

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

50 items

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

1. FROM (AGENCY OR ESTABLISHMENT)

Office of the Secretary of Defense

2. MAJOR SUBDIVISION

OASD(C)

3. MINOR SUBDIVISION

OASD(C)(A) Records Management

4. NAME OF PERSON WITH WHOM TO CONFER

James S. Nash

5. TEL EXT

695-0970

LEAVE BLANK	
JOB NO NC 1-330-77-9	
DATE RECEIVED NOV 15 1976	
NOTIFICATION TO AGENCY	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>5-16-77</i> Date	<i>James E. O'Hell</i> acting Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO	10. ACTION TAKEN
11/4/76	<i>James Nash</i>	Records Administrator		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO	10. ACTION TAKEN
500	Records of the Assistant Secretary of Defense (Intelligence)/Director of Defense Intelligence.			

Sent to agency NNB 5/27/77 B

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>500</u>	<p><u>Intelligence.</u></p> <p>The Assistant Secretary of Defense (Intelligence)/Director of Defense Intelligence (ASD(I)/DDI) serves as the principal advisor and assistant to the Secretary and Deputy Secretaries of Defense for all DoD intelligence policies, programs, and activities, including those for warning, reconnaissance, and other related areas which may be designated by the Secretary of Defense. Files described herein may be further subdivided, depending upon volume, by the additions of a decimal suffix. ADP Records are described in a subsequent chapter.</p>	<p><u>NOTE:</u> This schedule is not applicable to documents described as "SI" since WNRC personnel are not cleared to handle such material.</p>
<u>501</u>	<p><u>Office Administrative Files.</u></p> <p>These files may accumulate in any office to document the performance of their assigned duties. However, all the administrative files listed below seldom accumulate in a single office.</p>	
<u>501-01</u>	<p>Policy Files. Documents concerning the general policy of the Office of the Secretary of Defense as related to the intelligence mission.</p>	<p>Permanent. Transfer to WNRC 1 year after superseded or no longer needed.</p>
<u>501-02</u>	<p>Instruction Files. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions, such as regulations, supplements, memorandums, circulars, pamphlets, and bulletins; messages used for expeditious</p>	<p>Permanent. Transfer to WNRC 1 year after superseded or no longer needed.</p>

Offer all permanent records to NARS when 25 years old unless security restrictions prevent offer at that time.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>501-03</u>	<p>interim changes to instructions; technical newsletters or comparable media used to forward semi-official and authoritative instructions; and official training materials.</p> <p>Administrative Files. Documents relating to the overall or general routine administration of legal activities, but exclusive of specific files described herein. These files include, but are not limited to---</p> <p>a. Routine comments on instructions directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate functional files.</p> <p>b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.</p> <p>c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management improvement reports prepared to submit data to offices responsible for these management functions.</p> <p>d. Extracts of GAO, or comparable reports of inspections, surveys, or audits that pertain to the operation of the mission or function.</p>	<p>Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	e. Comments on, or contributions to, news releases or other media furnished to information officers to publicize and promote the mission or functions.	
<u>501-04</u>	Agreement Files. Documents relating to agreements between OSD and the military services or Federal agencies, or between OSD and nonfederal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and OSD for support services. Included are agreements, agreement check-lists, amendments, review comments, related correspondence, and similar documents.	Agreements involving transfer of personnel spaces and material will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and material will be destroyed 3 years after supersession, cancellation, or termination of the agreement. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.
<u>501-05</u>	Orientation and Briefing Files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of the office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.	Destroy on supersession or obsolescence.
<u>501-06</u>	Committee Files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which OSD participates. Included are	Permanent. Transfer to WNRC 1 year after no longer needed for current operations.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	<p>proposals, approvals, and disapprovals to establish the committee; charter, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.</p>	
<u>501-07</u>	<p>Staff visit files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, recommendations, and other directly related documents.</p>	<p>Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study.</p>
<u>501-08</u>	<p>Reference Paper Files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action--as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunction, process, or action they are</p>	

Category
Number

Description of Records

Authorized Disposition
Instruction

used with. Reference paper files consist of the following types of documents:

- a. Notes, drafts, feeder reports, news clippings, similar working papers and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.
- b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.
- c. Copies of technical documents, intelligence documents, (including specialized intelligence publications produced by DIA), emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publications files.
- d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.
- e. Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.

