

Request for Records Disposition Authority	
(See Instructions on reverse)	
To: National Archives and Records Administration (NARA) Washington, DC 20408	
1. From: (Agency or establishment) <b>Office of the Director of National Intelligence</b>	
2. Major Subdivision <b>DNI Front Office</b>	
3. Minor Subdivision	
4. Name of Person with whom to confer <b>John F. Hackett</b>	5. Telephone (include area code) <b>703-275-2215</b>

Leave Blank (NARA Use Only)	
Job Number	<b>NI-576-11-2</b>
Date Received	<b>11/16/10</b>
<b>Notification to Agency</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	Archivist of the United States
<b>31 Aug 15</b>	<i>[Signature]</i>

**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 6 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 <i>John F. Hackett</i>	Title <b>Director of Information Management</b>	Date (mm/dd/yyyy) <b>11/16/2010</b>
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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 GRS or Superseded Job Citation	10.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 DNI Front Office. See attached <del>5</del> pages.		

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## Office of the Director of National Intelligence

### Front Office

#### Records Control Schedule

##### **Mission Description**

The Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC), overseeing and directing the implementation of the National Intelligence Program and acting as the principal advisor to the President and the National Security Council for intelligence matters related to the national security. In addition to the Director, the Front Office and its staff serve the Principal Deputy Director of National Intelligence (PDDNI) and served the former position of Director of the Intelligence Staff (DIS). Effective September 1, 2010, the new position of Deputy Director of National Intelligence for Intelligence Integration (DDNI/II) was established to replace the DIS as the first assistant to the DNI and PDDNI for intelligence mission integration. The Office of the DDNI/II and its subordinate organizations are covered in separate records control schedules. Effective October 1, 2010, all of the ODNI internal management duties and responsibilities of the DIS were transferred to a new position, the Chief Management Officer (CMO), whose records, which are related to management of the ODNI as an agency, are covered here and in the records control schedule for the Executive Secretary.

##### **Application of Records Control Schedule Disposition Instructions**

The disposition instructions in the records control schedule are mandatory. Any Federal records received or created by ODNI Front Office 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 ODNI Front Office 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 the office.

##### **Note on Sensitivity of ODNI Front Office 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 that 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 or commercially sensitive ("trade secrets") information.

##### **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. Item 1 in this schedule is identified as a vital record.

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**Note on ODNI Front Office Record Keeping**

The formal records of the ODNI senior leadership are captured in the Executive Secretariat or other record keeping systems of the concerned components. These records include formal issuances, such as Instructions to the ODNI staff and Directives to the Intelligence Community. The workflow administered by the Executive Secretary carries an E/S number and includes all documents signed by or for the top leadership.

**Records Descriptions and Disposition Instructions**

Item	Title & Description	Disposition
<p><b>DNI 1</b></p>	<p><b>Immediate Office Files</b> Any electronic or paper files of the senior leadership (the DNI; the PDDNI; and the CMO and its predecessor positions), kept personally or by an assistant, that are of an official nature. These files are normally arranged by subject.</p> <p>The following official documentation is of particular interest:</p> <ul style="list-style-type: none"> <li>-Notes taken at NSC and PC/DC meetings, ExCom, DexCom, and other high level meetings, including annotations and marginalia on briefing documents, agendas, and other meeting materials.</li> <li>-Personal drafts of correspondence or issuances, even though final signed copies may be kept elsewhere.</li> <li>-Annotated copies of statements to the media, congress, staff, or in other forums, even though record copies may be kept elsewhere, such as in the Office of Legislative Affairs.</li> <li>- Direct taskings, in the form of telephone notes, annotations on reviewed documents or briefing books, handwritten notes, email, and text messages that direct significant actions affecting the IC and /or the ODNI. This item includes informal refinements, clarifications of, or questions about taskings that may be in the Executive Secretary tracking system as well as those not captured in that system.</li> <li>-Notes and other materials reflecting DNI and PDDNI, involvement in the PDB process, including edited drafts of, and notes on the PDB, and any preparatory materials and materials resulting from meetings with and briefings of the President.</li> </ul>	<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>
<p><b>DNI 2</b></p>	<p><b>Senior Leaders Speech Files</b> Copies of speeches, remarks, and other public statements as delivered by the DNI and other senior officials acting for the DNI, with related materials. If hand annotations or edits are made to remarks the marked up version is to be sent to the Public Affairs Office for incorporation into the</p>	<p><b>Temporary.</b> Delete or destroy when 5 years old or when no longer needed, whichever is longer.</p>

