

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 Chief Financial Officer

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-576-10-3

Date Received
7/21/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **3 Aug 11** Archivist of the United States *[Signature]*

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 5 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 *[Signature]* Title **Director of Information Management** Date (mm/dd/yyyy) **7/21/2010**

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 GRS or Superseded Job Citation	10.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 Chief Financial Officer. See attached five pages.		

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**Office of the Director of National Intelligence
THE OFFICE OF THE CHIEF FINANCIAL OFFICER**

Records Control Schedule

The mission of the Office of the Chief Financial Officer (CFO) is to unite the National Intelligence Programs (NIP) financial management community through sound financial guidance, impartial oversight, independent analysis, common standards, connectivity, and financial tools. Its responsibilities include:

- **Resource Management:** Lead the IC in the formulation and execution of the National Intelligence Program (NIP) budget for the administration to provide to Congress
- **Performance Budget and Justification:** Facilitate, coordinate, and oversee the development of IC performance management metrics and processes; justify and defend the NIP budget request to OMB and Congress
- **Financial Management:** Facilitate, coordinate, and oversee IC financial management (FM) improvement and accountability

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 CFO 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 CFO 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 CFO Records

Many of the records addressed in this schedule are classified as national security information in accordance with statutory and national policy directives. Many 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 CFO 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) are to be moved or copied to the network shared drives or systems 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

Office of the Chief Financial Officer

Item	Title & Description	Disposition
CFO 1	Congressional Budget Justification Materials	
CFO 1a	Congressional Budget Justification Books and the Intelligence Program Budget Submissions. The final reports documenting the National Intelligence Program Budget.	PERMANENT. 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.
CFO 1b	Congressional Budget Reviews, Implementation Materials and Policy and Program Final Reports. Final reports of reviews and implementation plans for the IC Budget, including all documentation of budget decisions, directives, and substantive programs, planning and programming guidance and structure and programs for financial improvement, performance planning, and resource management programs.	PERMANENT. 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.
CFO 1c	Calendars. Lotus Notes (or successor) databases or hard copy appointment books, wherever kept, containing the schedule and activities of the Associate Director of National Intelligence (ADNI)/Chief Financial Officer, Office of the CFO groups, and staff. 2005 to Present.	TEMPORARY. Delete or destroy when 2 years old in accordance with GRS 23, Item 5a.

CFO 3	<p>CFO Administrative Records. Office Operating Files and Facilitative Records, includes administrative subject files, suspense files, travel records, 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. 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 the Office of the CFO. 2005 to Present.</p>	<p>TEMPORARY. 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.</p>
CFO 4	<p>CFO Reference Files. Copies of memoranda, reports, budgets, publications, and other agency records maintained for convenience of reference.</p>	<p>TEMPORARY. Destroy when no longer needed or when superseded</p>
<p>CFO 5</p> <p>CFO 5a</p> <p>CFO 5b</p>	<p>CFO Briefings, Speeches.</p> <p>External Briefings, Speeches. Records related to external briefings, speeches, meetings, and related materials that are disseminated to individuals and organizations outside of the ODNI.</p> <p>Internal Briefings, Speeches. Records related to internal briefings, speeches, meetings, and related materials that are disseminated by CFO personnel to the ODNI Front Office (DNI, PDDNI, DIS) or other ODNI organizations.</p>	<p>PERMANENT. 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> <p>TEMPORARY. Screen annually and maintain in current file areas until no longer needed for business purposes, then destroy.</p>
CFO 6	<p>CFO Records of Boards and Working Groups. Agendas, decision documentation, and copies of materials circulated at meetings, taken and collected by CFO staff in course of executive secretariat functions. Filed under the name of the working group or board, such as the IC CFO Council, Task Forces, or Special Emphasis Groups.</p>	<p>PERMANENT. 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 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</p>

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		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.
CFO 7	CFO Web Pages. Materials posted on the CFO's internal and external Web pages. Items posted to these sites are for informational purposes and include internal official administrative and program documents or portions thereof that are covered under other items in this schedule (e.g. issuances, instructions, directives).	TEMPORARY. Dispose of when superseded or no longer need for business purposes.
CFO 8	CFO Program Records contain information that adds to a proper understanding of the formation and development of significant final policy, decisions, or actions. The records consist of a broad range of record types including e-mails and spreadsheets, many of which are maintained in the CFO Tracker database. Other records include the ADNI/Chief Financial Officer's program records, Annual Performance Plans, and Annual Financial Summaries.	PERMANENT. 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 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.
CFO 9	Intelligence Resource Information System (IRIS). IRIS is a web based application that provides tools for submission, reporting, analysis, and collaboration of formulation, execution, and performance of financial data.	PERMANENT. 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.
CFO 10	Working Papers.	
CFO 10a	Substantive Working Papers.	
CFO 10a1	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

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<p>CFO 10a2</p> <p>CFO 10b</p>	<p>Drafts and associated materials related to final decisions, actions, products, or policies of transitory or routine significance.</p> <p>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.</p>	<p>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>TEMPORARY. Delete or destroy when 3 years old or when no longer needed, whichever is later.</p> <p>TEMPORARY. Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.</p>
<p>CFO 11</p>	<p>Summary of Performance and Financial Information Materials. This summary should include the most important performance and financial information in a brief, user-friendly format that is easily understood by a reader with little technical background in these areas. The goal of this summary is to increase accountability of agency heads and program managers by making the financial and performance information more transparent and accessible to Congress, the public, and other key constituencies. Includes Agencies Financial Reports (AFRs).</p>	<p>PERMANENT. 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.</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>