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 National Counterintelligence Executive

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
N1-576-08-5

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
12 11 10

Archivist of the United States

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 14 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:

[X] 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 GRS or Superseded Job Citation	10.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 14 pages.		

Office of the Director of National Intelligence
OFFICE OF THE NATIONAL COUNTERINTELLIGENCE EXECUTIVE

Records Control Schedule

Mission Description
The National Counterintelligence Executive (NCIX) serves as the head of national counterintelligence (CI) for the United States Government and is directly responsible to the Director of National Intelligence (DNI). NCIX facilitates and enhances US counterintelligence efforts and awareness by:

- Enabling the CI community to identify, assess, and prioritize counterintelligence threats from foreign powers, terrorist groups, and other non-state entities.
- Ensuring the CI community acts efficiently and effectively.
- Providing for the integration of all US counterintelligence activities.

NCIX chairs the National Counterintelligence Policy Board, the principal interagency mechanism for developing national CI policies and procedures, and heads the Office of the National Counterintelligence Executive (ONCIX). The ONCIX is responsible for producing an annual strategic planning assessment of the counterintelligence threats to the United States and for drafting a National Counterintelligence Strategy. Pursuant to the Counterintelligence Enhancement Act of 2002, the ONCIX also performs a variety of other integrative and evaluative functions for the CI community. The ONCIX develops, coordinates, and/or produces:

- Annual foreign intelligence threat assessments, such as the National Threat Intelligence Priority Assessment, and other analytic CI products.
- An annual national CI strategy for the US Government.
- Priorities for CI collection, investigations, and operations.
- CI program budgets and evaluations that reflect strategic priorities.
- In-depth espionage damage assessments.
- CI awareness, outreach, and training standards policies.

The Office of the National Counterintelligence Executive succeeded the **National Counterintelligence Center (NACIC)** under the Counterintelligence Enhancement Act of 2002. NACIC had been established in 1994 by Presidential Decision Directive (PDD) 24 in response to the arrest of CIA mole Aldrich Ames. Many NCIX records series include legacy records from NACIC.

In 2004, Congress passed amendments to the National Security Act of 1947 known as the **Intelligence Reform and Terrorism Prevention Act of 2004**, which reorganized the national intelligence establishment and created the **Office of the Director of National Intelligence (ODNI)** which began operations on April 22, 2005. **The National Counterintelligence Executive (NCIX)** was incorporated into the ODNI under provisions of the 2004 act.

Application of the Records Control Schedule Disposition Instructions
The disposition instructions in this records control schedule are mandatory. Any Federal records received or created by NCIX personnel or NCIX contractors not specifically covered by this schedule or the General Records Schedules (GRS) 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 NCIX 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 NCIX.

Note on Sensitivity of NCIX 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
Records management personnel should be alert to the need to identify vital 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 NCIX 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

OFFICE OF THE NATIONAL COUNTERINTELLIGENCE EXECUTIVE, DEPUTY NATIONAL COUNTERINTELLIGENCE EXECUTIVE, AND CHIEF OF STAFF EXECUTIVE SECRETARIAT

Item	Title & Description	Disposition
NCIX 1.	**Registry System (Record Log) and Controlled Communication Files.** Incoming and outgoing official NCIX communications controlled and maintained in a Lotus Notes Database that document NCIX mission	**Permanent.** Maintain electronic records 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 and in accordance with

