

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-565-08-28</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/24/08</i>	
1. FROM (Agency or establishment) Department of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Missile Defense Agency			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. Petar Sredojevic	5. TELEPHONE NUMBER (719)721-8724	DATE <i>3/18/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 (See attached) page(s) are not needed now for the business for 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,  <input type="checkbox"/> is not required <input checked="" type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 3/18/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Deputy Information Management, Chief Information Office
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Missile Defense Agency records series (see attached)		

## SERIES 900 RESEARCH AND ENGINEERING

### Category: 900

#### Category Title: Research and Engineering.

**Category Description:** These files relate to research and engineering (R&E) including research, development, test and evaluation (RDT&E) pertaining to: developments, tests and evaluations of missile defense systems, test facilities, innovative research, design and engineering, for suitability, producibility, reliability, maintainability, deployment, integration, and environmental services.

### File: 900-01

#### Title: Planning, Oversight and Policy Files.

**Description:** Documents that establish and review the objectives of the RDT&E programs, to include international programs. Documents relating to requirements, characteristics, time schedules, including: milestones, financial plans, proposals, and contracts that monitor the programs and items necessary to manage the programs.

#### A. Strategic plans and formal program reviews

Strategic plans, as well as formal program reviews and similar records resulting in decisions whether to proceed to next phase of a project. Included are high-level test management plans, milestone decision briefings, mission smartbooks, and other decision briefings resulting in resource commitments.

**Disposition: Permanent.** Transfer paper records to the National Archives when 30 years old. Transfer physical custody of electronic records to the National Archives ~~for pre-accessioning when records are 3 years old.~~ Transfer legal custody of electronic records to the National Archives when records are 30 years old. *NARA pre-accession policy. Revoked on 4/19/2022*

#### B. Interim and short-term program reviews

Interim program reviews and similar short-term planning documents that feed into or support the strategic plans and formal program reviews covered in item 900-01A.

**Disposition: Temporary.** Destroy when 10 years old

### File: 900-02

#### Title: Project Files.

**Description:** These are generally maintained at the laboratory or comparable level, relating to each RDT&E project from development, design, and testing, to completion.

They include (when created by agency personnel or received from contractors) technical characteristics; test and trial and photographs that document designs, modifications, and engineering developments; technical and progress reports; notice or completion or cancellation, reference to the location of prototype models, films or other items too bulky for inclusion in these files; and course of action taken on a project.

**Disposition: Temporary.** Destroy 30 years after project termination.

**File: 900-03**

**Title: Laboratory/Engineering Notebooks.**

**Description:** Notebooks containing technical and scientific data accumulated from the conduct of research and development.

**Disposition: Temporary.** Destroy 5 years after final entry in the notebook.

**File: 900-04**

**Title: Technical Reports.**

**Description:** Consisting of an official file copy of each technical report, prepared in connection with an RDT&E project.

**A. Final technical reports**

Final technical reports, including integrated final reports, as well as final reports from single components (e.g., target, radar, sensors, etc.) that feed into an integrated final report. An example of an integrated final report is "FTT-08 Final Flight Test Report for the Terminal High Altitude Area Defense (THAAD) Development Program". An example of a single component's final report is "HALO Final Signature Report".

**Disposition: Permanent.** Transfer paper records to the National Archives when 30 years old. Transfer physical custody of electronic records to the National Archives ~~for pre-accessioning when records are 3 years old.~~ Transfer legal custody of electronic records to the National Archives when records are 30 years old. *NARA revoked pre-accession policy on 4/19/2022*

**B. Interim and periodic technical reports**

Interim and periodic technical reports that do not contain a final account of the project. Examples include: quick look reports, quarterly test summaries, monthly assessment reports, progress reports, overview briefings and status reports.

**Disposition: Temporary.** Destroy 5 years after project completion.

**File: 900-05**

**Title: Engineering Drawings, Specifications, and Equipment/ Systems Files.**

**Description:** Drawings (including aperture cards) created in connection with the designs and technical characteristics of equipment/systems developed. Includes engineering specifications files created in connection with designing equipment/systems.

**A. Drawings and specifications of final systems or significant buildings**

Original drawings and specifications of final missile defense systems and their major components, such as sensors, electronics subsystems, propulsion subsystems, or safety subsystems, or of major or highly significant MDA buildings.

**Disposition: Permanent.** Transfer paper records to the National Archives 30 years after project completion. Transfer physical custody of electronic records to the National Archives ~~for pre-accessioning one year after project completion.~~ Transfer legal custody of electronic records to the National Archives 30 years after project completion.

*NARA revoked pre-accession policy on 4/19/2022*

**B. Other drawings and specifications, including of minor parts or routine buildings**

Includes drawings and specifications of minor parts and components of systems or other minor products, such as nuts, bolts, covers, plates, clamps, cables, mounting kits, antennae, and power supplies. Also includes drawings and specifications of routine buildings and structures.