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	appropriate item for retention.	
<b>DNI 3</b>	<b>Senior Leaders Trip Files.</b> Records of the DNI, the PDDNI, and the CMO (and successor positions) that document the purpose, substance, contacts, logistics, security, and results of official travel by ODNI senior leaders.	<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>DNI 4</b>	<b>Preparatory/Briefing Books</b> These include books prepared daily, or on other regular schedule, to provide the senior leadership with the latest news, intelligence, and other important events and issues, or for upcoming meetings or trips. Books may be called "read aheads," "morning book," "daily book," "weekend book," "daily read book," or other name.	<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>DNI 5</b>	<b>Director's Correspondence</b> Correspondence sent directly to the Director/or directly from the Director including but not limited to invitations and acceptances or rejections, acknowledgements and thank you notes for gifts, which bypassed the Executive Registry.	<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>DNI 8</b>	<b>Common Administrative Records.</b> Office operating files and facilitative records including administrative subject files, suspense files, tracking and control records, travel and logistics 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, including copies of materials maintained as record by Human Resources. Also includes reference copies of policy and mission documentation kept as record elsewhere.	<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.

**The Records of the Chief Financial Executive.** On 1 October 2012, the functions of the Mission Support Division's Plans and Financial Resources unit were made the responsibility of the Chief Management Officer, who also assumed the position of ODNI Chief Financial Executive (CFE). The CFE is responsible for the strategic resource planning for the ODNI by formulating, defending, and monitoring the Community Management Account (CMA) program and resource plans. The CFE monitors and adjusts changes in ODNI program priorities and budgets for the ODNI/CMA. The CFE also serves as the ODNI Comptroller and acts as CMA program representative to IC CFO Resource Council and other Community resource groups or boards. These duties relate to internal ODNI finances, not to the Intelligence Community as a whole.

Item	Title & Description	Disposition
<b>CFE 1</b>	<b>OMB Submissions and Reviews.</b>	
<b>CFE 1a</b>	<b>Approved Apportionment Requests.</b> Files submitted to OMB covering all funds provided to ODNI.	<b>Temporary.</b> Destroy 6 years after final payment or cancellation, but longer retention is authorized for business use. GRS 1.1, Item 010.
<b>CFE 1b</b>	<b>Budget Execution Presentations to OMB and IC CFO.</b> Presentations given for mid-year and for annual reviews.	<b>Temporary.</b> <del>When 5 years old per GRS 5, item 3.</del> Destroy when 5 years old per GRS 5, item 3.
<b>CFE 2</b>	<b>Approvals and Certifications.</b>	
<b>CFE 2a</b>	<b>Community Management Account.</b> Transfer memos to US Government service providers approving or certifying payment for goods or services provided to CMA.	<b>Temporary.</b> Destroy 6 years after final payment or cancellation, but longer retention is authorized for business use. GRS 1.1, Item 010.

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<b>CFE 2b</b>	<b>Other transfers and approvals.</b> Approval and certifying documents to authorize the payment to contractors for goods or services provided.	<b>Temporary.</b> Destroy 6 years after final payment or cancellation, but longer retention is authorized for business use. GRS 1.1, Item 010.
<b>CFE 3</b>	<b>Records submitted on a periodic basis to IC CFO.</b> Reports, generated from transactional financial management systems on budget formulation and budget execution. Includes the final submission to the IC CFO for each budget exercise and quarterly reports on budget execution.	
<b>CFE 3a</b>	<b>Budget Justifications and Operating Plans.</b>	<b>Temporary.</b> Delete or destroy 1 year after the close of the fiscal year covered by the budget per GRS 5, Item 2.
<b>CFE 3b</b>	<b>ODNI Obligations and Expenditures.</b> Reports and other outputs recording obligations and expenditures, including the end of year report.	<b>Temporary.</b> Destroy 6 years after final payment or cancellation, but longer retention is authorized for business use. GRS 1.1, Item 010.
<b>CFE 4</b>	<b>Agency Financial Statements and Reports.</b> Final products related to the quarterly and annual reports submitted through ODNI staff to OMB and other external agencies.	<b>Temporary.</b> Delete or destroy after 7 years or until no longer needed, whichever is later.
<b>CFE 5</b>	<b>Resource Review Board Decision Documents.</b> Formal summary information prepared for CMA senior managers prior to making resource decisions during the year of execution.	<b>Temporary.</b> Delete or destroy 3 years after presentation or until no longer needed.
<b>CFE 6</b>	<b>Comptroller Briefings.</b> Records of briefings, meetings, and related materials that are disseminated to individuals and groups, both internal and external to ODNI.	<b>Temporary.</b> Screen annually and delete or destroy when no longer needed or after 3 years from date of presentation.

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/>