents placed in official personnel folders.	**TEMPOPARY.** Destroy 2 years after completion of final action GRS 18-24-b	504-12-b GRS 18-24-b	502-06-2-a (GRS 18-24-b)	
M600-01-F	**SURVEY AND INSPECTION FILES (GOVERNMENT OWNED FACILITIES) -** Periodic or one time surveys conducted by security personnel. Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	**TEMPORARY.** Destroy when 10 years old.		501-03-a-1-a (GRS 18-9)	340-02 N1-457-07-001
M600-02	**PERSONNEL SECURITY**				
M600-02-A	**CLASSIFIED INFORMATION NON-DISCLOSURE AGREEMENTS -** Copies of nondisclosure agreements such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive orders governing security classification- Maintained in the individual's personnel folder /Maintained separately from the individual's official personnel folder.	**TEMPORARY.** Destroy when 50 years old. GRS-4.2-121	502-3 GRS-4.2-121	507-03-1-a (GRS-4.2-121)	340-20 GRS-4.2-121
M600-02-B	**PERSONNEL SECURITY CLEARANCE STATUS FILES -** Lists, rosters, and databases indicating the SCI	**TEMPORARY.** Destroy when superseded,	502-2 GRS 18-23	507-04-a (GRS 18-23)	

	access status of individuals.	obsolete or no longer needed. GRS 18-23			
M600-02-C	**SECURITY CASE FILES -** Reports, forms, correspondence, and other records accumulated in connection with determining the eligibility of individual personnel for Sensitive Compartmented Information (SCI) access.	**TEMPORARY.** Destroy 25 years after last action in file. Prior to destruction remove all Non-Disclosure Agreements and retain in accordance with M600-02-A.	502-1-a 502-1-b N1-525-10-2	507-01-1-a-1 507-01-1-b-1 507-01-2-a (N1-537-00-01)	340-06 340-17-A 340-17-B N1-457-07-001
M600-03	**INFORMATION SECURITY**				
M600-03-A	**CLASSIFIED DOCUMENTS ADMINSTRATIVE FILES -** Forms, ledgers, or registers used to show identity, internal routing, and final disposition of classified documents. Also included are classified document receipts and destruction and correspondence files pertaining to the administration of security classification, control, and accounting for classified documents.	**TEMPORARY** Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use.	504-3 GRS 18-1 504-4 GRS 4.2-30 504-5	502-04-a (GRS 4.2-30) 502-07-a (GRS 4.2-30)	340-09 GRS 4.2-30 343-02 GRS 4.2-30
M600-03-B	**TOP SECRET ACCOUNTING AND CONTROL FILES**				

~~M600-03-B-1~~	~~**ACCOUNTING FOR AND CONTROL OF ACCESS TO CLASSIFIED, CONTROLLED UNCLASSIFIED, AND UNCLASSIFIED RECORDS AND RECORDS REGARDING FOIA, PA , AND MDR**- records documenting identity, internal routing, and final disposition of classified documents. Also, records documenting control points and accountability for information relating to access requests includes; forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request. Inventories of controlled records. Forms accompanying documents to ensure continuing control, showing names of people handling documents. Intra-office routing, and comparable data. Agent and researcher files.~~	~~**TEMPORARY.** Destroy or delete 5 years after date of last entry, final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final adjudication by courts, as may apply, whichever is later; but longer retention is authorized if required for business use.~~ ~~GRS 4.2-40~~	~~504-7-a~~ ~~N1-525-95-1~~	~~502-01-1-a-1~~ ~~(GRS 4.2-40)~~	~~340-08~~ ~~N1-457-07-001~~ ~~343-03~~ ~~GRS 4.2-40~~
M600-04	**PHYSICAL SECURITY**				
M600-04-A	**FACILITIES SECURITY SUBJECT FILES -** correspondence, reports, and other records relating to programs and activities established to ensure that the facilities meet current standards for security.	**TEMPORARY.** Destroy when superseded, obsolete or no longer needed.	503-1-b (N1-525-95-1) GRS 11-4-a	504-01-1-a (N1-537-00-01)	
M600-04-B	**FACILITY ACCREDITATION FILES** - Facility files consisting of physical security plans, surveys, and other records pertaining to individual facilities accredited for the storage of Sensitive Compartmented Information. (Includes site copies)	**TEMPORARY.** Destroy 7 years after facility is deactivated or accreditation is withdrawn.	503-2 N1-525-95-1	501-04-1-a 501-04-2-a (N1-537-00-01)	
M600-04-C	**SECURITY IDENTIFICATION ISSUANCES -** Documents used to maintain accountability and report issues for identification cards and badges.	**TEMPORARY.** Destroy when 3 years old or 3 years after the last card or badge number entered has been accounted for, whichever applies.		505-01-a 505-02-a (N1-537-00-01)	

M600-04-D	**INVESTIGATIVE FILES** - Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	**TEMPORARY.** Destroy when 2 years old.	1601-1 GRS 18-11		340-03 N1-457-07-001
M600-04-E	**GUARD ASSIGNMENT FILES** - Files relating to guard assignment and strength. To include ledger records, requests, analyses, reports, and change notices.	**TEMPORARY.** Destroy 5 years after final entry or when 5 years old, whichever is later.	1601-2-a GRS 18-13- a1601-2-b GRS 18-13-b	505-10-a (GRS-18-13- a)(GRS-18-13-b)	340-10-d GRS 18-13-a 340-10-e GRS 18-13-b
M600-04-G	**POLICE FUNCTIONS FILES**				
M600-04-G-1	Ledger records of arrest, cars ticketed, and outside police contacts.	TEMPORARY. Destroy 3 years after final entry. GRS 18-14-a N1-537-00-1	1601-3-a GRS 18-14-a	505-05-a N1-537-00-1	340-10-a GRS 18-14-a
M600-04-G-2	Reports, statements of witnesses, warning notices and other documents relating to arrest, commitments and traffic violations.	TEMPORARY. Destroy when 2 years old. GRS 18-14-b	1601-3-b GRS 18-14-b	505-05-a 505-07-a (N1-537-00-01)	340-10-b GRS 18-14-b
M600-04-G-3	Reports on contact of outside police with building occupants.	TEMPORARY. Destroy when 1 year old. GRS 18-14-c	1601-3-c GRS 18-14-c		340-10-c GRS 18-14-c
M600-04-H	**VISTOR CONTROL FILES** - Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and	**TEMPORARY.** Destroy 15 years after final entry or 15 years after date of document, as	1601-4 GRS 18-17-a		340-19 N1-457-07-001)

	reports on automobiles and passengers.	appropriate			
M600-04-I	**FACILITIES CHECKS FILES AND SECURITY DUTY OFFICER REPORTS-** Files relating to periodic guard force facility checks. Data sheets, door slip summaries, check sheets, and guard reports on security incidents and violations, and reports of routine after-hours security checks (except copies in security violation case files defined and maintained in accordance with M600-01-E.)	**TEMPORARY.** Destroy when 2 year old.	1601-5-a GRS 18-18a 1601-5-b	505-09-a (N1-537-00-01) 505-11-a	
M600-04-J	**COMPLAINTS AND INCIDENTS -** Records relating to complaints and incidents observed or reported. Included are reports with supporting documents such as statements, affidavits, DD Form 1569 and related papers.	**TEMPORARY.** Destroy 2 years after completion of final action or when no longer needed, whichever is first.		505-12-a (N1-537-00-01)	

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/