- a. Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.
- b. Destroy when no longer needed to facilitate or control work.
- c. Destroy when superseded, obsolete, or no longer needed for reference.
- d. Destroy after 1 year. Earlier destruction is authorized.
- e. Destroy after 1 year. Earlier destruction is authorized.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	f. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.	f. Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.
<u>502</u>	<u>Programs and Resources.</u>	
<u>502-01</u>	<u>Programs and Resources.</u>	
	a. Documents which develop, coordinate and promulgate all documents in intelligence and intelligence related planning and programming at the OSD level.	a. Permanent. Transfer to WNRC 1 year after superseded.
	b. Analysis of intelligence resources programs and supervision of their implementation.	b. Permanent. Transfer to WNRC 1 year after superseded.
	c. Recommendation of objectives, plans and guidance for intelligence resources.	c. Permanent. Transfer to WNRC 1 year after superseded.
	d. Formulation of budget estimates, fiscal and manpower, for the intelligence positions of the DoD budget. Reviews of intelligence programs and recommendations for funding levels.	d. Budget estimates and fund level recommendations. Destroy when 6 years old.
	e. Documents that maintain the intelligence data base, fiscal and manpower data bases. User manuals and data element definition.	e. User manuals destroy 2 years after system discontinued. Data element definition destroy 2 years after supersession.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>502-02</u>	<p>Intelligence Management.</p> <p>a. Concepts and plans for improved management of DoD intelligence activities.</p> <p>b. Policies for the management of intelligence operations including operational requirements and priorities.</p> <p>c. Correspondence with and coordination of intelligence activities within DoD and with other U.S. Government entities.</p>	<p>a. Permanent. Transfer to WNRC 1 year after superseded or no longer needed.</p> <p>b. Permanent. Transfer to WNRC 1 year after superseded or no longer needed.</p> <p>c. Correspondence with and coordination of intelligence activities; destroy 5 years after coordination action discontinued.</p>
<u>503</u>	<u>Intelligence and Warning and Intelligence-Related Activities.</u>	
<u>503-01</u>	<p>Intelligence and Warning and Intelligence-Related Activities.</p> <p>a. Policy direction for the development, interpretation and operation of warning systems. Reviews and analyses to define objectives and determinations of adequacy of current and future warning systems.</p> <p>b. Technical and policy directives for all programs involving electronic intelligence (ELINT) within DoD. Reviews and analysis of adequacy of current or future ELINT systems. Cost/value evaluations of such systems.</p>	<p>a. Permanent. Transfer to WNRC 1 year after superseded or no longer needed.</p> <p>b. Permanent. Transfer to WNRC 1 year after superseded or no longer needed.</p>
<u>503-01</u> ²	<p><u>Space Systems.</u> Evaluations of programs for new systems and devices related to intelligence functions. Determinations on the needs for intelligence programs based on analysis of threats, resource priorities, requirements, trends, strategic objectives</p>	<p>Permanent. Transfer to WNRC 1 year after superseded or no longer needed.</p>

Category
Number

Description of Records

Authorized Disposition
Instruction

and innovations in technology.
Studies and technical guidance
on specialized intelligence
systems.

503-03

SIGINT Systems.

a. Policy directives for the
development, integration and
operation of reconnaissance
and surveillance programs.
Reviews and analysis of
existing and planned systems
to determine adequacy and
objectivity.

b. Technical and policy
direction for all reconnaissance
and surveillance programs.

a. Permanent. Transfer to
WNRC 1 year after cancelled
or superseded.

b. Permanent. Transfer to
WNRC 1 year after cancelled
or superseded.

502-02 General Systems

- a. Concepts and plans for improved management of DoD intelligence activities.
- b. Policies for the management of intelligence operations including operational requirements and priorities.
- c. Correspondence with and coordination of intelligence activities within DoD and with other U.S. Government entities.

- a. Permanent. Transfer to WNRC 1 year after superseded no longer needed.
- b. Permanent. Transfer to WNRC 1 year after superseded no longer needed.

Permanent. Policy
 c. ~~Correspondence with and coordination of intelligence activities; destroy 5 years after coordination action discontinued.~~

503 Intelligence and Warning & Intelligence-Related activities

503-01 Intelligence and Warning & Intelligence-Related Activities

- a. Policy direction for the development, interpretation and operation of warning systems. Reviews and analyses to define objectives and determinations of adequacy of current and future warning systems.
- b. Technical and policy directives for all programs involving electronic intelligence (ELINT) within DoD. Reviews and analysis of adequacy of current or future ELINT systems. Cost/value evaluations of such systems.

2. Administrative, no policy correspondence and related documents. Destroy 5 years after coordination action discontinued.

- a. Permanent. Transfer to WNRC 1 year after superseded no longer needed.

- b. Permanent. Transfer to WNRC 1 year after superseded no longer needed.

503.02 Administration.

- a. General Defense Intelligence Program (GDIP), Development, review, program issues pertaining to governmental agencies and DoD services.

- Permanent. Transfer to WNRC 1 year after superseded or no longer needed.