	performance, policy, procedures, operations, and strategic guidance. Consists of communications from Executive and Legislative Branch organizations and the public as well as NCIX outgoing responses and other communications relating to NCIX component products including "Congressionally Directed Actions" (CDAs), "Letterhead Memoranda," the National Counterintelligence Strategy, and National Counterintelligence Operating Plan.	standards set forth in Federal regulations. ~~Previously scheduled as paper records in NACIC schedule N1-220-97-4, items 1(a), 2, 30 and 31.~~
NCIX 2.	**Suspense Tracking System.** ODNI tasking memoranda and orders and responses prepared by NCIX components and staff members maintained in a Lotus Notes Database. The system is used by the office to administer and track assignments, deadlines, comments, and reports prepared in response to ODNI requirements. Subject matters include administrative, procedural, and operational topics.	**Permanent.** Maintain electronic records 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 and in accordance with standards set forth in Federal regulations.
NCIX 3.	**Front Office Administrative Records**	
NCIX 3a.	~~**NCIX Directors'** **Lotus Notes Calendar.**~~	~~**Temporary.** Delete or destroy when 2 years old or when no longer needed. GRS 23, Item 5~~
NCIX 3b.	**NCIX Central—Administrative and Resource Database Files.** Administrative tracking and scheduling databases and NCIX-wide reference files available for staff use. Among the reference files are items such as CI Bulletin; "MFR" (Memoranda for Record) containing staff comments/observations on conference attendance, training experiences, informational sessions with CIC agencies staff members; administrative/office procedures and instructions.	**Temporary.** Delete information and data when superseded or obsolete and when no longer needed.
NCIX 4.	**Agenda and Minutes of the National Counterintelligence Policy Board (NCIPB) Monthly Meetings.** The NCIPB consists of CI agency representatives who advise and support the ODNI and NCIX. The Executive Secretariat is the office of record, preparing, filing and maintaining these electronic and paper records of the agendas, minutes, and any decision documentation.	**Permanent.** Cut off paper records annually, hold for 5 years and then transfer to the ODNI records storage facility. Transfer to NARA in 5 year blocks when 30 years old. Delete electronic files when no longer needed.
NCIX 5.	**Attorney's Files.** Working files of the on-site representative of the ODNI General Counsel reflecting review and advice on directives, ethics, and administrative law. All final products are filed in the General Counsel's files.	**Temporary.** Destroy/Delete when no longer needed. May include personnel-related records subject to GRS 1.

ANALYSIS & COLLECTION SECTION

Item	Title & Description	Disposition
NCIX 6.	**Congressionally Directed Action (CDA) Files.** Electronic case files (text files, Lotus Notes, MS Word, Excel documents) of material collected and produced in the development of 5 periodic reports required by statute, including PDF files of some reports and printed copies. The subjects of the reports are (1) China (2002-present), (2) Economic Espionage (1995 to present), (3) NTIPA—National Threat Intelligence Priority Assessment (2004-present), (4) Foreign Intelligence Threats to the Department of Energy (yearly 1998-2001, every 3 years, 2002 present), and (5) Operation Armageddon—a Red Team exercise report (2000 to present). Some reports glossily printed for transmittal to Congress and other customers, others printed less formally. Arranged by type of report. Some legacy reports among records, others filed among NACIC materials.	**Permanent.** Electronic files: Maintain 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. Paper files: Cut off printed reports when no longer needed and transfer to ODNI records storage facility. Transfer to NARA when 30 years old.
NCIX 7.	**Counterintelligence Assessments (Comments) Files.** Electronic files. Facilitative, research, and background records: material collected, compiled, and produced in response to CI taskings from the National Intelligence Council and National Intelligence Board and other coordination tasks related to CI collection by IC agencies and others. Reports regarding CI collection policy and other CI-related taskings are captured as permanent records by the National Intelligence Council (NIC).	**Temporary.** Destroy/Delete when 5 years old or when no longer needed, whichever is later.
NCIX 8. NCIX 8a.	**Counterintelligence Records Pertaining to Strategic Plan Implementation.** Agendas, minutes, and production records of working groups, including the Analytic Working Group, and roundtables that conduct interagency work to implement strategic and operating plans.	**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.
NCIX 8b.	Production records related to country and/or topic-specific plans that implement strategic and operating plans	**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.
NCIX 9.	**"Counterintelligence Highlights."** Material	**Proposed Temporary.** Destroy/Delete when

	collected for a monthly current information newsletter directed at ONCIX and the CI Community; product posted to the CI Community on an internal website.	5 years old or when no longer needed, whichever is later. **Disposition not authorized** until greater accumulation of product. Resubmit after one year.

