

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-064-06-4</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9-26-2006</i>	
1 FROM (Agency or establishment) National Archives and Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Information Security Oversight Office (ISOO)			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence C. Patlen	5 TELEPHONE NUMBER 301-837-2038	DATE <i>216107</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 <u> 4 </u> page(s) are not needed now for the business for 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 SEP 18 2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	ISOO Comprehensive Records Schedule (See attachment.)		
<i>cc Agency, DB NWMA NWMA</i>			

APPENDIX 19

Information Security Oversight Office Function Schedule

1901. PROGRAM DIRECTION

Planning, managing, and evaluating all activities of the Information Security Oversight Office (ISOO).

Item / Description	Disposition	Superseded Job Citation
<p>1. 1901-1. Director's Office Records that document primary responsibility for planning, managing and evaluating the program that manages the policies and performance of all aspects of the Information Security Oversight Office (ISOO), i.e., the national program for Classification Management. Sets overall goals and objectives, assigns tasks and activities to staff. Provides policy interpretations to staff and external agencies and organizations. Evaluates ISOO program activities to determine whether goals and objectives have been met, and directs changes and improvements.</p>	<p>PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block are 10 years old.</p>	<p>New, but includes the following: NC1-269-84-3 28A60 – Speeches by the Director, 28A80 – Litigation and Legislation Files</p>
<p>2. 1901-2. All other administrative levels (including team leaders) Operational responsibility for implementing ISOO programs, including managing, planning, and scheduling the work.</p>	<p>Cut off at the end of the fiscal year in which the project/activity was completed or superseded. Destroy 5 years after cutoff.</p>	

1902. PROGRAM OPERATION

Functions that directly fulfill ISOO's mission.

Item / Description	Disposition	Superseded Job Citation
<p>3. 1902-1. Policy Development Records that document developing and communicating information security policy and authorizing agencies to classify records. This includes: Issuing and revising Executive Orders and Implementing Directives; Consulting with the National Security Council, Executive agencies and others to draft, revise, and communicate policy and procedures; authorizing agencies to classify records. Examples include: Issuing and revising EO's and implementing directives, meetings of interagency committees and boards, and handling agency requests for Original Classification Authority.</p>	<p>PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block are 10 years old.</p>	<p>NC1-269-84-3- 28A1, 28A5</p>

<p>4. 1902-2. Complaints, Suggestions, Violations, Waivers, and Reclassification Records that document specific actions and proceedings relating to information security programs or to the classification status of particular records/ information in an agency or the Office of the President. This includes handling: Complaints and suggestions received about agencies or the program in general; reports of violations and infractions of the EO or of compromises of national security information; requests for waiver or exemption, and: requests to reclassify information.</p>		
<p>4a. a. All records, excluding those listed below. <i>(Includes complaints, suggestions, reports of violations and infractions or of compromises of national security information.)</i></p>	<p>Cut off on close of case or final determination. Destroy 5 years after cutoff.</p>	<p>NC1-269-84-3 28A10, 28A30, 28A35</p>
<p>4b. b. Waivers or Exemptions - resulting from an agency's request to be granted an exemption from requirements under the Executive orders or implementing directives. (Portion marking, declassification markings, and other related matters.)</p>	<p>PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block are 10 years old.</p>	<p>NC1-269-84-3: 28A25</p>
<p>4c. c. Reclassification Actions - resulting from an agency's decision to reclassify declassified information or to classify any information, following public disclosure, that had not been classified.</p>	<p>PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block are 10 years old.</p>	<p>NC1-269-84-3 28A20</p>
<p>5. 1902-3. ISCAP – Interagency Security Classification Appeals Panel Records that document Executive Secretariat and program support by ISOO for ISCAP in its handling of Mandatory Declassification Review Appeals, Challenges, and Exemptions</p>		
<p>5a. a. ISOO records</p>	<p>PERMANENT. Cut off at end of Presidential administration. Transfer to NARA in 5-year blocks when the newest records in the block are 10 years old</p>	<p>NC1-269-84-3 28A15</p>
<p>5b. b. Presidential Records</p>	<p>Follow applicable instructions for Presidential Records Act materials.</p>	

<p>6. 1902-4. Oversight, Inspection and Liaison Records that document inspection of classification management programs in Federal agencies and authorized contractors (the National Industrial Security Program). Includes information gathering, analysis, and reporting on agency programs, liaison work with agencies, and planning for the program.</p>		
<p>6a. a. Planning and scheduling.</p>	Disposition: Use file no. 1901-2.	
<p>6b. b. Agency Monitoring Files (formerly "Agency Files"). Records are arranged by name of agency.</p>	Cut off at end of year in which inspection cycle closed. Retire to Federal records center when 15 years old. Destroy 50 years after cutoff.	N1-64-00-3: 3 (28A65)
<p>6c. c. Working papers maintained by individual analysts. Consists of drafts, notes, background materials, extra copies of documents and printed material.</p>	Destroy when no longer needed for current business or when 5 years old, whichever is sooner.	
<p>7. 1902-5. Statistical Collection, Analysis and Reporting Records that document collecting and compiling data on the classification management programs of Executive agencies, in order to prepare and issue official reports to the President, the Congress or other oversight bodies. This includes information on the National Industrial Security Program. Includes: The SF-311 "Agency Security Classification Management Program Data" for each agency, drafts and related records used in preparing official reports, and data on the cost of the classification management program to agencies.</p>		
<p>7a. a. All records, excluding those listed below.</p>	PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block are 15 years old.	N1-64-00-3. 1b, 2 (28A40b, 28A45)
<p>7b. b. Drafts and working papers related to preparing official reports.</p>	Cut off annually. Destroy when 5 years old	N1-64-00-3 1a (28A40a)
<p>8. 1902-6. Program Improvement: Records that document Special projects and studies to improve the national information security program which may result in special reports or findings. Includes development of forms and procedures for the program.</p>		

8a. a. All records, excluding those listed below.	Cut off annually. Destroy when 10 years old.	NC1-269-84-3-28A75a
8b. b. Background materials, requisitions, specifications, processing data, and control records used in development of Standard Forms.	Destroy when related form is discontinued, superseded, or canceled. (GRS 16, item 3(b))	
8c. c. Final copies of special reports or studies.	PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block 10 years old.	NC1-269-84-3-28A70, 28A75b
9. 1902-7. Communications: Records that document communication and outreach to agencies and interest groups. Includes conducting, sponsoring, or participating in symposia, speeches by staff, and providing Security Education and Training		
9a. a. All records, excluding those listed below	Cut off annually. Destroy when 5 years old.	NC1-269-84-3-28A50, 28A55
9b. b. Publications record set of communications materials.	PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when the newest records in the block are 10 years old.	
9c. c. Speeches by the Director	File in 1901-1.	NC1-269-84-3-28A60