

Request for Records Disposition Authority

(See instructions on reverse)

To: National Archives and Records Administration (NARA)
Washington, DC 20408

1. From: (Agency or establishment)

Office of the Director of National Intelligence

2. Major Subdivision

The Iran Mission Manager

3. Minor Subdivision

4. Name of Person with whom to confer

John F. Hackett

5. Telephone (include area code)

703-275-2215

Leave Blank (NARA Use Only)

Job Number

NI-576-08-2

Date Received

8/18/08

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4/23/09

Archivist of the United States

WITHDRAWN

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 6 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 has been requested

Signature of Agency Representative

John F. Hackett

Title

Director of Information Management

Date (mm/dd/yyyy)

08/12/2008

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See attached 6 pages.		

**Office of the Director of National Intelligence
IRAN MISSION MANAGER****Records Control Schedule****Mission Description**

The Iran Mission Manager (IMM) is responsible for integrating collection and analysis on Iran across the Intelligence Community (IC), identifying and filling gaps in intelligence, and planning and ensuring the implementation of strategies, among other duties. The establishment of an Iran Mission Manager was recommended by the Weapons of Mass Destruction (WMD) Commission and endorsed by the President. Established November 8, 2005, and reporting to the Director of National Intelligence, the Manager and staff are responsible for leading the Intelligence Community at the strategic level rather than directly managing operations or analysis.

Application of the Records Control Schedule Disposition Instructions

The disposition instructions in the records control schedule are mandatory. Any Federal records received or created by IMM personnel or IMM contractors not specifically covered by this schedule or the General Records Schedules are to be retained until such time as an applicable disposition authority approved by the National Archives and Records Administration (NARA) is obtained. To take into account the fluid nature of electronic filing, those responsible for implementing this schedule should be aware that record copies of record types described in this schedule are to receive the prescribed disposition wherever they are filed.

The Information Management Officer with responsibility for IMM records will support effective implementation of the disposition requirements of this schedule through the development and issuance of appropriate operational guidance and supplementary instructions necessary to assure adequate and proper documentation of the official mission, responsibilities, and actions of IMM.

Note on Sensitivity of IMM Records

The majority of the records addressed in this schedule are classified as national security information in accordance with statutory and national policy directives. Most of the records series described in this schedule contain information classified to the TS/SCI level, requiring planning for their continued security until they are declassified or destroyed. The user of this schedule should assume the subject records are highly classified unless noted otherwise. In addition, certain series may contain material covered by the Privacy Act or potentially exempt from disclosure under the Freedom of Information Act for reasons other than national security, such as law enforcement information, commercially sensitive ("trade secrets") information, or grand jury documentation. An effort has been made to note these series.

Note on Vital Records

Although no vital records are currently identified in this schedule, records management personnel should be alert to the need to identify such records so that they can be accessed quickly when needed. Vital records are (1) those that specify how the ODNI will operate in case of an emergency or disaster, (2) those necessary to the ODNI's continued mission-critical operations during and after an emergency, and (3) those that must be preserved to protect the legal and financial rights and interests of the ODNI and of persons affected by the ODNI.

Note on Electronic Records

The IMM and staff maintain record copies of official files in electronic form on both shared and individual network drives. In addition, some staff members may keep some files on their

individual local drives, although this is discouraged. Records kept on both the network and local individual drives that are not disposable under the General Records Schedules (GRS) are to be moved or copied to the network shared drives or kept in paper files, as appropriate, to be retained or destroyed in accordance with an approved ODNI disposition authority.

Note on Terminology

The term "production records" as used in this schedule is employed as an Intelligence Community term of art referring to material collected and assembled to forward the intelligence process. The records may consist of the products of all of the elements of that process that combine to become "finished intelligence", including acquisition, collection, analysis, and assessment, among other substantive activities that lead to historically valuable records, usually centered on a certain subject, area, or issue. The term does not refer to the facilitative records occasioned by the process of funding, designing, and physically publishing finished intelligence products which are covered by GRS 13.

