

# 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 Legislative Affairs

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-576-11-5

Date Received

11/16/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4 Oct 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 4 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

*John F. Hackett*

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 GRS or Superseded Job Citation	10.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 Office of Legislative Affairs. See attached 4 pages.		

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## **Office of the Director of National Intelligence OFFICE OF LEGISLATIVE AFFAIRS**

### **Records Control Schedule**

#### **Mission**

Personnel of the Office of the Director of National Intelligence (ODNI) Office of Legislative Affairs (OLA) interact on a day-to-day basis with various committees of the House of Representatives and the Senate, including but not limited to: the House Permanent Select Committee on Intelligence, the Senate Select Committee on Intelligence, and the House and Senate Appropriations Defense Subcommittees as well as the Offices of House and Senate Security.

#### **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 personnel or contractors on behalf of the OLA 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 OLA 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 OLA 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 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 OLA 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.

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**Records Descriptions and Disposition Instructions**

<b>Item</b>	<b>Title &amp; Description</b>	<b>Disposition</b>
<b>OLA-1</b>	<b>Congressional Action Tracking System.</b> Congressionally Directed Actions to the ODNI, OLA taskings to ODNI components and their responses, and Congressional Questions and Answers prepared in advance of hearings.	<b>Disposition Not Approved.</b> Resubmit when system is operational.
<b>OLA-2</b>	<b>Congressional Materials.</b>	
<b>OLA-2a</b>	<b>Congressional Materials Prepared by ODNI.</b> Congressional Notifications, Congressionally Directed Actions, Congressional Correspondence, Congressional Statements for the Record, Congressional Testimony, Congressional Questions and Answers, and other materials provided by ODNI to Congress, including by e-mail, and prepared by ODNI for participants in Congressional Hearings. Background material for these reports falls under OLA-3.	<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>OLA-2b</b>	<b>ODNI Copies of Congressional Materials of Other Intelligence Community Agencies.</b> Congressional Notifications, Congressionally Directed Actions, Congressional Correspondence, Congressional Statements for the Record, Congressional Testimony and Associated Case Files of other Intelligence Community Agencies.	<b>Temporary.</b> Destroy when no longer needed or superseded.
<b>OLA-3</b>	<b>Working Papers.</b>	
<b>OLA-3a</b>	<b>Substantive Working Papers.</b>	
<b>OLA 3a1</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.	<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

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	Such products have Community-wide reach, public visibility, initiate change, or set precedent.	<p>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>
<b>OLA-3a2</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>OLA 3b</b>	<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>	<b>Temporary.</b> Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.
<b>OLA-4</b>	<b>OLA Reference Files.</b> Copies of memoranda, reports, budgets, publications, and other office records maintained for convenience of reference or as background for dealing with Congress.	<b>Temporary.</b> Destroy when no longer needed or when superseded.
<b>OLA-5</b>	<p><b>FELIX Database.</b> Maintains records of interactions with Congress to include information on the date, time, attendees, and subjects of briefings, meetings and hearings; also includes written memoranda for the record (MFRs) describing these interactions.</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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<b>OLA-6</b>	<b>OLA Program Records.</b> Records documenting policy deliberations, recommendations, collaborative activities, briefings, activities, and communications that add to a proper understanding of the formation and development of significant final policy, decisions, or actions. Includes records of incoming and outgoing communications with Congress such as e-mails, and procedural and contact information for Members of Congress, staff, and IC counterparts performing similar functions. Finished products and materials are filed as subject files on the share drive and retained in email systems.	<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.
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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/>