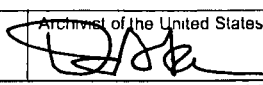
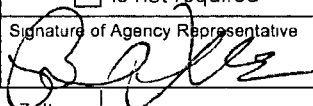


<b>Request for Records Disposition Authority</b> (See Instructions on reverse)		<b>Leave Blank (NARA Use Only)</b>	
To <b>National Archives and Records Administration (NIR)</b> Washington, DC 20408		Job Number N1-565-12-1	Date Received 08/01/2012
1 From (Agency or establishment) Department of Defense		<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Bernard Lecarpentier	5 Telephone (include area code) 256-450-5280	Date 25 Feb 2013	Archivist of the United States 
<b>6 Agency Certification</b> 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 <u>27</u> 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 <input type="checkbox"/> is not required <input checked="" type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative  lecarpentierb@mda.mil		Title Agency Records Officer	Date (mm/dd/yyyy) 08/01/2012
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	Missile Defense Agency Comprehensive Disposition Scheduled (Big Bucket) 100 Agency Management and Policy Development Records 200 Law and Litigation Records 300 RESERVED 400 RESERVED 500 RESERVED 600 Facility and Equipment Engineering Records 700 Environmental Compliance Records 800 Safety and Risk Management Records 900 ALREADY SCHEDULED - See N1-565-08-28 1000 RESERVED 1100 News Releases and Publications Records		

MISSILE DEFENSE AGENCY

COMPREHENSIVE DISPOSITION SCHEDULE

**Table of Contents**

- 100 Agency Management and Policy Development Records
  - a Agency Management and Policy Development Reference Records
  - b Agency Management and Policy Routine Records
  - c Agency Management and Policy Development Administrative Records
  - d Agency Management and Policy Development Permanent Records
  
- 200 Law and Litigation Records
  - a Law and Litigation Reference Records
  - b Law and Litigation Routine Records
  - c Law and Litigation Minor Legal Issue Records
  - d Law and Litigation Major Legal Issue Records
  - e Law and Litigation Strategic Records
    - (1) Law and Litigation Long Term Records
    - (2) Law and Litigation Permanent Records
  
- 300 RESERVED
  
- 400 RESERVED
  
- 500 RESERVED
  
- 600 Facility and Equipment Engineering Records
  - a Facility and Equipment Engineering Reference Records
  - b Facility and Equipment Engineering Administrative Records
  - c Facility and Equipment Engineering Project Records
    - (1) Facility and Equipment Engineering Minor Project Records
    - (2) Facility and Equipment Engineering Quality Assurance Records
    - (3) Facility and Equipment Engineering Major Project Records
  
- 700 Environmental Compliance Records
  - a Environmental Compliance Reference Records
  - b Environmental Compliance Routine Records
  - c Environmental Compliance Administrative Records
  - d Environmental Compliance Monitoring Records
  - e Environmental Compliance Strategically Substantive Records
    - (1) Environmental Compliance Long Term Records
    - (2) Environmental Compliance Permanent Records

800 Safety and Risk Management Records

- a Safety and Risk Management Reference Records
- b Safety and Risk Management Routine Records
- c Safety and Risk Management Administrative Records
- d Safety and Risk Management Long Term Records

900 ALREADY SCHEDULED – See N1-565-08-28

1000 RESERVED

1100 News Releases and Publications Records

- a News Releases and Publications Reference Records
- b News Releases and Publications Routine Records
- c News Releases and Publications Administrative Records
- d News Releases and Publications Strategically Substantive Records
  - (1) News Releases and Publications Long Term Records
  - (2) News Releases and Publications Permanent Records

**SERIES 100**

**AGENCY MANAGEMENT AND POLICY  
DEVELOPMENT RECORDS**

## 100. Agency Management and Policy Development Records

These records document MDA-wide management decisions and activities regarding organizational structure, staffing, functional responsibilities, regulatory compliance, resource allocation, and policy development. Records may include executive correspondence, plans, studies, and recommendations, draft policies with review comments, minutes of meetings, transcripts of public hearings, public comments, Federal Register notifications, MDA annual and other activity reports, and reports of internal and external audits.