COMMUNITY ACQUISITION RISK SECTION (CARS)

(formerly Community Acquisition and Risk Center—CARC)

Item	Title & Description	Disposition
NCIX 10.	**Threat Assessment Case Files. Paper and Lotus Notes.** 1987-April 2007.	
NCIX 10a.	**Precedent-Setting Threat Assessment Case Files.** Paper and electronic files in the Main File that have been selected by staff to document unique, precedent-setting, procedurally groundbreaking, and/or nationally important cases. A small portion of the case files, less than 500. Files contain confidential business information and privacy information.	**Permanent.** Electronic files: Maintain 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. Paper files: Segregate selected cases from temporary files at 5-year cut off date for paper Threat Assessment Files and transfer to ODNI records storage facility. Transfer selected files to NARA when 30 years old.
NCIX 10b.	**Threat Assessment Case Files, Main File.** Pre-April 2007 files are comprised of both paper and electronic files. Post-April 2007 case files are kept in electronic form in the CARS Action Item Tracking System (CAITS). Files created during the process of assessing whether companies doing, or seeking to do, business with the IC represent a security threat. Files contain collected background and source information, materials developed during analysis, and a final threat assessment provided to the agency that initiated the inquiry. Arranged by name of prospective contractor. 10,000 case files/148 cubic feet. Files contain confidential business information and privacy information.	**Temporary.** Maintain in active file for 5 years after issuance of threat assessment and then move to ODNI records storage facility. Destroy paper records in 5-year blocks 10 years after issuance of latest assessment in block. Delete electronic records in CAITS 10 years after issuance of assessment.
NCIX 11.	**Committee on Foreign Investment in the U. S. (CFIUS) Counterintelligence Investigative Files.** 1988 to 2007.	
NCIX 11a.	**Precedent-Setting CFIUS Case Files.** Files in that have been selected by staff as documenting unique, precedent-setting, and/or nationally important cases. Files contain confidential business information and privacy information.	**Permanent.** Electronic files: Maintain 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. Paper files: Segregate selected cases from temporary files at 5-year cut off date for paper Threat Assessment Files and transfer to ODNI records storage facility. Transfer selected files to NARA when 30 years old.
NCIX 11b.	**CFIUS Case Files, Main File.** Files created during the process of assessing whether foreign financial interests investing in the U.S, or seeking to do so, represent a threat to national security. Files contain confidential business information and privacy information.	**Temporary.** Cut off paper files 5 years after issuance of threat assessment and move to ODNI records storage facility. In 5 year blocks, destroy paper records and delete electronic records in CAITS 10 years after issuance of assessment.
NCIX 12.	**Action Tracking Systems.** Electronic successor systems such as CAITS and ICARAS (Intelligence Community Acquisition Risk Assessment System), to paper Threat Assessment Case Files and CFIUS Counterintelligence Investigative files, including all material assembled for assessment since April 2007.	
NCIX 12a.	**Precedent-Setting Threat Assessment Case Files and CFIUS Files in Tracking System.** Files that have been selected by staff from the Main File as documenting unique, precedent-setting, and/or nationally important cases. A small portion of the case files, less than 50. Files contain confidential business information and privacy information.	**Permanent.** Maintain 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 and in accordance with standards set forth in Federal regulations.
NCIX 12b.	**Action Item Tracking System, Main File.** Files created during the process of assessing whether companies doing, or seeking to do, business with the IC represent a security threat. Files contain collected background and source information, materials developed during analysis, and a final threat assessment provided to the agency that initiated the inquiry. Also contains CFIUS files created during the process of assessing whether foreign financial interests investing in the U.S, or seeking to do so, represent a threat to national security. Files contain confidential business information and privacy information.	**Temporary.** Delete from system ten years after issuance of threat assessment, except for selected precedent-setting cases.
~~**NCIX 13.**~~	~~**CARS (formerly CARC) Administrative Files.** Administrative files of miscellaneous reference materials from other agencies, transmittals, industrial security directives and issues, National Interest Determinations (NIDs), copies of memoranda of agreement with other agencies, transmittal and facilitative documentation of transactions with other agencies in the threat assessment process, office administration, travel,~~	~~**Temporary.** Destroy when 2 years old per GRS 23, Item 1 or when no longer needed, whichever is later.~~

	and non-current, ephemeral and transitory material (e.g. copies of PowerPoint presentations on the unit's mission).	
NCIX 14.	**"Policy and Guidance Files."** Operational guidance in both paper and electronic formats concerning analysis of evidence and determination of threat thresholds and procedural guidance for the development, issuance, and distribution of assessments.	**Permanent.** Electronic files: Maintain 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 and in accordance with standards set forth in Federal regulations. Paper files: Transfer to ODNI records storage facility when no longer needed. Transfer to NARA when 30 years old.

