

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-330-92-12	DATE RECEIVED 9-18-92
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Secretary of Defense			
3 MINOR SUBDIVISION Washington HQ Services, Records Management Division		DATE	ARCHIVIST OF THE UNITED STATES
4 NAME OF PERSON WITH WHOM TO CONFER Dan Cragg	5 TELEPHONE 703-695-0970		

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 <u>9</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 checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		
DATE 11Sept.92	SIGNATURE OF AGENCY REPRESENTATIVE H. D. Neeley <i>[Signature]</i>	TITLE Records Administrator

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>1100 Command, Control, Communications and Intelligence (C3I)</u> See attached sheets	NC1-330-77-6	
	<p>Job withdrawn per agency request due to reorganization of office.</p> <p>9-15-95 LEbben</p>		

SEP 19 1995 MHV Job Withdrawn

1. 1102-01 Concepts and Strategy.

2. Coordination and liaison documents with non-DoD activities which have functions associated with the NMCS. For example, the White House Situation Room, State Department Operations Center, CIA, OEP, FAA, and Coast Guard. The purpose of these documents is to ensure that appropriate military information is provided through these associated channels to enable the NMCS to serve the National Command Authorities (NCA) -- the President and the Secretary of Defense.

Disposition: Permanent. Those documents of the nature of an agreement should be retained as long as the agreement remains in effect. Similarly, correspondence which describes the network and the role each is to play should be retained for the duration. Retire to WNRC 2 years after no longer effective.

2. 1103-02 Advanced Technology. The technology of systems design, the utilization of ADP science to simulate systems, development of networks for communications channels, optimization of equipment requirements through the use of mini-or micro-computers and the development or utilization of improved software to operate telecommunications systems are part of the functions of this office. Here are found documents proposing research and exploratory development of promising programs to support telecommunications. Research and analysis documents of management problems susceptible to

solution by the use of modern technology.

Disposition: Permanent. Retire to WNRC when 5 years old.

3. **1103-03** Resource Management. Documents which establish, exercise and test objectives to measure the reliability, survivability, and security of the NCS resources. Management information reports which permit the manager to develop logistic data on quality and quantity of resources. Reports on equipment performance and evaluations developed to measure performance.

Disposition: Permanent. Retire to WNRC when superseded or obsolete.

4. **1103-04** Systems. These documents develop the systems design of the major telecommunications systems. These documents relate to input, policy, resources, technology, and requirements. They relate to analyzing the problems, the needs of the systems, development of the system, the criteria for performing feasibility studies, and other steps necessary to implement a system. Much of these activities are performed by the Defense Information Systems Agency and/or component commanders. These documents relate to evaluation and coordination of systems design, and approval or disapproval, depending on meeting the standards and proper integration into the overall system.

Disposition: Permanent. Retire to WNRC when 5 years old.

1. 1101-02 Industrial Security Clearance Review

1. Policy, directives, and general administrative documents on the Industrial Security Clearance Program.

Disposition: Permanent. Retire to the WNRC when superseded or canceled.

2. Reviews and investigates reports on issuance of, or continuation of clearance.

Disposition: Retire to the WNRC 5 years after no longer active. Destroy 20 years later.

3. Adverse action on investigative reports.

Disposition: Adverse action on investigative reports.

4. Hearings from applicants for supporting eligibility for access authorization.

Disposition: Retire to the WNRC 5 years after no longer active. Destroy 20 years later.

5. Redacted copies of final Screening Board (opinions, Examiners, and Appeal Board opinions and motions).

Disposition: Retain in the OSD. Review for disposition in 20 years.

6. Chronological Reading Files.

Disposition: See Section 102-16 for disposition.

2. 1101-03 Security Plans and Programs

1. Policy and procedures in the form of directives and guidance to the military and civilian security programs of the DoD Components including investigative and physical

security matters.

Disposition: Permanent. Retire to the WNRC when canceled or superseded, or 2 years after file cutoff.

2. Liaison documents with other U.S. security agencies coordinating policy and procedures.

Disposition: Permanent. Retire to the WNRC when canceled or superseded, or 2 years after file cutoff.

3. 1101-04 Information Security

1. Policy, standards, and criteria for security classification, classification, downgrading, and declassification of information within the DoD and industry, and for identification of military technological information requiring security protection.

Disposition: Permanent. Retire to the WNRC when cancelled or superseded.

2. Directives for and management documents that administer the DoD Classification Management Program.

Disposition: Permanent. Retire to the WNRC when cancelled or superseded.

3. Documents consisting of agenda, minutes, charter, and membership of the DoD Classification Review and Advisory Board.

Disposition: Permanent. Retire to the WNRC 5 years after no longer active.

4. Documents on DoD participation in the Interagency Classification Review Committee other than those enumerated

in Series 103-06 but not including routine feeder reports.

Disposition: Permanent. Retire to the WNRC 5 years after no longer active.

4. 1102-01 Concepts and Strategy.

1. Documents which develop and coordinate command and control policies in implementing directives which define the functional, organizational, operational relationship between all elements of the WWMCCS and establish responsibilities for the management, development, acquisition, and operation of WWMCCS.

