

# 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  
**Office of the Deputy DNI for Analysis**

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

**N1-576-09-3**

Date Received

**8/26/09**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

**20 Sep 2011**

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 12 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

Title

**Director of Information Management**

Date (mm/dd/yyyy)

**07/31/2009**

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1.	Records of the Office of the Deputy Director of National Intelligence for Analysis. See attached 12 pages.		

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**Office of the Director of National Intelligence  
OFFICE OF THE DEPUTY DIRECTOR OF  
NATIONAL INTELLIGENCE FOR ANALYSIS**

**Records Control Schedule**

**Mission Description**

The Office of the Deputy Director of National Intelligence for Analysis (ODDNI/A) has responsibility for enhancing the quality, timeliness, and utility of analytic support to intelligence consumers. Until July 2009, the Deputy Director for Analysis (DDNI/A) served concurrently as the Chairman of the National Intelligence Council (NIC), now a separate role. The DDNI/A also oversees the production of the President's Daily Brief (PDB), which is treated in a separate schedule. The DDNI/A directly manages the components treated in this schedule. These are the Offices of the Assistant Deputy Director for Analytic Mission Management (AMM), the Assistant Deputy Director for Analytic Integrity and Standards and Ombudsman (AIS), the Assistant Deputy Director for Analytic Transformation and Technology (ATT), and the Assistant Deputy Director for Community Support (ACS), and the Office of the Chief of Staff, which is part of the Front Office.

**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 ODDNI/A personnel or 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 Technical Officer with responsibility for the records of the Office of the DDNI/A 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 the component.

**Note on Sensitivity of DDNI/Analysis 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 highest levels, 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 Privacy Act or Freedom of Information Act restrictions 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.

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**Note on Electronic Records**

The DDNI/Analysis and staff maintain record copies of many 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) or under this schedule, as approved, 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**

**Deputy Director for Analysis**

Item	Title & Description	Disposition
A1.	<b>Front Office Files</b>	
A1a.	<b>Deputy DNI for Analysis Outgoing Correspondence Files ("Chronological Files").</b>  These Front Office files contain all outgoing correspondence signed or reviewed by the DDNI for Analysis. For 2005-May 2009 these records include the Outgoing Chronological files of the Chairman of the National Intelligence Council. These files function as the Analysis central file.	<b>Permanent.</b> Paper Records: Retain paper records in current files until no longer needed, and 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: Maintain electronic files 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.
A1b.	<b>Program Records</b> not included in 1a which are accumulated or approved at the DDNI and immediate staff level, including Chief of Staff, which were coordinated outside the unit of origin or contain information that adds to a proper understanding of the formation and development of significant final policy, decisions, or actions. Finished products and materials intended for circulation are filed as subject files on the S: drive.	<b>Permanent.</b> Electronic Records: Maintain electronic files 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.

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<p><b>A2.</b></p>	<p><b>Deputy DNI for Analysis/Chairman's Calendar / Daily and Monthly File.</b>                  Lotus Notes (or successor) databases or hard copy appointment books, wherever kept, containing the DDNI for Analysis/Chairman's calendar and schedule of front office Chair-level Activities. Record of meetings and appointments, giving attendees, contact information, time, places, and other facilitative arrangements. 2005 to Present.</p>	<p><b>Permanent.</b>                  Paper Records: Retain in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file is 30 years old</p> <p>Electronic Records: Maintain electronic files 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.</p>
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**Records Common to ODDNI/Analysis**

Item	Title & Description	Disposition
<p><b>A3.</b></p>	<p><b>Common ODDNI/A Administrative Records.</b></p>	
<p><b>A3a.</b></p>	<p><b>Office Operating Files, Facilitative Records, and Reference Files</b>                   Includes administrative subject files, suspense files, tracking and control records, transactional databases, travel records, and other transitory documents which relate to routine internal administration or housekeeping activities of the office rather than the mission functions for which the office exists. Includes routine office administrative files containing standard operating procedures and resulting products relating to orientation, paperwork, and system privileges for arriving and departing employees and detailees, including copies of materials maintained as record by Human Resources. Copies of directives, plans, contracts, press clips, travel documentation, liaison visit documentation, and other background material not directly supporting the mission or part of the process of policy development, recommendation, or reporting to higher authority are included.</p>	<p><b>Temporary.</b> Delete or destroy when 2 years old or when no longer needed per GRS 23, Item 1 or, for personnel-related records, Delete or destroy as specified for type of record per GRS 1. Travel records are governed by GRS 9.</p>
<p><b>A3b.</b></p>	<p><b>Individual and Group Calendars.</b>                  Calendars for officials and units below the DDNI for Analysis level.</p>	<p><b>Temporary.</b> Delete or destroy when 2 years old in accordance with GRS 23, Item 5a and GRS 27, Item 7.</p>

