

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-NU-02-005

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

DAA-NU-2015-0005-0004 supersedes all items.  
Items 10 and 11 are maintenance instructions.

Date Reported: 11/23/2021

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES <b>DO NOT WRITE IN THESE SPACES</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-72-02-5</i>	
1 FROM (Agency or establishment) Department of the Navy		DATE RECEIVED <i>10-17-01</i>	
2 MAJOR SUBDIVISION Navy International Programs Office		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Technology Security and Cooperative Programs Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Sheri Bell	5 TELEPHONE (202) 764-2849	DATE <i>1-14-03</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 4 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,

is not required;  is attached; or  has been requested.

DATE <i>17 Sep 2001</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>DON RCDS MGR WASH DC 20374</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
7	<p>Navy International Programs Office is responsible for foreign disclosure policy within the Department of the Navy. A review of SECNAVINST 5212.5D showed that disposition guidance was entirely lacking for these records. Because Navy IPO uses SSIC 5510 (Information Security) to identify these records and the responsible officer for that SSIC is Navy Security Policy (CNO (N09N2)), we requested and received their approval.</p> <p>These records are created throughout the Department of the Navy, generally at commands which host foreign national visitors.</p> <p>Attached are records descriptions and requested disposition authorities.</p> <p style="text-align: right;"><i>cc Agency, NA, NWMD, NWMW</i></p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Add new subparagraph 4 to SSIC 5510 entitled "Foreign Disclosure Records".		
	Reason. To provide disposition for Navy Department foreign disclosure records.		
1	4. FOREIGN DISCLOSURE RECORDS		
1a	a. Technology Transfer and Security Assistance Review Board (TTSARB). Formerly known as Foreign Disclosure Review Board (FDRB). TTSARBs are Navy international policy decision memoranda.		
①	Permanent. Retire to WNRC when 10 years old or when records become inactive, whichever is later. Transfer to NARA when 30 years old.		
1b	b. Foreign Disclosure Authorizations (DA) for Visits. Visit DAs are the result of the review, analysis, coordination and approval/disapproval for the disclosure of classified or controlled unclassified information to foreign governments, entities, nationals or their representatives during regular (one-time or recurring) and extended visits to DON military or contractor facilities. DAs are issued in support of programs such as Security Assistance Programs (Foreign Military Sales or Direct Commercial Sales); NATO Rationalization, Standardization and Interoperability (RSI), The Technology Cooperation Program (TTCP), Coalition Building, Military Personnel Exchange Programs (MPEP/PEP/MCFPEP); Foreign Liaison Officer (FLO) Program; Engineer and Scientist Exchange Program (ESEP); and International Cooperative Programs (CP).		
1b(1)	(1) Navy IPO File.		
②	Hold locally until DA is entered into SPAN/FVS (a database maintained by Office of the Secretary of Defense (OSD)). Retain on board for 5 years after DA is issued, or case becomes inactive, whichever is later; then destroy.		
1b(2)	(2) Host Command File.		
③	Destroy 2 years after completion of visit, or when no longer necessary, whichever is sooner.		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1c	<p>c Foreign Disclosure Authorization (DA), Training, Publications, or Documents. DA for these purposes are the review, coordination, and approval/disapproval for the disclosure of classified or controlled unclassified material or information. Material reviewed includes (1) foreign military training courses, course curricula (sets of courses), or manuals; (2) tactical and other publications; (3) documents (nuclear-related, Navy, or Navy-interest; etc.); or (4) draft TTSARBs (see 5510.2a); etc. DAs are requested through (1) FMS and similar cases; (2) government-to-government requested documents; or (3) transfer/ lease/ loan/ grant of defense articles, such as ships; or (4) review of draft TTSARB; etc.</p>		
