

Request for Records Disposition Authority

(See Instructions on reverse)

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

From: (Agency or establishment)

Office of the Director of National Intelligence

2. Major Subdivision

DDNI/Collection

3. Minor Subdivision

4. Name of Person with whom to confer

John F. Backett

5. Telephone (include area code)

703-275-2215

Leave Blank (NARA Use Only)

Job Number

NI-576-11-8

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3/11/14

Status

WITHDRAWN

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 14 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. Backett

Title

Director of Information Management

Date (mm/dd/yyyy)

11/16/2010

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 GRS or Superseded Job Citation	10.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 DDNI/Collection. See attached 14 pages.		

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**Office of the Director of National Intelligence
DEPUTY DIRECTOR OF NATIONAL INTELLIGENCE
FOR COLLECTION**

Records Control Schedule

Mission and Organization

The Office of the Deputy Director of National Intelligence for Collection (ODDNI/C) coordinates collection policy and disciplines throughout the Intelligence Community (IC) to ensure that National Intelligence Strategy priorities are appropriately reflected in planning and systems acquisition decisions. The ODDNI/C is responsible for enhancing the quality, timeliness, and utility of collection support to intelligence consumers. The ODDNI/C guides and directs the entire collection enterprise across the IC in order to develop corporate understanding of needs, requirements, and capabilities to ensure that a holistic view governs collection policy, programs, functions, and systems.

The Deputy Director for Collection, with the assistance of the Associate DDNI and the Chief of Staff, directs ODDNI/C components through four Assistant Deputies: the Director of the National Intelligence Coordination Center (NIC-C) and the ADDNIs for HUMINT, Open Source, and Technical Collection.

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 the Office of the DDNI/C 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 ODDNI/C 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. The assigned Information Management Technical Officer will assist the Office of the DDNI/C to implement this schedule through a file plan that correlates specific files with the appropriate disposition authorities set forth in this schedule.

Note on Sensitivity of ODDNI/Collection 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. 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

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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 DDNI/C staff maintains 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 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 Deputy Director for Collection

Item	Title & Description	Disposition
C 1	<p>Office Files of the Deputy Director and Associate Deputy Director Unique immediate office files maintained include meeting notes, scheduling information, administrative, policy, program, and operations information such as briefing notes, conference agendas, drafts and notes for speaking engagements.</p> <p><i>Note: Files dated 2005 through 2007 maintained by the first DDNI/C, or by an assistant, include handwritten meeting notes, scheduling information, administrative, policy, program, and operations information such as briefing notes, conference agendas, draft notes for formal and information speaking engagements and academic events. Records were retired to the ODNI storage area.</i></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 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>
C 2	<p>DDNI/C Front Office Subject Files</p> <p><u>Substantive Program Records</u> not included in Item C 1 accumulated or approved at the DDNI and immediate staff level, including the 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.</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 in block is 30 years old.</p> <p>Electronic Records: 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</p>

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		and format acceptable to NARA in accordance with standards set forth in Federal regulations.
C 3	<p>Correspondence Official correspondence signed by the DDNI/C responding to inquiries from Congressional offices and committees, communications from IC components, other Federal agencies, state and local organizations, businesses, academic institutions, and the public.</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 in block is 30 years old. . (Note: Retained copies of correspondence from 2005 through 2007 were retired to the ODNI storage area in 2008.)</p> <p>Electronic Records: 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>
C 4	<p>Records of the Integrated Concepts Development Office (ICDO) Originally established in 2000 as the Collection Concepts Development Center under the Community Management Staff, the unit was renamed Integrated Concepts Development Office and moved to the ODNI in 2005. It was abolished in early 2009. Its purpose was to examine ways to improve collaboration, coordination, and integration across the Intelligence Community with respect to both collection and analysis.</p>	
C 4a	<p><u>ICDO Study Records</u> 43 studies created during 2005 – 2009 are retained as ODNI records, both on paper and as PDF files on compact discs. Previous studies are held by the Central Intelligence Agency.</p>	<p>Permanent. Paper Records: Retain in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA when most recent file is 30 years old.</p> <p>Electronic Records: 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>
C 4a1	<p><u>ICDO Study Production, Management, and Administrative Records</u> Background and contributory documentation, routine support documentation such as briefers lists, phone lists, meeting agendas, and schedules.</p>	<p>Temporary. Delete or destroy when 3 years old or when no longer needed, whichever is later.</p>

