

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE ARMY

2. MAJOR SUBDIVISION

OFFICE OF THE ADJUTANT GENERAL

3. MINOR SUBDIVISION

RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

R. E. Bonnell

5. TEL. EXT.

693-1939

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
DEC 16 1977	NAU 78-81
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.</p>	
3/2/78	James E. O'Neil
(Date)	(Title) Acting Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5 Dec 77 Guy B Oldaker

CHIEF, RECORDS MANAGEMENT DIVISION

Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Operational Management Files.</u> (FN 517-01, AR 340-18-5) Documents relating to operational and procedural activities of the organization. Included are general mission assignment documents, basic data requirements documents, and documents which are similar or related. NOTE 1. Documents reflecting specific mission assignments and collection requirements are filed in record series 517-04. NOTE 2. Copies made of documents reflecting assignments and requirements that continue in effect after cutoff and retirement of the record copies will be placed in record series 103-05. Disposition: Permanent. Cut off annually.</p>		
2	<p><u>Operational Management Reporting Files.</u> (FN 517-02) Reports relating to the management of operational activities rather than the activities themselves as described in record series 517-03. Included are reports relating to cover capabilities, readiness, facilities, status, equipment, general monthly activities, special activity reports indicating mission accomplishments; and similar reports and related documents. Disposition: Special activity reports indicating mission accomplishment: Permanent. Other reports: <u>Major and Intermediate Command Headquarters:</u> Destroy after 2 years. <u>Other offices:</u> Destroy after 1 year.</p>		

17 items

115-106
Sent to agency, NCA, NAIB, & NINM - 3/27/78

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p><u>Operational Non-management Reporting Files. (FN 517-03)</u> Documents consisting of reports relating to the actual operational activities rather than the management of operational activities which are described in record series 517-02. These files include reports received from subordinate units and retained copies of reports submitted to higher commands. Reports include: a. SIGINT collection, traffic analysis, cryptanalysis, signal analysis, translations, etc; b. TAREX periodic or special reports including technical interrogations, information summaries, specific intelligence requirements reporting and source availability reporting; c. Electronic warfare reports on manipulative or imitative experiment, jamming, cover and deception, profile studies, etc; d. Other intelligence reporting files including NSA and community reports; e. Informal reports, technical notes, exchange letters and working aids distributed to units actually engaged in performance of a specific mission.</p> <p><u>Disposition:</u> SIGINT project wrapup, special research or technical study reports; <u>EW</u> reports, and other operational reports: <u>Major and Intermediate Command Headquarters:</u> Permanent. <u>Other offices:</u> Destroy <u>EW</u> reports after 1 year; and other reports after 2 years.</p> <p><u>TAREX-IR, TESIS, TSAR, and TEL reports:</u> <u>NS-IBSCOM:</u> Perm. <u>Other offices:</u> Destroy when no longer needed for reference.</p> <p><u>NSA reports:</u> Destroy after 1 year. Cut off monthly.</p> <p><u>Community reports:</u> Destroy after 1 year. Cut off annually.</p> <p><u>Informal reports, technical notes, exchange letters, and working aids:</u> Destroy when no longer needed for reference.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	<p><u>Operational Mission Assignment Files.</u> (fN 517-04) Documents created as a result of an assignment to cover a specific mission including TAREX specific collection requirements. Included are specific mission instructions and related material. NOTE: General mission assignments and basic TAREX data requirements will be filed under record series 517-01.</p> <p>Disposition:</p> <p>Mission assignments other than one-time specific requirements (BTCTs, etc.): <u>Major and Intermediate Command Headquarters:</u> Permanent. Cut off annually, or on supersession or rescission.</p> <p><u>Field TAREX offices:</u> Destroy when no longer needed for reference.</p> <p><u>Other offices:</u> Destroy after 1 year.</p> <p>One-time specific collection requirements such as CIRs, CIRLs, ICRs, and TCRs: Destroy after 2 years.</p>		
5	<p>(FN 517-05) <u>Operational Recording Files.</u> Recordings, magnetic and paper tapes, tracings, ozalid copies, etc., and related correspondence created or received in operational areas. NOTE: Procedures prescribed in current intelligence directives will be adhered to prior to actual destruction.</p> <p>Disposition: Destroy when superseded, obsolete, or no longer needed for reference.</p>		
6	<p><u>Operational Project Case Files.</u> (FN 517-06) Documents accumulated in connection with a specific project. Included are authorization for the project, test data, drawings, specifications, photographs, reports and related documents.</p> <p>Disposition: Permanent. PIF on completion of project.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7	<p><u>TAREX Project Case Files.</u> Documents consisting of TAREX operation plans, proposals, source files, and related documents.</p> <p>Disposition: Permanent. PIF on completion of project. NOTE: TAREX field offices will transfer project files to HQ INSCOM 1 year after completion of project.</p> <p>This request is to establish Subfunctional Category 517, Operational Intelligence Files. It will provide files maintenance and disposition instructions for Army activities engaged in intelligence and security functions involving gathering, evaluating, and dissemination of information of military value. The permanent files described in this request will be offered to the National Archives when consistent with national security.</p> <p>The volume of the permanent files is as follows:</p> <p style="padding-left: 40px;"><u>File Title</u></p> <p>517-01 Operational Management Files: Current volume - 5 cubic feet. Annual accumulation - 1 cubic foot.</p> <p>517-02 Operational Management Reporting Files: Current volume - 5 cubic feet. Annual accumulation - 1 cubic ft.</p> <p>517-03 Operational Non-management Reporting Files: Current volume - 5 cubic feet. Annual accumulation - 1 cubic foot.</p> <p>517-04 Operational Mission Assignment Files: Current volume - 5 cubic feet. Annual accumulation - 1 cubic ft.</p> <p>517-06 Operational Project Case Files: Current volume - 10 cubic feet. Annual accumulation - 2 cubic feet.</p> <p>517-07 TAREX Project Case Files: Current volume - 10 cubic feet. Annual accumulation - 2 cubic feet.</p>		

ACRONYMS USED IN THIS REQUEST

ICR	Intelligence Collection Requirement
BTCT	Basic TAREX Collection Task
SIGINT	Signal Intelligence
TAREX	Target Exploitation
EW	Electronic Warfare
TSIS	TAREX Signal Intelligence Summary
TSAR	TAREX Source Availability Report
TEL	TAREX Equipment List
IR	Intelligence Report
NSA	National Security Agency
INSCOM	Intelligence and Security Command
CIR	Continuing Intelligence Requirement
CIRL	Continuing Intelligence Requirement Listing
TCR	TAREX Collection Requirement