### a. Agency Management and Policy Development Reference Records

Data and documents recording agency management-related reports, analyses, planning, reference, and supporting records used for reference and information.

**TEMPORARY:** Destroy when superseded, updated, replaced, or no longer applicable.

### b. Agency Management and Policy Development Routine Records

Data and documents recording agency management-related functions including internal, ad hoc, and informal committee formation and management, program-level management improvement analyses, studies and reviews, MDA relations with professional organizations, and similar management and policy development functions. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

**TEMPORARY:** Destroy no sooner than 1 year and no later than 6 years after the records are closed.

### c. Agency Management and Policy Development Administrative Records

Data and documents recording management, program, background research for high level investigations and audits, external and formal committee formation and management, program-level policy, practices, and procedures development, and productivity measurement and reporting.

**TEMPORARY:** Destroy no sooner than 7 years and no later than 10 years after the records are closed.

### d. Agency Management and Policy Development Permanent Records

These records document, at the agency level, substantive policy and procedural decisions, the development and implementation of policies and procedures issued under the authority of the Director of MDA and congressional budget requests with supporting documents, substantial changes to MDA's organizational structure or leadership, staffing, agency-level organizational analyses, and reorganization activities. These records can include, but are not limited to policies and procedures, general audits and investigations, executive correspondence, and annual reports. These records provide unique information and have long-term research and informational value after MDA no longer has a business purpose for the records.

**PERMANENT:** Transfer textual records to NARA 20 to 25 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5 years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy MDA program copy when no longer needed.

**SERIES 200**

**LAW AND LITIGATION RECORDS**

## **200. Law and Litigation Records**

These records document activities that monitor and manage law and litigation functions. These activities include legal issues about personnel matters, litigation, legislation, methodology, labor issues, environment, hearings, tort claims, and contracting. These records also document internal legal consultation, advice, and policy and rule development case files and notices.

### **a. Law and Litigation Reference Records**

Data and documents recording law-related manuals, research and request-related reports, analyses, forecasting, and supporting records used for reference and information.

**TEMPORARY:** Destroy when superseded, updated, replaced, or no longer applicable.

### **b. Law and Litigation Routine Records**

Data and documents recording analyses, studies, reviews, comments, and information on legal issues about employee claims including appeals and grievances. These also include settlement of claims. These data and documents do not record or document financial, contractual, or other enforceable obligations and commitments.

**TEMPORARY:** Destroy no sooner than 3 years and no later than 5 years after the records are closed.

### **c. Law and Litigation Minor Legal Issue Records**

Data and documents recording litigation, including securities fraud, patents, copyrights, and trademarks, and personal injury and property damage.

**TEMPORARY:** Destroy no sooner than 7 years and no later than 10 years after the records are closed.

### **d. Law and Litigation Major Legal Issue Records**

Data and documents are used to report upon legal issues and questions about missile defense contracts, procurement, and other services. These records also document internal management issues such as conflict of interest, insurance and bankruptcies, and financial issues.

**TEMPORARY:** Destroy no sooner than 10 years and no later than 20 years after the records are closed.

### **e. Law and Litigation Strategic Records**

Data and documents recording the legal and regulatory activities associated with substantive litigation, rights and obligations, opinions, and resource acquisitions.

#### **(1) Law and Litigation Long Term Records**

Data and documents recording legal issues processes of acquisition and management of land for MDA's use, legal interpretations of MDA fiscal and accounting practices and financial issues involving project amortization, revenue requirements, separate accounting, and other financial goals.