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<p><b>A4.</b></p>	<p><b>Working Papers</b></p>	
<p><b>A4a.</b></p>	<p><b>Substantive Working Papers</b></p>	
<p><b>A4a1.</b></p>	<p>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.</p>	<p><b>Permanent.</b> 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.</p> <p>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.</p>
<p><b>A4a2.</b></p>	<p>Drafts and associated materials related to final decisions, actions, products, or policies of transitory or routine significance.</p>	<p><b>Temporary.</b> Delete or destroy when 3 years old or when no longer needed, whichever is later.</p>
<p><b>A4b.</b></p>	<p><b>Non-Substantive Working Papers</b> 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.</p>	<p><b>Temporary.</b> Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.</p>
<p><b>A5.</b></p>	<p><b>Records of Boards and Working Groups.</b> Minutes, agendas, decision documentation, and copies of materials circulated at meetings, taken and collected by ATT staff in course of executive secretarial function. Filed under the name of the working group or board. Working groups and boards include but are not limited to the following:</p>	
<p><b>A5a.</b></p>	<p>Community-wide, Senior Level Board Files -Forum on Analysis 2010 -Multi-Intelligence Working Group (MINTWG) -NIAPB (National Intelligence Analysis and Production Board) Secretariat -Catalyst Council</p>	<p><b>Permanent.</b> Electronic Records: Maintain electronic files 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</p>

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A5b.	<p>-DNI Requirements Working Group (Mission Requirements Board)</p> <p>Staff Level Working Group and Committee Files, including records of the AT Steering Committee and similar groups</p>	<p>acceptable to NARA in accordance with standards set forth in Federal regulations.</p> <p>Temporary. Destroy when no longer needed or when superseded</p>
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**Assistant Deputy Director  
For Analytic Mission Management**

The key function of the Office of Analytic Mission Management (AMM) is to identify knowledge gaps across the analytic community on priority intelligence targets, and to collaborate with the collectors to close such these gaps. The AMM office also tracks and assesses the analytic community's coverage of and posture toward priority targets.

Item	Title & Description	Disposition
A6.	<p><b>Analytic Mission Management Files.</b> Electronic copies of documents created in the process of analysis-driven collection policy development, including lists of critical gaps and relevant targets, records of Strategy Board meetings and exchanges between NIC-C and National Intelligence Officers, materials related to the Integrated Collection Architecture Study, Congressionally Directed Actions and inquiries, and input to SharePoint Communities of Interest related to collection policy. Documents are maintained on the ODNI Shared Drive and/or on relevant communities of interest on Intelink or in other collaborative environments. Arranged by country or topic. 2005 to present.</p> <p>Includes <b>Program Records</b> accumulated or approved at the Deputy ADD 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 significant final policy, decisions, or actions.</p>	<p><b>Permanent.</b> Electronic Records: Maintain electronic files 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.</p>
A7.	<p><b>National Intelligence Priorities Framework (NIPF) Files.</b> The NIPF is a matrix that is the DNI's guidance to the Intelligence Community on the national intelligence priorities approved by the President. These paper and electronic text files document the development of the NIPF as it results from the review of intelligence topics by the National Security Council Principals Committee, focus group meetings, and contributions of senior analysts. The</p>	

