

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of State

2. MAJOR SUBDIVISION  
Bureau of Intelligence and Research

3. MINOR SUBDIVISION  
Office of Intelligence Resources (INR/IRE)

4. NAME OF PERSON WITH WHOM TO CONFER  
Alice S. Ritchie

5. TELEPHONE  
(202) 261-8511

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER  
N1-59-01-15

DATE RECEIVED  
6/25/2001

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
9-26-02

ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

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 5 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 08/09/02	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Division Chief, A/RPS/IPS/PP
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See continuation pages.		

*Handwritten note:* Sent copies to Agency, NARA, ...

**UNCLASSIFIED**

May 1, 2002

**Bureau of Intelligence and Research  
Office of Intelligence Resources (INR/IRE)**

**1. Site Files**

a. File consists of material related to on-going Department interaction with intelligence agencies regarding collection activities. Files contain reports, evaluations, cables, input from other bureaus, and proposal memorandums. Files are arranged alphabetically by location. Early 1940's to present.

Volume on hand:	16 cubic feet
Growth:	one-half cubic foot annually

Permanent. Cutoff end of calendar year. Hold in current file area for 15 years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old. (New item)

b. Electronic copy produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

**2. SIGINT Satellite Issues**

a. Files contain INR originated documents on SIGINT satellite issues. 1980 to present.

Volume on hand:	4 cubic feet
Growth:	one-half cubic foot annually

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old. (New item)

b. Electronic copy produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

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**3. Studies of Overhead Systems**

a. File consists of duplicate copies of studies and reports produced by the Intelligence Community Staff (ICS) on the intelligence collection program. This file contains comments, assessments, inputs and personal notes of State representative(s) to a variety of ICS committees.

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old. (New item)

b. Electronic copy produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

**4. SIGINT Overhead Reconnaissance Systems (SORS) Activity Reports**

a. Files contain duplicate copies of other agencies weekly, biweekly, and monthly reports dealing with matters related to SIGINT Overhead Reconnaissance Systems.

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old. (New item)

b. Electronic copy produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

**5. Foreign Relationships File**

a. Files contain cables and other correspondence related to agreements and Intelligence Community studies establishing foreign intelligence relationships and for determining current status of relationships. Filed alphabetically by country. 1980 to present.

Volume on hand:	6 cubic feet
Growth:	one-quarter cubic foot annually

Permanent. Cutoff at end of calendar year. Hold in current file area for ten years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old. (New item)

b. Electronic copy produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced.

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**6. Amplifications of Current Department of State Requirements**

a. Files contain materials related to INR/IRE produced Department of State formal expression of intelligence needs for collection requirements and processing. Filed chronologically. 1986 to present.

Volume on hand: 6 cubic feet  
Growth: 1 cubic foot annually

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and retire to SCI storage at Records Service Center. Transfer to National Archives when 25 years old. (New item)

b. Electronic copy produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

**7. Second Party Files**

a. Files contain materials related to intelligence sharing relationships with foreign governments. Includes copies of cables, memorandums, and reports related to SIGINT agreements with foreign governments. Filed chronologically by country. 1946 to present.

Volume on hand: 16 cubic feet  
Growth: one-half cubic foot annually

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and retire to SCI storage at Records Service Center. Transfer to National Archives when 25 years old. (New item)

b. Electronic copy produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

**8. Country Files**

a. Files consist of materials related to countries targeted for collection and partnerships and agreements. Includes memorandums, cables, studies, and reports. Filed alphabetically by country. 1980 to present.

Volume on hand: 8 cubic feet  
Growth: one-half cubic foot annually

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old. (New item)

b. Electronic copy produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

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**9. National Foreign Intelligence Program Files**

a. Files contain analysis of intelligence programs and budgets. 1982-1992

Volume on hand: 8 cubic feet  
Growth: 0 cubic feet annually

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old. (New item)

b. Electronic copy produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

**10. Committee/Board/Working Group Files**

a. Executive Secretariat Responsibilities. Files contain notices of meetings, agendas, minutes, attendee lists, briefing notes, and follow up actions approved by the committee chair relating to intelligence resource issues. INR/IRE staff member serves as Executive Secretariat. 1997 to present. (New item)

Volume on hand: 8 cubic feet  
Growth: one-half cubic foot annually

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old. (New item)

b. Representative Responsibilities. Files contain copies of documents related to committee, board, and working group representative activities on various program issues.

Temporary. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when five years old. Destroy when 10 years old. (New item)

c. Electronic copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

**11. Subject Files**

a. Substantive Files. Files contain memorandums, studies, reports, enclosures, telegrams, letters, forms and other materials relating to the programs and functions of the office. Arranged by subject. 1980 to present.

Volume on hand: 4 cubic feet  
Growth: one-half cubic foot annually

Permanent. Cutoff at end of calendar year. Hold in current file area and retire to SCI storage at the Records Service Center when five years old. Transfer to the National Archives when 25 years old. (New item)

b. Electronic copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

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**12. Reference Files**

Files contain extra copies of publications, reports, notes from conferences and other material collected and used strictly as reference or research tool.

Temporary. Destroy when superseded or no longer needed for reference. (New item)

**13. Briefing Files**

Files contain textual materials, vugraphs, and background papers generated for working group meetings, committees, planning groups, etc.

a. Briefing materials prepared by INR/IRE for presentation to senior policy makers within the Department. 1980 to present.

Volume on hand:	2 cubic feet
Growth:	one-half cubic foot annually

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and retire to SCI storage at the Records Service Center. Transfer to the National Archives when 25 years old. (New item)

b. Electronic copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

**14. Diplomatic Priorities Collection**

a. Files contain information establishing short-term Department of State policy makers areas of interest worldwide. Includes e-mail and facsimile copies used to make Department of State interests known. 1994 to present.

Volume on hand:	2 cubic feet
Growth:	one-half cubic foot annually

Permanent. Cutoff at end of calendar year. Hold in current file area for five years and retire to SCI storage at the Records Service Center. Transfer to National Archives when 25 years old. (New item)

b. Electronic copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)