**TEMPORARY:** Destroy no sooner than 20 years and no later than 55 years after the records are closed.

**(2) Law and Litigation Permanent Records**

These records document, at the agency level, interpretation of law, legislation, related activities issued under the authority of the Director for MDA for complying with legal laws and regulations, and litigation that established a precedent for changing policy, received extensive media coverage, or resulted from a significant controversy. These records have long-term research and information value.

**PERMANENT:** Transfer textual records to NARA 20 to 30 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5 years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy MDA program copy when no longer needed.



**SERIES 300**

**RESERVED**

**300. RESERVED**

**SERIES 400**

**RESERVED**

**400. RESERVED**

**SERIES 500**

**RESERVED**

**500. RESERVED**

**SERIES 600**

**FACILITY AND EQUIPMENT ENGINEERING RECORDS**

## **600. Facility and Equipment Engineering Records**

These are records related to the design and construction of MDA facilities, engineering, construction and design and equipment design and construction Records may include usage statistics, facility and equipment management status reports, construction case files, engineering drawings, specifications, change requests, and test results

### **a. Facility and Equipment Engineering Reference Records**

Data and documents consisting of construction-related manuals, engineering standards and practices, research and request-related reports, analyses and design, and supporting records used for reference and information

**TEMPORARY:** Destroy when superseded, updated, replaced, or no longer applicable

### **b. Facility and Equipment Engineering Administrative Records**

Data and documents recording preliminary analyses, studies, reviews, comments, and information on the planning, design, and construction

**TEMPORARY:** Destroy no sooner than 3 years and no later than 5 years after the records are closed

### **c. Facility and Equipment Engineering Project Records**

Records that record the final plans, design, and construction of MDA related infrastructures and other MDA facilities

#### **(1) Facility and Equipment Engineering Minor Project Records**

Construction Project Case files and minor design specifications and drawings related to minor engineering projects such as field sites, fiber-optics infrastructure, structures and towers, and high-voltage equipment These records include facilities management, system planning, lab test reports, geotechnical, and right-of-way maintenance

**TEMPORARY:** Destroy no sooner than 10 years and no later than 25 years after the records are closed

#### **(2) Facility and Equipment Engineering Quality Assurance Records**

Data and documents recording monitoring and control of quality assurance activities including policy program guides and related regulatory requirements

**TEMPORARY:** Destroy no sooner than 20 years and no later than 60 years after the records are closed



**(3) Facility and Equipment Engineering Major Project Records**

Engineering records related to the final design specifications and drawings for major construction and engineering projects

**PERMANENT:** Transfer textual records to NARA 20 to 25 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5 years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy MDA program copy when no longer needed.

**SERIES 700**

**ENVIRONMENTAL COMPLIANCE RECORDS**

## **700 Environmental Compliance Records**

These are records related to MDA's compliance with environmental laws and regulations. These activities may facilitate, document, and track MDA environmental planning, reporting, permitting, analysis, and compliance actions, including NEPA-driven (National Environmental Policy Act) environmental assessments and mitigation, solid and hazardous waste management policies and procedures, water and air pollution, and fish and wildlife programs.

### **a. Environmental Compliance Reference Records**

Data and documents recording environmental compliance-related reports, analyses, planning, reference, and supporting records used for reference and information.

**TEMPORARY:** Destroy when superseded, updated, replaced, or no longer applicable.

### **b. Environmental Compliance Routine Records**

Data and documents recording coordination, reference, working materials, and facilitative communications and comments upon environmental assessments, protection, mitigation, and enhancements of facilities, environmental compliance policies, resource requirements, procedures, and other activities.

**TEMPORARY:** Destroy 5 years after the records are closed.

### **c. Environmental Compliance Administrative Records**

Data and documents used to record environmental reviews, analyses, mitigation, projects, wildlife mitigation and rights, interests, disputes, regulatory compliance, or other missile request-related business activities that create rights and obligations that are still enforceable after the records are closed. These include contracts, agreements, billing materials, standards, policies, forecasts, transactions, customer relations records, and associated development files, correspondence, and other records produced by related activities.

