

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 North Korea 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-576-08-3

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4/23/2009.

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WITHDRAWN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 4 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)

8/12/2008

Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See attached 4 pages.		

**Office of the Director of National Intelligence
NORTH KOREA MISSION MANAGER**

Records Control Schedule

Mission Description

The Mission Manager for North Korea (NKMM) is responsible for integrating collection and analysis on North Korea across the Intelligence Community, identifying and filling gaps in intelligence, and planning and ensuring the implementation of strategies, among other duties.

The Mission Manager leads the Intelligence Community at a strategic level rather than directly managing operations or analysis. North Korea is given high priority as an intelligence target by the highest levels of the government.

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 NKMM personnel or NKMM 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 NKMM 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 NKMM.

Note on Sensitivity of NKMM 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 NKMM 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.

Records Descriptions and Disposition Instructions

NORTH KOREA MISSION MANAGER SUBJECT FILES

Item	Title & Description	Disposition
	<p>North Korea Mission Manager Subject Files. Ad Hoc Subject file on the NKMM shared drive containing all work products intended for circulation or needed for administrative control, within and outside of NKMM, in the course of the unit's mission of coordinating IC collection and analysis of intelligence related to North Korea. Includes general administrative files. The main file of recommendations and assessments intended for the NIC and the IC, which is the unit's primary product, is held in the MFR and SSF folder (Item 1a.), containing Memoranda for the Record and the associated Staff Summary Form. However all files, both ephemeral facilitative and permanent substantive, are integrated into this single filing system. See attached list of files on the shared drive.</p>	
<p>1.</p> <p>1a.</p> <p>1b.</p>	<p>Program Subject Files. Files related to, supporting, and fulfilling the mission of integrating collection and analysis on North Korea across the Intelligence Community, identifying and filling gaps in intelligence, and planning and ensuring the implementation of strategies.</p> <p>Memos for the Record (MFR) and associated Staff Summary Forms (SSF), Senior Core Group records, Working Group records, Experts Panel records, and similar policy level documentation and supporting documentation.</p> <p>Drafts and other work papers accumulated at the Deputy level and above that were coordinated outside the unit of origin and contain information that adds to a</p>	<p>Permanent. Electronic files: Maintain 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>Paper Files: Cut off paper files and reports when 5 years old and transfer to ODNI records storage facility. Transfer to NARA when 30 years old.</p> <p>Permanent. Electronic files: Maintain files in active system until no longer needed, copy to verified new media as required for</p>

<p>1c.</p> <p>1d.</p> <p>1e.</p>	<p>proper understanding of the formation and development of significant policies, 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 and 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 the Mission Manager staff at or below the Manager 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 material as rough notes and calculations; drafts produced solely for proof reading; readily available reference material; originating office copies of letters or transmittals that do not add any information to that contained in the transmitted material; and receiving office copy if filed separately</p> <p>Research materials, press clips, travel documentation, liaison visit documentation, and other background material unrelated to policy development, recommendation, and reporting to higher authority.</p>	<p>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>Paper Files: Cut off paper files and reports when 5 years old and transfer to ODNI records storage facility. Transfer to NARA when 30 years old.</p> <p>Disposition same as Final. File with the final version of the document to which they relate.</p> <p>Temporary. Screen annually and maintain in current files until no longer needed for business purposes, then destroy.</p> <p>Temporary. Destroy when no longer needed.</p>
<p>2.</p> <p>2a.</p> <p>2b.</p>	<p>Common NKMM Administrative Files.</p> <p>Facilitative records, including administrative subject files, suspense files, tracking and control records, transactional databases, calendars below the senior level, indexes, and other transitory documents kept for 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> <p>Mission Manager's Calendar. A Lotus Notes (or successor) database and paper desk calendar containing the schedule and activities of the Mission Manager.</p>	<p>Temporary. Delete or destroy when 2 years old or when no longer needed per GRS 23.</p> <p>Permanent. Electronic files: Maintain Mission Manager's Calendar 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</p>

<p>2c.</p>	<p>Document reference library containing copies of memoranda reports, budgets, publications, and other agency records maintained for reference purposes.</p>	<p>accordance with standards set forth in Federal regulations. Paper files: Cut off paper files yearly and transfer to ODNI records storage facility. Transfer to NARA when 30 years old.</p> <p>Temporary. Destroy when no longer needed or when superseded.</p>
<p>3. 3a. 3b.</p>	<p>Human Resources.</p> <p>Supervisors' copies of Official Personnel Files documentation.</p> <p>Applications for employment and Interview files.</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. Employee interview records: Destroy 6 months after transfer or separation of employee per GRS 1, item 8. Interview records and applications of unsuccessful applicants: Destroy when no longer needed</p>
<p>4.</p>	<p>Budget Background Records.</p> <p>Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.</p>	<p>Temporary. Destroy when 3 years old in accordance with GRS 5, items 2 & 3.</p>