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<p>A7a.</p>	<p><b>Framework</b> is the sole mechanism for establishing national intelligence priorities. The DDNI/A oversees this process and updates the NIPF semi-annually. Arranged by topic as reflected in matrix. 2003 to present.</p> <p><b>NIPF Matrix Files.</b> Shared drive electronic record copy of each final matrix and immediate files supporting the inclusion of the item and the assignment of priority.</p>	<p><b>Permanent.</b> Electronic Records: Maintain electronic files 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.</p>
<p>A7b.</p>	<p><b>NIPF Development Files.</b> Paper files documenting development of matrix and priorities.</p>	<p><b>Temporary.</b> Review when 5 years old. Destroy when no longer needed or when superseded</p>
<p>A8.</p>	<p><b>Executive Intelligence Summary (EIS).</b> A weekday Web-based compendium of finished intelligence produced by the agencies of Intelligence Community and compiled, edited, and published by AMM and located on Intelink-TS Classification level up to TS//SI//TK. May also include FOIA b3 and Privacy material. 2006 to present.</p>	<p><b>Permanent.</b> Electronic Records: Maintain electronic files 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.</p>
<p>A8a.</p>	<p><b>EIS as posted on Intelink.</b> The final assembled product as it is posted or circulated for executive level consumers.</p>	<p><b>Permanent.</b> Electronic Records: Maintain electronic files 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.</p>
<p>A8b.</p>	<p><b>EIS Production Documentation.</b> Standard operating procedures, distribution lists, memoranda, and usage statistics.</p>	<p><b>Temporary.</b> Review when 5 years old. Destroy when no longer needed or when superseded.</p>
<p>A9.</p>	<p><b>Analytic Resources Catalog (ARC)</b> A centralized database containing information on the professional activities of analysts throughout the Intelligence Community, such as current assignments, experience, professional histories, and education, as well as contact data. Updated and replaced after each semi-annual data call. May contain privacy information.</p>	<p><b>Temporary.</b> Review versions 5 years after superseded. Destroy when no longer needed.</p>

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<p><b>A10.</b></p>	<p><b>Analyst Yellow Pages</b> A classified web-based telephone book derived from the ARC containing contact information for analysts across the Intelligence Community. Updated after each semi-annual data call. May contain privacy information.</p>	<p><b>Temporary.</b> Destroy (overwrite) superseded information as it is updated after each data call.</p>
<p><b>A11.</b></p>	<p><b>IC Analysis Budget Files</b> Paper and electronic files created and accumulated in role as the Intelligence Community's Analysis and Production Portfolio Manager. Includes the DNI Decision Document inputs for the ODNI/CFO and IC planning and programming guidance documentation. Includes Word, PowerPoint, and spreadsheet documents, arranged by budget/program build year.</p>	<p><b>Temporary.</b> Review when 5 years old. Retain until no longer needed, and then destroy.</p>

**Assistant Deputy Director  
for Analytic Integrity and Standards  
Ombudsman**

The Office of Analytic Integrity and Standards (AIS) establishes mechanisms to ensure a high level of analytic integrity and tradecraft across the analytic community. The office assists member agencies in creating environments where analysts engage regularly in independent, alternative, and competitive analyses. The ADD for AIS also serves as the Ombudsman for the analytic community.

Item	Title & Description	Disposition
<p><b>A12.</b></p>	<p><b>Analytic Integrity and Standards Files.</b> Files on the shared drive containing all work products intended for circulation or needed for substantive evaluation, administrative control, or reference in the course of the unit's mission of coordinating and overseeing the integrity of the analytic process throughout the Intelligence Community. Material related to policy recommendations, assessments, and training intended to improve the analytical process, which is the component's mission, are found in several subseries outlined in this item. Other subseries hold facilitative and convenience files associated with the daily operation of the office or contain copies of ODNI and other agency materials held for convenience of reference. 2005 to present.</p>	
<p><b>A12a.</b></p>	<p><b>Evaluations File.</b> Reports and memoranda providing detailed assessments of specific finished intelligence products containing substantive</p>	<p><b>Permanent.</b> Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format</p>



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<p><b>A12b.</b></p> <p><b>A12c.</b></p> <p><b>A12d.</b></p> <p><b>A12d(1).</b></p> <p><b>A12d(2).</b></p>	<p>information on strengths, weaknesses, gaps in knowledge, and evaluation of analytic tradecraft.</p> <p><b>"Analysis 101" File.</b> Course materials and approaches for training based on evaluations, intended to directly address analytic shortcomings in order to improve the analytic process.</p> <p><b>Outreach and Presentations Files.</b> Meeting and conference files containing records of AIS presentations of findings to the Intelligence Community at large. Outreach files include a spreadsheet for meeting and presentation tracking records relating to, at this date, 235 meetings. Presentations file includes PowerPoint presentations, talking points, and more fully developed guidance reflecting current policies derived from intelligence product evaluations given to other agencies of the Intelligence Community.</p> <p><b>Ombudsman File.</b> The Ombudsman is a statutory function established by the IRTPA to assure the objectivity of intelligence analysis. These paper and electronic files are created and accumulated in the course of providing counsel and recommendations and conducting inquiries and arbitration in support of ensuring the integrity of analysis. May include privacy-related materials.</p> <p><b>Ombudsman Final Recommendations.</b></p> <p><b>Ombudsman Working Case Files.</b></p>	<p>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.</p> <p><b>Temporary.</b> Screen annually and maintain in current files until no longer needed for business purposes, then delete/destroy.</p> <p><b>Permanent.</b> Electronic Records: Maintain electronic files 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.</p> <p><b>Permanent.</b> Electronic Records: Maintain electronic files 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.</p> <p><b>Temporary.</b> Screen annually and maintain in current files until no longer needed for business purposes, then delete/destroy.</p>
<p><b>A13.</b></p>	<p><b>AIS Evaluations Database.</b> A contractor-administered MS Access database containing the substantive evaluations of, at present, over 2000 finished intelligence products, together with the necessary producer and background information. Organized by producing organization. Database is on the Shared Drive separate from the Program Subject Files.</p>	<p><b>Permanent.</b> Electronic Records: Maintain electronic files 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.</p>