**TEMPORARY:** Destroy no sooner than 10 years and no later than 20 years after the records are closed.

### **d. Environmental Compliance Monitoring Records**

Data and documents used to record environmental reviews, assessments, reports, analyses, studies, and aggregations of data concerning compliance with environmental laws, and regulations as they relate to protection, mitigation, and enhancement of wildlife affected by hydroelectric activities, pollution prevention and abatement including hazardous waste management, aquatic nuisance species, and other plans and cooperative agreements used to ensure MDA's environmental compliance or document cooperation with other agencies and organizations having a long-term monitoring, analysis, or business purpose after the records are closed.

**TEMPORARY:** Destroy no sooner than 30 years and no later than 50 years after the records are closed.

**e. Environmental Compliance Strategically Substantive Records**

Data and documents recording the establishment and implementation of long-term policies and procedures relating to MDA's compliance with environmental laws and regulations needing long-term retention because they document significant decisions, policies, and environmental response activities and procedures that may be in effect for many years. These records document environmental planning, analyses, compliance actions, mitigation activities, pollution prevention and abatement, hazardous waste management policies and procedures, and other related activities having a long-term reference, regulatory, or research and information value long after the records are closed.

**(1) Environmental Compliance Long Term Records**

Data and documents recording environmental planning, analyses, compliance actions, mitigation activities, pollution prevention and abatement, hazardous waste management policies and procedures, and other activities having long-term reference, regulatory, or research and informational value long after the records are closed.

**TEMPORARY:** Destroy no sooner than 50 years and no later than 75 years after the records are closed.

**(2) Environmental Compliance Permanent Records**

These records document, at the agency level, environmental planning, analyses, environmental impact analysis and planning, compliance actions, mitigation activities, pollution prevention and abatement, hazardous waste management policies and procedures, and other activities providing information on MDA's effects on the environment. These records document the MDA activities that established a precedent for changing policy, received extensive media coverage, resulted in significant controversy, were the subject of extensive litigation, and/or provided unique and significant information on the environment. These records have long-term research and informational value after MDA no longer has a business purpose for the records.

**PERMANENT:** Transfer textual records to NARA 30 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5 years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy MDA program copy when no longer needed.

**SERIES 800**

**SAFETY AND RISK MANAGEMENT RECORDS**

## **800. Safety and Risk Management Records**

These are records related to safety regulations, policies, standards, emergency operations, workplace safety, and procedures. These activities also pertain to inspections, reported safety violations, accidents, and other incidents issues such as injuries, property damage or fatalities. Records relate to MDA's internal safety and risk management activities, performance compliance, drug testing records, and OSHA records.

### **a. Safety and Risk Management Reference Records**

Data and documents recording safety-related regulations, reports, analyses, forecasts, assessments, and supporting records used for reference and information.

**TEMPORARY:** Destroy when superseded, updated, replaced, or no longer applicable.

### **b. Safety and Risk Management Routine Records**

Data and documents recording safety-related activities pertaining to employee drug and alcohol test procedures and results, safety and risk management tracking and accountability, and day-to-day safety operations. These data and documents do not record financial, contractual, or other enforceable obligations or commitments.

**TEMPORARY:** Destroy 3 years after the records are closed.

### **c. Safety and Risk Management Administrative Records**

Data and documents recording activities associated with record inspections, appraisals, audits, performance compliance, studies, tests, analyses, reports, recommendations, models, methodologies, activities of safety and risk management committees, and injury reports other information maintenance relating to safety and risk management. These records include technical, financial, policy, procedural, and other records produced by safety and risk management activities with enforceable rights and interests after the records are closed.