Records Descriptions and Disposition Instructions

Item	Title & Description	Disposition
1.	Iran Mission Manager and Deputy Front Office Files, 2006 to present.	
1a.	Files on shared drive containing production records such as source material, analyses, and background information leading to policy development. Records include results of Collection Board (NIC-C) meetings, records of Collection and Analysis Postures, Impact Statements, and Community Postures that are input for and influence the core strategy and policy coordination function of the IMM and record copies of signed IMM memoranda. Files also contain key documentation of prescribed structured policy processes such as the IMM crisis management plan.	
1b.	Iran Mission Manager's Group Calendar. A Lotus Notes (or successor) database containing the schedule and activities of the Mission Manager and all staff.	
1b1.	Mission Manager's Calendar.	
1b2.	Mission Managers Group Calendar for officials	

<p>1c.</p> <p>1d.</p>	<p>below Mission Manager level.</p> <p>Supervisors' copies of personnel records, including employee performance appraisals, which are to be treated under item 10a.</p> <p>Front office files on S: drive kept for convenience of reference, including copies of DNI speeches, products of other ODNI components, and public information materials.</p>	<p>dispose under GRS 23, item 1a.</p> <p>Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer per GRS 1, item 18.</p> <p>Temporary. Destroy when no longer needed or when superseded.</p>
<p>2.</p>	<p>"Action Tracker" Files.</p> <p>MS Office and Adobe documents on SharePoint collaboration site on Intelink used to track internal and external taskings levied on members of IMM by outside offices/agencies. It documents the progress of projects, dates, points of contact in the office, and a chronology of contacts. Files for the period 2006 to 7/2007 were filed solely on S: drive "Action Tracker" then moved to Intelink, although some parts of actions such as chronologies and final products are still filed on the S: drive.</p> <p>Arranged by control number: single digit year followed by four digit serial number.</p>	<p>Permanent. Maintain electronic files in active system until no longer needed, copy to verified new media as required for preservation and occasional reference. Transfer to NARA when 30 years old, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
<p>3.</p> <p>3a.</p> <p>3b.</p>	<p>"Memo Tracker" Files.</p> <p>MS Office and Adobe files on Intelink site used to track all controlled communications (memoranda) sent out of Iran Mission Manager's Office and signed by the Mission Manager. Includes drafts, creator, recipient, requirements, dates, and PDF file of scanned copy of signed memo. 11/2005 to 12/2006 files on S: drive.</p> <p>Convenience hardcopies of signed memoranda and tracking slips.</p> <p>First memo tracked is numbered 1010; numbered sequentially thereafter in chronological order.</p>	<p>Permanent. Maintain electronic files in active system until no longer needed, copy to verified new media as required for preservation and occasional reference. Transfer to NARA when 30 years old, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p> <p>Temporary. Destroy when no longer needed.</p>
<p>4.</p>	<p>"Briefing Tracker" Files.</p> <p>MS Office and Adobe files on Intelink site used to track preparations, agendas, files, and follow-up materials for meetings held between IMM office members below the Director's level and external offices. Records previous to 11/2005 maintained on S: drive.</p>	<p>Temporary. Destroy or delete when no longer needed.</p>

