

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
Cuba-Venezuela 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-576-08-4

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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WITHDRAWN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 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)
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 GRS or Superseded Job Citation	10.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 4 pages.		

**Office of the Director of National Intelligence
CUBA-VENEZUELA MISSION MANAGER**

Records Control Schedule

Mission Description

The Cuba-Venezuela Mission Manager (CVMM) heads the national intelligence community's strategic-level policy implementation by coordinating collection, analysis, operational planning, and performance evaluation efforts. CVMM establishes intelligence target priorities for Cuba and Venezuela-related issues and identifies gaps in intelligence production. The CVMM is composed of a staff of 6 assigned to the immediate office of the Mission Manager.

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 CVMM personnel or CVMM contractors not specifically covered by this schedule or the General Records Schedules are to be retained until 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 CVMM 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 CVMM's mission, responsibilities, and actions.

Note on Sensitivity of CVMM 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 appropriate planning for their continued secure storage 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 CVMM 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.	<p>CVMM Annual Report and Related Files</p> <p>Electronic text files (Lotus Notes, MS Word, PDF documents) that are records created and accumulated in the course of preparing the CVMM Annual Report to the DNI that provides a yearly review and consolidated description of CVMM's administration, management, and program accomplishments. Production records contribute to an understanding of CVMM policy, analysis, coordination, and decision-making reflected in the Annual Report.</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>The Annual Reports are permanent and will be retained and retired by the DNI Executive Secretary.</p>
2.	<p>Congressionally Directed Action (CDA) Coordination Files</p> <p>Electronic text files (Lotus Notes, MS Word, PDF documents) of material prepared in the course of collaborating with the IC and with other agencies to develop and produce five topical reports required annually by the Cuban Liberty and Democratic Solidarity (Libertad) Act of 1996 (P.L. 104-114) (Helms-Burton). CVMM is the DNI organization with functional responsibility for collaboration and coordination necessary to satisfy that statute's reporting requirements as set forth in Section 108.</p> <p>The reports are: <u>Official Aid to Cuba</u>; <u>Cuban Trade Partners and Patterns</u>; <u>Joint Ventures and Property-Related Agreements</u>; <u>Cuba's Foreign Debt</u>; and <u>Cuban Arms Purchases and Sales</u>.</p> <p>Draft reports are prepared by the CIA's Office of Asian Pacific, Latin American, and African Analysis, Latin America Issue Group. CVMM is the focal point for coordinating, reviewing, and editing the final reports. Once approved by DNI, the final reports are printed and distributed through the DNI's Legislative Affairs office.</p> <p>These files contain routine coordination documentation</p>	<p>Temporary. Delete from system 5 years after report is issued or when no longer needed, whichever is later.</p> <p>These final paper reports issued by DNI are permanent and will be retained and retired by the DNI Executive Secretary.</p>

	<p>without CVMM originated substantive data and information since the drafts are prepared elsewhere and the final reports are approved and issued by the DNI. Arranged by type of report and thereunder chronologically.</p> <p>3. CVMM General Reference File</p> <p>This file contains paper copies of communications, reports, analyses, assessments, and other classified documents from a wide range of sources within the IC and other government agencies, documents selected from both government and non-government Web sites, open source clippings and articles, and notes regarding subjects and topics of interest to CVMM which are used to maintain substantive, up-to-date, and readily available information on Cuba, Venezuela, Colombia, and other related geographic areas of interest to U. S. Intelligence in accordance with statutory mandates. There are no CVMM originated records in the file. Arranged in two parts: Unclassified and Classified and thereunder by subject.</p> <p>4. Strategic Collection and Analysis Subject Files</p> <p>Electronic text files (Lotus Notes, MS Word, PDF documents) that identify analytical and intelligence collection and integration requirements and processes prepared for use by IC and other government agencies to support the CVMM mission. Arranged by subject.</p> <p>5. Drafts and Working Papers</p> <p>5a. Drafts and other work papers accumulated at the Deputy Director level and above 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>5b. Drafts and other work papers accumulated at levels below Deputy Director that were coordinated outside the unit of origin and contain information that adds to a proper understanding of the formation and development</p>	<p>Temporary. Destroy reference items when no longer needed or when superseded.</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>Permanent. Electronic Files: 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>Paper Files: Maintain paper files in current files area for 10 years or until no longer needed whichever is later, thereafter transfer to agency records storage area. 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>
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	of policy, decisions, or actions.	
5c.	Drafts and other work papers produced within CVMM 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 material as rough notes and calculations; drafts produced solely for proof reading; readily available reference material; originating office copies of letters or transmittal that do not add any information to that contained in the transmitted material; and receiving office copy if filed separately.	Temporary. Screen annually and maintain in current files areas until no longer needed for business purposes, then destroy.
6.	Administrative Records.	
6a.	Mission Manager's Calendar.	Permanent. 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 accordance with standards set forth in Federal regulations.
6b.	Facilitative records, including administrative subject files, suspense files, tracking and control records, copies of budget related records, transactional databases, calendars below the senior level, indexes, employee leave requests, and other transitory documents kept for convenience of reference or which relate to routine internal administration or housekeeping activities of the office rather than the mission functions for which the office exists.	Temporary. Delete or destroy when 2 years old or when no longer needed per GRS 23.
6c.	Supervisors' copies of Official Personnel Files documentation.	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 8.
6d.	Applications for employment and interview files.	Temporary. Employee interview records: Destroy 6 months after transfer or separation of employee per GRS1, item 8. Applicant interview records: Destroy when no longer needed.