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**Office of the DDNI/C
Common Records Series**

The record series described in this section may be found within any office of the DDNI/C. The record copies in these record categories are subject to the prescribed disposition, wherever they are located.

Item	Title & Description	Disposition
C 5	<p>DDNI/Collection Tracking System A Lotus Notes database used by all Collection components. Database contains records of staff summary packages and other action items. May include complete or just vestigial record of transaction depending on completeness of entry and attachments. Organized by auto-assigned ID number and containing basic data elements, such as date in, date out, originator, due date, action type, signature, classification, organization, and attachments, and whether the item (package) was returned to the originator for dispatch.</p>	<p>Permanent. Electronic Records: 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>
C 6	<p>Staff Summary Packages These files contain action items prepared by ODDNI/C components and approved and signed by the DDNI/C or ADDNIs and include taskings, messages, correspondence, reports, studies, and other communications with IC elements and other government departments and agencies as well as ODNI components, non-government organizations and the public concerning the collection mission, programs, and disciplines.</p> <p>Action items are controlled using a Staff Summary Form (SSF) which includes document control, tracking, subject, content summary, recommendation, and coordination/approval data and information. <i>(Note: These packages are similar in form to those used by the ODNI Executive Secretariat.)</i></p> <p>Hardcopy Staff Summary Packages are arranged and numbered in chronological order by year using a DDNI/C assigned control number.</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 in block is 30 years old.</p> <p>Electronic Records: 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>

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C 7	Mission Subject Files and Working Papers	
C 7a	<u>Substantive Program Records</u> not included in Item C 1, accumulated or approved at the DDNI and immediate staff level, including Chief of Staff 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.	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 in block is 30 years old. Electronic Records: 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.
C 7b	Working Papers	
C 7b1	Substantive Working Papers	
C 7b1(a)	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 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.
C 7b1(b)	Drafts and associated materials related to final decisions, actions, products, or policies of transitory or routine significance.	Temporary. Delete or destroy when 3 years old or when no longer needed, whichever is later.

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<p>C 7b2</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>Temporary. Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.</p>
<p>C 8</p>	<p>Common Administrative Records Office operating files and facilitative records. Include administrative subject files, travel records, and other transitory documents kept for convenience of reference or short-lived use and which relate to routine internal administration or housekeeping activities of the office rather than the mission functions for which the office exists. Includes files containing standard operating procedures and resulting products relating to orientation and system privileges for arriving and departing employees, including copies of personnel paperwork maintained as record by Human Resources. Routine facilitative records may include briefings, clearance information, contact information, log sheets, routing sheets, templates, and training documentation, weekly and other periodic reports that provide status and workload information reflecting the day-to-day activities of the DDNI/C and its component organizations.</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. Delete or destroy travel documentation as specified in GRS 9.</p>
<p>C 9</p> <p>C 9a</p>	<p>Calendars Lotus Notes (or successor databases) or hardcopy appointment books containing the ADDNI/C and other staff schedules, appointments, and activities.</p> <p><u>DDNI/C Calendar</u></p>	<p>Permanent</p> <p>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 in block is 30 years old.</p> <p>Electronic Records: Maintain in active system until no longer needed, copy to</p>