Disposition: Permanent. Retire to WNRC when superseded or obsolete.

2. Coordination and liaison documents with non-DoD activities which have functions associated with the NMCS. For example, the White House Situation Room, State Department Operations Center, CIA, OEP, FAA, and Coast Guard. The purpose of these documents is to ensure that appropriate military information is provided through these associated channels to enable the NMCS to serve the National Command Authorities (NCA) -- the President and the Secretary of Defense.

Disposition: Permanent. Those documents of the nature of an agreement should be retained as long as the agreement remains in effect. Similarly, correspondence which describes the network and the role each is to play should be retained for the duration. Retire to WNRC 2 years after no

longer effective.

5. 1102-02 WWMCCS 4 Architecture. Documents providing policy and guidelines, compatible interfaces between systems, and computerized data format standards. Networks configuration and systems designs.

Disposition: Permanent. Retire to WNRC 2 years after completion of action or replaced by a new document issue.

6. 1102-03 Combat Support Plans for the allocation of development and acquisition resources between the various areas comprising Combat Support. Documents managing the preparation and coordination of major development activities in Combat Support. Reviews of development and production programs. Documents of the Research and Development Subgroups of the DoD Advisory Committee on Federal Aviation which coordinates programs of interest to the FAA, DoD and the Military Departments. Committee agenda and minutes of meetings.

Disposition: Permanent. Retire to WNRC 2 years following completion of action.

7. 1103-01 Development and Acquisition
 1. Documents developing telecommunications objectives, policies, plans and programs. These are in the form of National Communications System (NCS) instructions pertaining to the unified technical planning and operational guidance. Procedural arrangements and reports necessary to develop the NCS.

Disposition: Permanent. Retire to WNRC 2 years after examination.

2. Development of a 10-year DoD plan to implement the NCS plan including the budgetary requirement to acquire equipment and operate the system.

Disposition: Permanent. Retire to WNRC 2 years after supersession.

3. The development of evaluation criteria to measure the effectiveness of the equipment (hardware), the programs which operate the equipment (software), and the system from the standpoint of reliability, survivability, and security.

Disposition: Permanent. Retire to WNRC 2 years after supersession.

8. 1103-02 Advanced Technology. The technology of systems design, the utilization of ADP science to simulate systems, development of networks for communications channels, optimization of equipment requirements through the use of mini-or micro-computers and the development or utilization of improved software to operate telecommunications systems are part of the functions of this office. Here are found documents proposing research and exploratory development of promising programs to support telecommunications. Research and analysis documents of management problems susceptible to solution by the use of modern technology.

Disposition: Permanent. Retire to WNRC when 5 years old.

9. 1103-03 Resource Management. Documents which establish,

exercise and test objectives to measure the reliability, survivability, and security of the NCS resources.

Management information reports which permit the manager to develop logistic data on quality and quantity of resources. Reports on equipment performance and evaluations developed to measure performance.

Disposition: Permanent. Retire to WNRC when superseded or obsolete.

10. 1103-04 Systems. These documents develop the systems design of the major telecommunications systems. These documents relate to input, policy, resources, technology, and requirements. They relate to analyzing the problems, the needs of the systems, development of the system, the criteria for performing feasibility studies, and other steps necessary to implement a system. Much of these activities are performed by the Defense Information Systems Agency and/or component commanders. These documents relate to evaluation and coordination of systems design, and approval or disapproval, depending on meeting the standards and proper integration into the overall system.

Disposition: Permanent. Retire to WNRC when 5 years old.

11. 1103-05 Teleprocessing

1. Policy on the computer science aspect of teleprocessing. Data terminal standards and operational procedures. MODEM or Data Set criteria and selection. Networking (the technique of optimizing service through the intelligent

linking or remote stations by communications lines).

Disposition: Permanent. Retire to WNRC when canceled or obsolete.

2. Informal Liaison with Teleprocessing Industry. (See ADP chapter for additional information.) Technical literature, pamphlets, price lists, and similar data. Informal correspondence generally of an inquiry nature.

Disposition: Destroy when no longer needed for reference. Informal correspondence not of a contract or a proposal type, destroy 1 year after cutoff.

12. 1104-01 Technical Policy Operations.

1. Documents that establish DoD policy with respect to overall aspects of telecommunications besides WWMCCS. This includes such telecommunications matters as camp, post, base, and station telecommunications; fixed and/or transportable non-DCS telecommunications not organic to military forces, telecommunications security (COMSEC), radio navigation, and special cases.

Disposition: Permanent. Retire to WNRC superseded or obsolete.

2. These files are located in an office which is the central point of contact on telecommunications matters with organizations external to DoD such as the FCC. These documents include such matters as assignment of frequencies, interference, availability of commercial networks, policy and procedures for national communications and similar

matters.

Disposition: Permanent. Retire to WNRC when 5 years old.

3. Reviews, evaluations, and coordinations of DoD operations plans and programs in all areas or telecommunications.

Disposition: Permanent. Retire to WNRC when 5 years old.