**TEMPORARY:** Destroy no sooner than 7 years and no later than 10 years after the records are closed.

### **d. Safety and Risk Management Long Term Records**

Data and documents recording incidents resulting in the death of a Federal employee or contractor performing duties for MDA or the death of a third party that occurs in a MDA vehicle, at a MDA facility, or on a MDA right-of-way.

**TEMPORARY:** Destroy no sooner than 75 years after the records are closed.

**SERIES 900**

**ALREADY SCHEDULED**  
**See N1-565-08-28**

**SERIES 1000**

**RESERVED**



**1000. RESERVED**

**SERIES 1100**

**NEWS RELEASES AND PUBLICATION RECORDS**

## **1100. News Releases and Publications Records**

These are records related to the formal and informal relationships established between MDA, employee publications, and outside interests. These records may include MDA news releases, publications, websites, briefing books, MDA histories, scrapbooks, audio/visual material, speeches, newspaper clippings, and other materials relating to MDA efforts to inform and involve public officials, private individuals, MDA employees, and other external entities.

### **a. News Releases and Publications Reference Records**

Data and documents recording the formal and informal relationships between MDA and outside interests, including the public and news media. These include records documenting activities to keep the public informed, manage news media contacts, plan and schedule publications, develop style guidelines, and manage publishing and printing processes. These records are used for reference and support information and have no further business purpose once superseded, updated, or replaced.

**TEMPORARY:** Destroy when superseded, updated, replaced, or no longer applicable.

### **b. News Releases and Publications Routine Records**

Data and documents recording the planning, implementation, and management of external relations with the public, the news media, governmental bodies and officials, and local energy councils. Policy, procedures, processes, and systems regarding audiovisual and photographic materials are included, as are audiovisual and photographic materials that have no long-term value beyond the express purpose for which they were created. These data and documents include requests for information that do not reference the Freedom of Information Act or the Privacy Act and MDA's responses, public education and outreach activities, and materials documenting short-term activities and procedures meant to inform and involve the public. These records also document requests submitted to MDA by the public for resources to promote understanding of MDA policies, programs, and issues, including requests for funding, sponsorships, and the creation of working committees. These records document policies, procedures, reports, evaluations, memorandums of agreement or understanding, and correspondence.

**TEMPORARY:** Destroy no sooner than 1 year and no later than 5 years after the records are closed.

### **c. News Releases and Publications Administrative Records**

Data and documents recording activities related to planning, implementation, and evaluation of MDA-sponsored or co-sponsored MDA centric and public conferences or symposia.

**TEMPORARY:** Destroy 10 years after the records are closed.

**d. News Releases and Publications Strategically Substantive Records**

Data and documents consisting of MDA-numbered publications, records documenting MDA's long-term public involvement efforts, news releases and scripts of media presentations, significant speeches of the agency Director and senior officials, and audiovisual and photographic materials having long-term reference or informational value.

**(1) News Releases and Publications Long Term Records**

MDA publications, news releases, media presentations, significant speeches by the MDA Director and senior management staff, and audiovisual/photographic materials that may be of administrative reference value long after their creation, but do not have enough substantive information to be of enduring value to NARA or MDA.

**TEMPORARY:** Destroy no sooner than 10 years and no later than 20 years after the records are closed

**(2) News Releases and Publications Permanent Records**

These records document significant aspects of the MDA's public involvement policy, history, procedures, and activities, official news releases and scripts of media presentations, and speeches of the MDA Director and senior agency officials on topics relating to the agency's mission, programs, histories or activities. These records also include audiovisual and photographic materials that document substantive and mission-related MDA activities. These records document or illustrate activities or topics that are a precedent or basis for agency level policy change, are involved in extensive litigation, or receive widespread media attention. Records also include record copies of MDA-numbered publications produced by or for the agency and made available to the public. These records include one-time reports and studies, policy-making publications, and publications created to educate the public about MDA.

**PERMANENT:** Transfer textual records to NARA 20 to 30 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5 years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy MDA program copy when no longer needed.