5.	<p>"Resource Recorder" Files.</p> <p>The file holds spending plans, spending reports, statements of work and proposals. These are local convenience copies of materials forwarded to a higher authority. Maintained on the S: drive.</p>	<p>Temporary. Expenditure accounting records may be handled under GRS 7: Destroy or delete when 2 years old. Budget preparation records may be handled under GRS 5: Destroy or delete when 2 years old. Contract files may be handled under GRS 3: Destroy or delete when 3 years old. All files in this series may be destroyed when no longer needed after elapse of GRS period or useful life.</p>
6.	<p>Strategy and Implementation Files.</p> <p>File holds documents relating to the IMM strategic planning and implementation of strategies, including IMM meeting agendas and minutes, action summaries, recommended courses of action, and plans and processes. Filed in Strategy and Implementation folder on the S: drive.</p>	<p>Permanent. Maintain electronic files in active system until no longer needed, copy to verified new media as required for preservation and occasional reference. Transfer to NARA when 30 years old, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
7.	<p>Iran Strategy Board Files.</p> <p>Contain all meeting minutes, agendas, after action reports, contact lists, and other key documentation used by the Strategy Board, which is a group of senior intelligence officers from throughout the Intelligence Community with collection, analysis, strategic, and policy experience that meets for 2 hours each month to discuss strategic objectives and current issues across the IC relating to Iran. Maintained on the S: Drive and on SharePoint on Intelink.</p>	<p>Permanent. Maintain electronic files in active system until no longer needed, copy to verified new media as required for preservation and occasional reference. Transfer to NARA when 30 years old, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
8.	<p>Reference Files.</p> <p>Copies of memoranda, reports, budgets, publications, and other agency records maintained for convenience of reference.</p>	<p>Temporary. Destroy when no longer needed or when superseded.</p>
9.	<p>Internal Procedure Files.</p> <p>Routine office administrative files containing standard operating procedures and resulting products relating to orientation, paperwork, and system privileges for arriving and departing employees. Filed in "Onboarding" folder.</p>	<p>Temporary. Destroy when two years old in accordance with GRS 23, Item 1, or when no longer needed, whichever is later.</p>
10.	<p>Human Resources Records.</p> <p>10a. Supervisors' copies of Official Personnel Files documentation.</p> <p>Identified by employee name.</p>	<p>Temporary. Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer per GRS 1, item 18.</p>

<p>10b.</p>	<p>Applications for employment, interview files, position descriptions, draft and final vacancy notices, supervisors' personnel records, including performance appraisals. This item includes personnel-related materials filed in the "Mission Manager and Deputy Only File." Identified by applicant name, position title, as applicable.</p>	<p>Temporary. Employee interview records: Destroy 6 months after transfer or separation of employee per GRS 1, item 8. Interview records and applications of unsuccessful applicants, vacancy postings: Destroy when no longer needed. Supervisors' personnel files: Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer, per GRS 1, item 18.</p>
<p>11.</p> <p>11a.</p> <p>11b.</p> <p>11c.</p>	<p>Mission-related Drafts and Working Papers on Shared Drives or Collaborative Environments</p> <p>Drafts and other work papers accumulated at the Deputy Mission Manager level and above that were coordinated outside the unit of origin or contain information that adds to a proper understanding of the formation and development of policy, decisions, or actions.</p> <p>Drafts and other work papers accumulated at levels below Deputy Mission Manager that were coordinated outside the unit of origin or contain information that adds to a proper understanding of the formation and development of policy, decisions, or actions.</p> <p>Drafts and other work papers produced throughout IMM at or below the Directorate level and not coordinated and/or disseminated outside the unit of origin and that do not contain information documenting substantive policy development, action, or decision making. These drafts and working papers do not result in a final product or an approved finished report. Included are such materials as rough notes and calculations; drafts produced solely for proof reading; readily available reference material; originating office copies of letters of transmittals that do not add any information to that contained in the transmitted material; and receiving office copies if filed separately</p>	<p>Permanent. Maintain electronic files in active system until no longer needed, copy to verified new media as required for preservation and occasional reference. Transfer to NARA when 30 years old, in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p> <p>Disposition same as Final. File with the final version of the document to which they relate.</p> <p>Temporary. Destroy when no longer needed or when superseded.</p>
<p>12.</p>	<p>Common IMM Administrative Records.</p> <p>Facilitative records, including administrative subject files, suspense files, tracking and control records, transactional databases, calendars below the senior level, and other transitory documents kept for</p>	<p>Temporary. Delete or destroy when 2 years old or when no longer needed per GRS 23.</p>

	<p>convenience of reference and which relate to routine internal administration or housekeeping activities of the office rather than the mission functions for which the office exists.</p>	
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