

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

To: National Archives and Records Administration (NARA)  
Washington, DC 20408

Job Number  
**NI-576-111**

1. From: (Agency or establishment)  
**Office of the Director of National Intelligence**

Date Received  
**11/16/10**

2. Major Subdivision  
**Systems and Resource Analyses**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. Minor Subdivision

4. Name of Person with whom to confer  
**John F. Hackett**

5. Telephone (include area code)  
**703-275-2215**

Date **4 April 2011** 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)  
**11/15/2010**

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 GRS or Superseded Job Citation	10.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 ADNI/Systems and Resource Analyses. See attached 5 pages.		

## Office of the Director of National Intelligence SYSTEMS AND RESOURCE ANALYSES

### Records Control Schedule

#### **Mission**

The mission of the Office of Systems and Resource Analyses (SRA) is to assist the Director of National Intelligence (DNI) in shaping intelligence capabilities. Its key principles are:

- Focus on explicit national priorities and criteria
- Present alternatives that are balanced, feasible, and comprehensive
- Adhere to the highest degree of independence and objectivity
- Assess needs and costs simultaneously
- Consider long-term implications on current decisions

SRA was created in July 2009 from existing components of other Office of the DNI (ODNI) organizations. It is made up of three divisions: Systems Analyses, Cost Analyses, and Program Evaluation,

- Systems Analyses (SA). SA's key products are Major Issue Studies, Alternative Analysis, and Requirements Analysis.
- Cost Analyses (CA). CA's key products are Independent Cost Estimates, Affordability Analyses, and Trade Option Cost Assessments.
- Program Evaluation (PE). PE's key products are the Consolidated Intelligence Guidance, Strategic Evaluation Report, Management and Oversight of the Intelligence Planning, Programming, Budgeting, and Evaluation process, and Analytical Issue Papers.

#### **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 SRA 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 SRA 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 SRA 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 or commercially sensitive ("trade secrets") information. 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 ADNI/SRA 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**

Item	Title & Description	Disposition
<p><b>SRA 1</b></p> <p><b>SRA1a</b></p> <p><b>SRA1b</b></p> <p><b>SRA1c</b></p>	<p><b>SRA Tracking and Tasking System.</b></p> <p><b>Program Evaluation Final Reports.</b> Background material for these reports fall under item SRA 8.</p> <p><b>System Analyses Final Reports.</b> Background material for these reports fall under item SRA 8.</p> <p><b>Cost Analyses Final Reports.</b> Background material for these reports fall under item SRA 8.</p>	<p><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.</p> <p><b>Electronic Records:</b> 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><del><b>SRA 2</b></del></p>	<p><del><b>Calendars.</b> Lotus Notes (or successor) databases or hard copy appointment books, wherever kept, containing the schedule and activities of SRA officials.</del></p>	<p><del><b>Temporary.</b> Delete or destroy when 2 years old in accordance with GRS 23, Item 5a.</del></p>
<p><b>SRA 3</b></p>	<p><b>SRA Administrative Records.</b> Office operating files and facilitative records, includes administrative subject files, suspense files, tracking and control records, transactional databases, 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 SRA. 2005 to Present.</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.</p>

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<b>SRA 4</b>	<b>SRA Reference Files.</b> Copies of memoranda, reports, budgets, publications, and other agency records maintained for convenience of reference.	<b>Temporary.</b> Destroy when no longer needed or when superseded.
<b>SRA 5</b>	<b>SRA Briefings and Speeches.</b>	
<b>SRA 5a</b>	<b>External Briefings and Speeches.</b> Records related to external briefings, speeches, meetings, and related materials that are disseminated to individuals and organizations outside of the ODNI. For example, records from the Joint Intelligence Committee Council (JICC).	<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.  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.
<b>SRA 5b</b>	<b>Internal Briefings and Speeches.</b> Records related to internal briefings (e.g., pre-briefings or yearly internal budgets), speeches, meetings, and related materials that are disseminated by SRA personnel to the ODNI Front Office or other ODNI organizations.	<b>Temporary.</b> Screen annually and maintain in current file areas until no longer needed for business purposes, then destroy.
<b>SRA 6</b>	<b>Records of Major Issues and Foundational Studies Working Groups and Other Senior Bodies.</b> Minutes, agendas, decision documentation, and copies of materials circulated and collected at meetings by SRA staff in the course of executive secretariat functions. Records document the work of groups that deliberate and decide matters of IC-wide significance and recommend policy directly to the DNI and other top officials of the Community. These activities include the Major Issue and Foundational Studies as identified in the Intelligence Planning Guidance, as well as other boards or working groups of similar authority that SRA oversees or manages.	<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 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.
<b>SRA 7</b>	<b>SRA Web Pages.</b> Materials posted on the SRA'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	<b>Temporary.</b> Dispose of when superseded or no longer need for business purposes.

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	under other items in this schedule (e.g. issuances, instructions, directives).	
<b>SRA 8</b>	<b>Working Papers.</b>	
<b>SRA 8a</b>	<b>Substantive Working Papers.</b>	
<b>SRA 8a1</b>	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><b>Permanent. Paper Records:</b> 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><b>Electronic records:</b> 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>
<b>SRA 8a2</b>	Drafts and associated materials related to final decisions, actions, products, or policies of transitory or routine significance.	<b>Temporary.</b> Delete or destroy when 3 years old or when no longer needed, whichever is later.
<b>SRA 8b</b>	<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.	<b>Temporary.</b> Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.