COMMUNITY PROGRAMS & EVALUATION SECTION

Item	Title & Description	Disposition
NCIX 15.	**CP&E Program Records.** These records are the result of NCIX analytical, programmatic, and budgetary evaluations of the counterintelligence (CI) plans and programs carried out by the Counterintelligence Community (CIC) agencies. The records consist of a broad range of record types with the majority being in electronic formats (e-mails, spreadsheets, notices to CI agencies scheduling program reviews, Power Point Presentations, analytical profiles, evaluation memoranda, metrics data, summary budgetary information, and NCIX letters containing review recommendations ("thank you letters") that document the cyclical review process as well as substantive information on the CI programs of the CIC). Included are the following: 1. CI agency submitted documents, data, and briefing packages for program reviews. 2. Community Programs & Evaluation (CP&E) produced analyses and evaluations of each agency's plans and budget requests for CI programs. 3. NCIX formal recommendations based on the CP&E reviews. 4. CPE records associated with implementation plans for the National CI Strategy. Arranged by CI agency and by type of record.	**Permanent.** Electronic files: Maintain 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. Paper files: Transfer to ODNI records storage facility when no longer needed. Transfer to NARA when 30 years old.
NCIX 16.	**NCIX Budget Records.** Records prepared and	**Temporary.** Destroy when 3 years old in

	maintained by CP&E that document the NCIX operational budget implementation. Included are records related to budget calls, spreadsheets, and other monitoring documentation connected with budget formulation and execution and related activities. Included are records associated with ordering and procurement systems—EXPRESS and ACQUIRE. Arranged chronologically by FY and by type of record.	accordance with GRS 5, items 2 & 3.
NCIX 17.	**CP&E Reference Files.** These are convenience copies related to NCIX and DNI policy, programming guidance, performance guidance, fiscal and procedural guidance as well as copies of the IPBS and CBJB and related budget process files. Arranged by subject and by type.	**Temporary.** Destroy when 5 years old or when no longer needed, whichever is later. Delete electronic records when associated paper files are destroyed.

COMMUNITY WORKFORCE DEVELOPMENT SECTION

Item	Title & Description	Disposition
NCIX 18.	**CWD Operational Records.** Files on active training programs and related initiatives undertaken by the CWD Section (formerly named the National Counterintelligence Institute), including files on a compendium of CI training, peer evaluation process documentation of CI community classes/courses, CI workforce inventory (uncompleted). Paper files and electronic records filed on a shared drive.	**Temporary.** Destroy when 5 years old or when no longer needed, whichever is later. Delete electronic records when associated paper files are destroyed.
NCIX 19.	**CWD Research Records.** Community-wide research files to include competency research and final peer evaluation/findings on community-wide CI classes/courses. These records are the result of a CWD community research and competency study in support of the development of Volumes 1 and 2 of the Fundamental Elements of the Counterintelligence Discipline Core Competencies, and the National CI Training Standards—Level 1; and content evaluations of counterintelligences courses offered by the CI community agencies.	
NCIX 19a.	**Final Products.** Formal finished studies.	**Permanent.** Electronic files: Maintain 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. Paper files: Transfer to ODNI records storage facility when no longer needed. Transfer to NARA when 30 years old.