- b. GDIP Budget submissions, evaluation, revisions, meetings, committee notes - recommendations, etc. Permanent. Transfer to WNRC 1 year after superseded or no longer needed.
- c. GDIP resource data of government agencies and DoD services. Destroy when obsolete or no longer required.
- d. Reference files of budget justifications, Defense Plans, Joint Strategic Objective Programs (JSOP), Joint Staff Memorandums (PDM's), Defense Policy Programming Guidance Memorandums (DPPGM's), etc. Destroy when obsolete or no longer required.
- 503-03 Space Systems. Evaluations of programs for new systems and devices related to intelligence functions. Determinations on the needs for intelligence programs based on analysis of threats, resource priorities, requirements, trends, strategic objectives and innovations in technology. Studies and technical guidance on specialized intelligence systems. Permanent. Transfer to WNRC 1 year after superseded or obsolete.
- 503-04 SIGINT Systems.
- a. Policy directives for the development, intergration and development of reconnaissance and surveillance programs. Reviews and analysis of existing and planned systems to determine adequacy and objectivity. a. Permanent. Transfer to WNRC 1 year after cancelled or obsolete.
- b. Technical and policy direction for all reconnaissance and surveillance programs. b. Permanent. Transfer to WNRC 1 year after cancelled or obsolete.
- 503-05 Budget Coordinator
- a. Fiscal Guidance. Correspondence, issue papers, referrals, related congressional hearing data, etc. Permanent. Transfer to WNRC 1 year after file cut off (calendar year)
- b. Intelligence Budget Data. OSD offices intelligence (Same as above.)

budget requests and justifications for equipment, manpower, operations and analysis

c. Consolidated Intelligence Resources Information Systems (CIRIS) budget requirements, justification analysis, and management.

(Same as above)

d. Intelligence Resource advisory Committee. Charter, policy, agenda, minutes and working group reports.

(Same as above)

e. ASD(I)/DDI Contract Fund Allocation. Data by fiscal year.

(Same as above)

f. OASD(I)/DDI Policy. Budget related data pertaining to DoD services operations.

Permanent. Transfer to WNRC 3 years after file cut-off (calendar year).

g. Congressional Fiscal data. Policy, appropriations, presentation back-up data, House/Senate/Conference bills, correspondence, testimonies.

Permanent. Transfer to WNRC 1 year after superseded or no longer needed.

h. Studies and exercises for DoD services. Preparation and back-up data and copies of completed documents.

Destroy when obsolete or no longer needed. (ref - null)

i. Budget Issue Papers. DoD services and governmental agencies.

Destroy when obsolete or no longer needed. (ref - null)

504-01 Contractor files. Research and evaluation project study documents created by civilian companies, corporations, etc., per government contract for resultant documents.

~~Permanent. Transfer to WNRC 1 year after completion or no longer needed.~~

a. Interim contract reports and document volumes which are portions of complete contract requirements and contract files by contract titles.

Destroy where above files is complete.

b. Correspondence with contract point of contact pertaining to, contract timing, change, amendments, background data, control and dissemination of created documents.	Permanent. Transfer to WNRC 1 year after completion or no longer needed.
c. Control, dissemination, and evaluation of contractor products by military/civilian professional staff.	(Same as above)
504-02 General Purpose Force Reference and planning Files. Operations Plans, Orders and Technical description and evaluation publications and committee meeting and evaluation minutes, issues, discussions and conclusions.	Reference files. Destroy when obsolete or no longer needed Committee minutes destroy 1 year following annual cut off.
504-03 Strategic force. Strategy plans; offensive system files and Intelligence committee review correspondence; SALT monitoring documents, messages and papers.	Destroy when obsolete or no longer needed. <i>(Refer - see files)</i>
504-04 Intelligence collection systems. Allocations, product evaluations, perspectives and objective files.	Permanent. Transfer to WNRC 1 year after superseded or no longer needed.
504-05 Special Subject files. Analysis, comparison, management, study results and historical research of special subjects.	(Same as above)
504-06 Intelligence Reference Documents. Memorandums, reports, reviews, fact sheets/books and service and foreign country publications.	Destroy when obsolete or no longer required following annual cut off of file

(continued on next page)

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

DATE RECEIVED

NOTIFICATION TO AGENCY

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 "withdrawn" in column 10

Date: _____ Archivist of the United States

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

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Office of the Secretary of Defense

2. MAJOR SUBDIVISION
OASD(C)

3. MINOR SUBDIVISION
OASD(C)(A) Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
James S. Nash

5. TEL EXT
695-0970

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
2-16-77

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE
Records Administrator

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
102-16	<p><u>Chronological Reading Files</u>. Outgoing correspondence arranged in chronological order prepared for office routing to assist in dissemination of information - Immediate office of the DDI.</p> <p><i>Permanent.</i></p> <p>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that silver original microfilm will be retained by OASD(I)/DDI. Facilities meet the standards of 101-11.506.</p>		