1c(1)	(1) Navy IPO Files.		
1c(1) (a)	(a) Publications or Documents <p>④ Destroy two years after completion of DA.</p>		
1c(1) (b)	(b) Training Courses <p>⑤ Hold locally with latest DA until course is revised; destroy 2 years following revision of reviewed material.</p>		
1c(1) (c)	(c) Hard Copy of DA <p>⑥ Enter disclosure authorization onto SPAN (a database maintained by OSD)). Retain <del>on board</del> for 2 years following revision of material; then destroy.                      locally</p>	<p>NAVY CONCUR 5/3/02</p>	
1c(2)	(2) Requesting Command. <p>⑦ Destroy when deemed unnecessary.</p>		
1d	<p>d. Review, Coordination, and Recommendation to OSD for Exceptions to National Disclosure Policy (ENDP). These files include DON recommendation to the National Disclosure Policy Committee (NDPC) for Navy-related materiel, documents, etc.</p> <p>⑧ Hold hard copy locally for 4 years after DON recommendation; then destroy.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1e	e. Delegation of Disclosure Authority Records. These include General Delegations; Delegations of Disclosure Letters (DDLs) issued in support of International Information Exchange Agreements; and DDLs for International Cooperative Programs.		
1e(1)	(1) General Delegations. These delegations are issued either by enclosure (2) of SECNAVINST 5510.34, message, or other formal update to the instruction. General disclosure authority is delegated to major DON commanders such as CNO, CMC, SYSCOM Commanders, Fleet CINCs, etc.		
1e(1)	(a) SECNAVINST 5510.34 and changes, updates.		
⑨	Permanent. Dispose with the record copy of the SECNAVINST, change or revision (see 5215.1a).		
1e(1)	(b) Navy IPO copy of message/other update.		
⑩	Retain <del>on board</del> <sup>locally</sup> until SECNAVINST 5510.34 changed or reissued. Dispose with background material for the instruction's update after disposal of the record copy of the instruction, change or revision.	NAVY CONCUR 5/3/02	
1e(1)	(c) Other copies.		
⑪	Destroy following SECNAVINST 5510.34 update.		
1e(2)	(2) DDLs in support of International MOUs/MOAs for Information Exchange or Foreign Cooperative Programs.		
1e(2)	(a) Record Copy.		
⑫	Dispose with MOU.		
1e(2)	(b) Disclosure Review File.		
⑬	Destroy one year after Agreement terminates or expires.		
1f	f. Funding. Manage funds to DON activities such as R&D centers, Navy Labs, etc. to support reporting of Navy equities to WASSENAAR Agreement; technical support for the Militarily Critical Technologies List (MCTL); or other technical expertise.	GRS 7.2	
⑭	Cut-off and create new file each fiscal year. Hold locally and destroy 6 years, 3 months after cut-off.		

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1g	<p>g. Foreign Influence. Files created under any of the programs listed but not limited to them:            (1) Foreign Ownership, Control or Influence (FOCI);            (2) Committee on Foreign Investment in the United States (CFIUS); or (3) Participation by Foreign Contractors in DON procurements. Navy IPO coordinates DON input to (1) Defense Security Service; (2) CFIUS; or (3) OSD regarding (1) FOCI of U.S. businesses; (2) proposed mergers, acquisitions, takeovers, etc. of U.S. companies by foreign personnel/companies; or (3) requests by foreign businesses to participate in procurement, acquisition, etc.</p>		
(15)	<p>Cut off when case is closed or no longer needed for current business; hold in current files for 3 years; then retire to WNRC. Destroy 10 years after cut-off.</p>		
1h	<p>h. Organization, Functions, And Status Records. Documents, newsletters, pamphlets, posters, charts, presentations, briefings, reports to higher authority, or other records depicting the internal organization, relationships, functions, and status of offices performing foreign disclosure functions.</p>		
(16)	<p>Destroy when 2 years old.</p>		

## Electronic Mail and Word Processing Copies

Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the SSICs included in this schedule. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for dissemination, revision, or updating.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

①7 Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

①8 Destroy/delete when dissemination, revision, or updating is complete.