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C 9b	<u>Staff Calendars</u>	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. Temporary. Delete or destroy when 2 years old in accordance with GRS 23, Item 5a.
C 10 C 10a C 10b C 10b1 C 10b2	Budget Records <u>Budget Background Records.</u> Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to Budget offices. <u>Budget Reports Files.</u> Periodic reports on the status of appropriation accounts and apportionment. a. Annual report (end of fiscal year). b. All other reports.	 Temporary. Delete/destroy 1 year after the close of the fiscal year covered by the budget per GRS 5, Item 2. Temporary. Delete/Destroy when 5 years old per GRS 5, Item 3a. Temporary. Delete/Destroy 3 years after the end of the fiscal year, per GRS 5, Item 3b.
C 11	Reference Files. Copies of memoranda, reports, budgets, publications, and other agency records maintained for convenience of reference.	Temporary. Destroy when no longer needed or when superseded

<p>C 12</p> <p>C 12a</p> <p>C 12b</p>	<p>Briefing Files ("Read-aheads")</p> <p><u>Record copies</u> of binders, folders, and documents prepared by DDNI/C components and used as briefing materials for meetings, conferences, off-sites, congressional hearings, military briefings, and sessions with foreign visitors. These files detail general elements and specific details of DDNI/C missions, programs, organizations, and disciplines.</p> <p><u>Reference and Distribution copies</u> of binders, folders, and documents received by DDNI/C from ODNI, DoD, and other IC components as well as other Federal agencies, state and local organizations, business and academic institutions, and used to prepare the DDNI/C and staff for meetings, conferences, off-sites, congressional hearings, military briefings, and sessions with foreign visitors.</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 in block is 30 years old.</p> <p>Electronic Records: 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>Temporary. Destroy/delete when no longer needed.</p>
<p>C 13</p>	<p>Staff Level Working Group and Committee Files. Minutes, agendas, decision documentation, and copies of materials circulated at meetings, taken and collected by DDNI/C staff in the performance of executive secretarial functions. Work products of these groups consist of recommendations, information gathered for higher review, and policy drafts and other preliminary products proposed for adoption by the DNI, the DDNI, or IC-wide. Item Includes subcommittees, "tiger teams" and other task-specific working groups that may recommend, evaluate, and report, but do not set policy or initiate IC-wide tasks. Products of these bodies that advance beyond internal deliberation, such as IC-wide standards, performance objectives, and other guidance are captured in the DDNI or Executive Secretary Tracking systems or in the records of senior-level boards.</p>	<p>Temporary. Delete/Destroy when 3 years old or when no longer needed, whichever is later.</p>

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**Office of the Director
National Intelligence Coordination Center (NIC-C)**

The NIC-C was established 1 October 2007 to strategically manage intelligence collection across defense, foreign, and domestic arenas. The NIC-C addresses its mission through four interrelated functions: 1. Situational awareness, enabled through mechanisms to initiate and integrate collection across government. 2. Mission management through planning and direction aimed at highest intelligence priorities. 3. National coordination of specialized collection capabilities. 4. Assessment and oversight of high priority collection efforts.

Item	Title & Description	Disposition
C 14	<p>NIC-C Mission Subject Files These subject files on the shared drive include the full range of mission-related documentation from the most ephemeral to the permanently valuable. Each file must be appraised against the criteria in Items C 7a-7b.</p> <p>NOTE: The files of the following functions and organizations require specific attention under Item C 7.</p> <p><u>Country Files</u></p> <p><u>Senior Advisors Files</u></p> <p><u>Collection Mission Management Files</u>, including the following formal products:</p> <ul style="list-style-type: none"> • Collection Advisories • Collection Postures • Integrated Intelligence Strategies • Unified Collection Strategies • Policy Alignment <p><u>Collection Assessments Group Files</u>, including the following formal products:</p> <ul style="list-style-type: none"> • Programmatic Assessments • Topical Assessments • Comparative Assessments • Functional Data Standards <p><u>National Collection Coordination Group Files</u>, including the following formal products:</p> <ul style="list-style-type: none"> • C-Space Policies • SRO & ISR Coordination • NIC-C ISR Report Sources • Policy Alignment 	<p>See Item C 7 for description and disposition criteria.</p>