NCIX 19b.	**Background Materials.** Research materials, reference materials, drafts, and preliminary findings.	Temporary. Destroy when no longer needed.
NCIX 20.	**Seminar Files.** Hard copy support material generated and distributed as part of a continuing program of four seminars: Strategic Approaches to Counterintelligence, Community Counterintelligence Analyst Seminar, Senior Counterintelligence Seminar, and Counterintelligence Operations/Analysis Seminar. 1994 to present. 80 cubic feet before weeding.	
NCIX 20a.	**Record Copy of Course Material.**	**Permanent.** Purge duplicate material and transfer record sets of seminar material (e.g. training packets) to the ODNI records storage facility when no longer needed. Transfer to NARA when 30 years old. ~~*NACIC Records Control Schedule N1-220-97-4, item 34*~~
NCIX 20b.	**Seminar Administrative Records and Background Material**	**Temporary.** Destroy when no longer needed
NCIX 20c.	**Student Records.** Records of individual curricula, performance, and comments.	**Temporary.** Review after 5 years. Retain as long as needed for Human Resources and possible counter intelligence purposes. Destroy when no longer needed.
NCIX 21.	**Working Group Files.** Small volume files related to the chartering, establishment, and operation of working groups and committees dedicated to special topics in workforce development, including meeting minutes and decision documentation. Record copy paper files 2000 to 2004 succeeded by electronic files 2004 to present considered record copy. 7938 files, 7 GB. Arranged by name of working group.	**Permanent.** Electronic files: Maintain 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. Paper files: Transfer to ODNI records storage facility when no longer needed. Transfer to NARA when 30 years old. ~~*NACIC schedule N1-220-97-4, item 34.*~~

DAMAGE ASSESSMENT SECTION

Item	Title & Description	Disposition
NCIX 22.	**Damage Assessment Case Files.** Case files created during assessments of damage caused by breaches of national security information and systems, containing interviews, debriefings, analyses, cables, interagency communications, copies of other agency records, artifacts, and reference material. 1997 to present. 60 cu. ft. May	**Permanent.** Purge duplicate material and retire case file to ODNI records facility upon completion, submission, and acceptance of final damage report. Transfer to NARA when 30 years old.

	contain privacy and other FOIA-restricted information.	
NCIX 23.	**DATLAN: Damage Assessment Team Local Area Network.** Shared drive electronic damage assessment case files, containing all materials in the case file susceptible to storage in electronic form. This files system is largely the successor to the paper Damage Assessment Case Files and holds all material in a case file except artifacts and some special media. One case file established for each case under the name of the subject of the case, material filed in folders dictated by subject and content of material. 1997 to present, with older scanned material. 98% Text Files/MS Word/Excel/Lotus Notes. May contain privacy and other FOIA-restricted information.	**Permanent.** Maintain both classified and unclassified versions in active system until no longer needed, presumably upon completion, submission, acceptance of final damage report, and completion of follow up actions derived from damage assessment recommendations. 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.
NCIX 24.	**Final Damage Assessment Reports.** Final published paper reports on damage from breaches of national security submitted to the intelligence community and national security officials as required by PDD24, PRD44, and EO 12333, and DNI policy. 1997 to present. 8 cu. ft. and scanned PDF files. Accumulation: several reports yearly. May contain privacy and other FOIA-restricted information and may be issued both in a classified and unclassified version.	**Permanent.** Electronic files, both classified and unclassified versions: Maintain 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. Paper files, both classified and unclassified versions: Transfer to ODNI records storage facility when no longer needed. Transfer to NARA when 30 years old.

TECHNICAL COUNTERINTELLIGENCE SECTION

Item	Title & Description	Disposition
NCIX 25.	**Science and Technology Program Records** documenting CI Community-wide coordinated policy, planning, development, acquisition, and application of scientific knowledge and technological systems and equipment, including analytical reports, significant communications with other actors in the field, and proposals for new techniques and applications.	**Permanent.** Electronic files: Maintain 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.
~~**NCIX 26.**~~	~~**System Support Activities Files.** Non-archival backup files, transitory system documentation, and facilitative files generated during the operation and maintenance of systems that support mission-oriented units.~~	~~**Temporary.** Delete when determined to be no longer needed for administrative, legal, audit, or other operational purposes per GRS 20, items 1, 3, 8, 11a & b, and 12a, b, & c.~~

