

REQUEST FOR RECORDS DISPOSITION AUTHORITY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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

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 of 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

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

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 Carison, 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

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

B. Briefings and status reports

Briefings, status reports, preliminary reports, and similar documents

Disposition: Temporary. Destroy when 10 years old