**Disposition: Temporary.** Destroy 30 years after project completion.

**File: 900-06**

**Title: Correspondence Files.**

**Description:** Correspondence of a general administrative or housekeeping nature (exclusive of papers containing scientific or technical data).

**Disposition: Temporary.** Destroy when 2 years old.

**File: 900-07**

**Title: Unsolicited Proposals.**

**Description:** Correspondence records from individuals proposing the use of their inventions or suggestions to improve the Missile Defense Agency.

**Disposition: Temporary.** Destroy 5 years after final decision on the proposal.

**File: 900-08**

**Title: Equipment and Operator's Manuals.**

**Descriptions:** Manuals published for the maintenance of research and engineering equipment. Manuals published for trainees and operators on research equipment.

**Disposition: Temporary.** Destroy 3 years after superseded or after equipment is disposed of, whichever is sooner.

**File: 900-09**

**Title: Scientific and Raw Data Files.**

**Description:** Scientific and raw data generated by research projects or other sources used by scientific and engineering personnel for research and engineering, or within a field of scientific inquiry. Includes data in all formats, including electronic, paper, audio and visual.

**Disposition: Temporary.** Destroy 5 years after project completion or when no longer needed, whichever is later.

**File: 900-10**

**Title: Engineering Change Proposals (ECPs).** Engineering change proposals

**Disposition: Temporary.** Delete or destroy when no longer needed for operations or reference.

**File: 900-11**

**Title: Test Facilities and Resources.**

**Description:**

Documents providing policy direction and planning guidance concerning the operations of test facilities such as White Sands Missile Range, Fort Greely, Pacific Test Range, Vandenberg AFB, Data Centers, etc.

*Item 900-11 withdrawn per agreement of Rich Noble, NARA, and Ray Carlson, MDA Records Officer, 2/15/11.*

**A. Final plans and policy documents**

Final plans and policy guidance documents covering test facilities and resources.

**Disposition: Permanent.** Transfer paper records to the National Archives when 30 years old. Transfer physical custody of electronic records to the National Archives for pre-accessioning when records are 3 years old. Transfer legal custody of electronic records to the National Archives when records are 30 years old.

**B. Range flight test plans**

Range flight test plans relating to safety, environmental issues, etc., for a specific test.

**Disposition: Temporary.** Destroy 30 years after completion of test.

*Item 900-11 withdrawn per agreement of Rich Noble, NARA, and Ray Carlson, MDA Records officer 2/15/11.*

**C. Other documents**

Other documents such as interim, periodic, and feeder documents.

**Disposition: Temporary.** Destroy 1 year after no longer needed for evaluation of operations.

**File: 900-12**

**Title: Export Case Records.**

**Description:** Records which document the MDA position on export licenses proposed by the Department of Commerce for foreign trade, or by the Department of State, when a foreign government is involved. They involve the sale or trade of U.S. technology and/or products of a technical nature that may be defense related. The record copies of these licenses are retained by Commerce or State, as appropriate.

**Disposition: Temporary.** Destroy when 10 years old.

**File: 900-13**

**Title: Technical Threat Assessments.**

**Descriptions:** Documents influencing targets and systems designs that assess the current and projected threat capability of foreign military programs.

**A. Final threat assessments**

Final consolidated threat assessments such as the Adversary Capability Document (ACD) and System Threat Assessment Reports (STAR), as well as final threat assessments of individual foreign missile systems and countermeasures.

**Disposition: Permanent.** Transfer paper records to the National Archives when 30 years old. Transfer physical custody of electronic records to the National Archives ~~for pre-accessioning when records are 3 years old.~~ Transfer legal custody of electronic records to the National Archives when records are 30 years old.

*NARA revoked pre-accession policy on 4/19/2022*

**B. Preliminary and periodic threat assessments**

Preliminary threat assessment reports and daily, weekly or other periodic threat assessment reports, including status reports.

**Disposition: Temporary.** Destroy when 10 years old.

**File: 900-14**

**Title: Advanced Technology Research Program.**

**Description:** Reviews, analyses, and evaluations of advanced technology programs in areas of rockets and missile defense, including space, land, and sea vehicles. Technical reviews of projects in the physical sciences concerned with research by industry or educational institutions.

**A. Final reports**

Final reports presenting the findings and conclusions of major studies.

**Disposition: Permanent.** Transfer paper records to the National Archives when 30 years old. Transfer physical custody of electronic records to the National Archives ~~for pre-accessioning when records are 3 years old.~~ Transfer legal custody of electronic records to the National Archives when records are 30 years old.

*NARA pre-accession policy revoked on 4/19/2022*

**B. Briefings and status reports**

Briefings, status reports, preliminary reports, and similar documents.

**Disposition: Temporary.** Destroy when 10 years old.