STRATEGY, PLANS, & POLICY SECTION

Item	Title & Description	Disposition
NCIX 27.	**Strategic Policy and Planning Records.** The majority of the production documents prepared by Strategy, Plans, and Policy (SPP) or acquired from IC elements are in electronic formats, primarily text files. Arranged by type of record and thereunder chronologically.	
NCIX 27a.	Copies of the published NCIX-prepared National Counterintelligence Strategy of the United States of America and the National Counterintelligence Operating Plan of the United States of America. Both the Strategy and Operating Plan are retained in classified and unclassified versions.	**Permanent.** Electronic files, both classified and unclassified versions: Maintain 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. Paper files, both classified and unclassified versions: Transfer to ODNI records storage facility when no longer needed. Transfer to NARA when 30 years old.
NCIX 27b.	Production records generated in the course of preparing national CI guidance, including the Strategy and Plan, including results of interagency coordination, source material, background analyses, and internal prepublication comment.	**Permanent.** Electronic files, both classified and unclassified versions: Maintain 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. Paper files, both classified and unclassified versions: Transfer to ODNI records storage facility when no longer needed. Transfer to NARA when 30 years old.
NCIX 28.	**Operational Policy, Planning, Coordination, and Assessment Records.**	
NCIX 28a.	Policy, planning, and coordination process and production records generated by SPP. These records document NCIX's leadership role within the Intelligence Community in the development of policies, plans, programs and coordination initiatives affecting counterintelligence strategy, threat assessment, and counterintelligence programmatic evaluation.	**Permanent.** Electronic files: Maintain 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.

		Paper files: Transfer to ODNI records storage facility when no longer needed. Transfer to NARA when 30 years old.
NCIX 28b.	Convenience copies of policy, planning, and coordination records acquired from CIC elements by SPP for reference use and comments on other elements' products.	**Temporary.** Destroy when 5 years old or when no longer needed, whichever is later. Delete electronic records when associated paper files are destroyed.

ADMINISTRATIVE AND OTHER RECORDS COMMON TO NCIX COMPONENTS

Item	Title & Description	Disposition
NCIX 29.	**Common NCIX Administrative Records.**	
NCIX 29a.	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.	**Temporary.** Delete or destroy when 2 years old or when no longer needed per GRS 23.
NCIX 29b.	Document reference library containing convenience copies of memoranda, reports, budgets, publications, and other agency records maintained solely for reference purposes.	**Temporary.** Destroy when no longer needed or when superseded. ~~See NACIC Schedule, *NARA Disposition Job N1-220-97-4, item 10.*~~
NCIX 30.	**Human Resources.**	
NCIX 30a.	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 18. *See NACIC Disposition Job NARA N1-220-97-4, item 9.*
NCIX 30b.	Applications for employment and Interview files.	**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.
NCIX 31.	**Facilities.** Convenience copies of acquisition, alteration, and building services documentation, including copies of plans and blueprints. Record copies are forwarded to ODNI main facilities unit under the ADDNI for Administration.	**Temporary.** Destroy/Delete when no longer needed.

~~NCIX 32.~~	~~**Security.** Records of on-site representative of ODNI Security Office (ADDNI-Administration) reflecting implementation of personnel and physical/technical security programs. No unique documentation maintained on site.~~	~~**Temporary.** Destroy/Delete when no longer needed or when 2 years old, whichever is later, per GRS 18.~~
NCIX 33.	**Working Papers**	
NCIX 33a.	**Substantive Working Papers**	
NCIX 33a1.	Drafts and other work papers that were coordinated outside the unit of origin and contain information that adds to a proper understanding of the formation and development of final products that embody significant policies, decisions, or actions. Such products have Community-wide reach, public visibility, initiate change, or set precedent.	**Permanent.** Paper records: If possible, file working papers with the final version of the document to which they relate. Or, retain in current files until no longer needed, then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old. Electronic records: If possible, file working papers in appropriate recordkeeping systems with the final version of the document to which they relate. Or, maintain in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued 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.
NCIX 33a2.	Drafts and associated materials related to final decisions, actions, products, or policies of transitory or routine significance.	**Temporary.** Delete or destroy when 3 years old or when no longer needed, whichever is later.
NCIX 33b.	**Non-Substantive Working Papers** Collected and created materials not coordinated and/or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These drafts and working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion, reference or consultation, and associated transmittals, notes, reference and background materials.	**Temporary.** Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 U.S.C. 3024(m)(1)which "protects, among other things, the names and identifying information of Office of the Director of National Intelligence personnel." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

http://www.archives.gov/foia/