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**Assistant Deputy Director  
for Analytic Technology and Transformation**

The Office of the Assistant Deputy Director for Analytic Technology and Transformation has the mission of providing technologies, tools, training, and expertise to Community analysts enabling collaboration, information sharing, and production of high-quality intelligence.

Item	Title & Description	Disposition
A14.	<p><b>Analytic Technology and Transformation (AT) Files.</b></p> <p>Files on the shared drive containing all work products intended for circulation or needed for substantive evaluation, administrative control, or reference in the course of the unit's mission. Files are a mixture of transitory facilitative documentation and materials providing substantive background on the development of new approaches to intelligence analysis and information sharing.</p>	
A14a.	<p><b>Initiatives Case Files.</b> These are not principally records of products of the systems or programs named, but are separate files related to policy, background, and development of Analytic Transformation's innovative programs. Initiatives include but are not limited to the following:</p> <ul style="list-style-type: none"><li>-A-Space</li><li>-Catalyst</li><li>-CCT (Collaborative Consulting Team)</li><li>-LNI (Library of National Intelligence)</li><li>-RASER (Rapid Analytic Support and Expeditionary Response)</li></ul>	<p><b>Permanent.</b> Electronic Records: Maintain electronic files 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.</p>

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<p><b>A14b.</b></p>	<p><b>Program Management Files</b> accumulated during the development, approval, consultation about, direction, and reporting on Analytic Transformation programs/projects to improve the analytic process.</p>	
<p><b>A14b(1).</b></p>	<p><b>Program Guidance Documentation.</b> Record copies of approved plans and objectives in the effort to improve the analytical process. Including -AT Fact Book -AT Master Schedule -AT Program Plan -AT Roadmap -AT Strategy</p>	<p><b>Permanent.</b> Electronic Records: Maintain electronic files 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.</p>
<p><b>A14b(2).</b></p>	<p><b>Program Performance Management</b> Metrics and other measurements of program effectiveness and resulting reports. Arranged by program/project name.</p>	<p><b>Temporary.</b> Destroy when no longer needed or when superseded</p>
<p><b>A14c.</b></p>	<p><b>Communications and Outreach Files.</b> Reports and informational materials on the current state of program progress, including periodic brochures and related briefings and public programs.</p>	
<p><b>A14c(1).</b></p>	<p>Materials used for major briefings delivered at or above the ADDNI level.</p>	<p><b>Permanent.</b> Electronic Records: Maintain electronic files 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.</p>
<p><b>A14c(2).</b></p>	<p>Materials used for briefings delivered at the staff level, routine briefings at any level, informational materials, and brochures and other marketing materials, web content, and conference handouts.</p>	<p><b>Temporary.</b> Destroy when no longer needed or when superseded.</p>

**Assistant Deputy Director  
for Community Support**

The ADDNI/Community Support acts as liaison with IC analytic centers to integrate their needs into planning by the analytic community. Also assists the in effort to prioritize analytic output and mechanisms for closing knowledge gaps, and coordinates in this effort with the ADDNI for Policy, Plans, and Requirements.

Item	Title & Description	Disposition
A15.	<b>Community Support Subject Files.</b> Electronic Files on shared drive. Community Support is a facilitative office of two persons. Their task is to act as middlemen between the Analytic Community and its customers, two primary ones being law enforcement (FBI and DHS) and DOD. The ADDNI sets up briefings and acts as a clearinghouse for current information about analysis, analytic priorities and techniques. The office collects and disseminates material developed elsewhere, producing no final products, policy, or guidance. Infrequent speeches and public briefings consist of approved and vetted policy and other information approved by Public Affairs.	<b>Temporary.</b> Screen annually and maintain in current files until no longer needed for business purposes, then delete.

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/>