	<p><u>Global Maritime and Aviation Intelligence Integration Files</u>, including</p> <ul style="list-style-type: none"> • Formal Products filed among DDNI/Collection Subject Files under GMII folder. • National Marine Intelligence Center Support Files <p><u>Integrated Collection Management Program Files</u>, including the following formal products:</p> <ul style="list-style-type: none"> • Program CONOP and Governance • Collaborative Collection Strategies • Collaborative Collection Work Environment (CCWE) Documents • COGENT WAY Documents 	
<p>C 15</p> <p>C 15a</p> <p>C 15b</p> <p>C 15c</p>	<p>Records of the National Intelligence Collection Board (NICB) The NICB assists the DNI to set collection policy and practice. It engages in this activity at three levels of effort, which produce records of varying elaboration:</p> <p>Tier 1: <u>Notices</u> are alerts (emails) on issues of current interest to the collection community which result in shared information but require no meeting.</p> <p>Tier 2: <u>Requests</u> (e.g. NICB Data Call) that require specific action by a NICB principal and result in assignment of recordkeeping and monitoring activity to designated officials. Such issues require a video teleconference or an in-person meeting. Resulting substantive files will be held by the designated expert in the IC.</p> <p>Tier 3: <u>Records of Meetings</u> and follow up activities related to enduring, high-priority topics. These in-person meetings may be referred to as "deep dives" and may generate new initiatives, resource allocations, collection postures, and sustained activity that will be reflected in the records.</p>	<p>Temporary. Delete/Destroy when 3 years old or when no longer needed, whichever is later.</p> <p>Temporary. Delete/Destroy NICB copies when 3 years old or when no longer needed, whichever is later. <i>Note: Disposition of records resulting from requests are treated under the disposition authority of the assigned agency.</i></p> <p>Permanent. Paper Records: Retain in current files until no longer needed, and then transfer to ODN storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old.</p> <p>Electronic Records: 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>

**Office of the Deputy Director for Collection
Technical Collection (ADDNI-TC)**

The Assistant DDNI for Technical Collection, working with the agencies in the IC, develops architectures and strategies for collection by technical means. ADDNI-TC facilitates cross-discipline, cross-agency coordination by establishing processes for coordination of intelligence collection, and is responsible for overseeing, managing, and employing innovative technologies and community-minded approaches to national security matters.

Item	Title & Description	Disposition
C 16	ADDNI-TC Mission Subject Files These subject files on the shared drive include the full range of mission-related documentation from the most ephemeral to the permanently valuable. Note: Each file must be appraised against the criteria in Items C 7a-7b.	See Item C 7 for description and disposition criteria.

**Office of the Assistant Deputy Director of National Intelligence
for HUMINT**

The Office of the ADDNI for Human Intelligence coordinates human intelligence collection throughout the Intelligence Community. Working with the CIA, DoD, FBI, and other HUMINT collectors, the mission of the ADDNI for HUMINT is to strengthen collection through ensuring greater communication and coordination between organizations.

Item	Title & Description	Disposition
C 17	HUMINT Mission Subject Files These subject files on the shared drive include the full range of mission-related documentation from the most ephemeral to the permanently valuable. Final products are stored on the shared drive after coordination with the ADDNI/HUMINT. Many of the actions of the office are reviews of documents originated elsewhere. Recommendations stemming from these reviews are made by Senior Advisors for decision at the ADDNI level and above. Note: Each file must be appraised against the	See Item C 7 for description and disposition criteria.

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	criteria in Items C 7a-7b. Particular attention should be given to the files of the Senior Advisors in the Staff Officers subfolders in the Subject File.	
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Office of the Assistant Deputy Director of National Intelligence for Open Source (ADDNI-OS)

The Assistant Deputy DNI for Open Source (ADDNI-OS) applies DNI strategic guidance to ensure effective use of open source information and analysis throughout the Intelligence Community. ADDNI-OS responsibility includes oversight of the collection and analysis of publicly available information, document and media exploitation (the processing, translation, analysis, and dissemination of collected documents and media under the U.S. Government's physical control (DOMEX)), and language translation capabilities.

ADDNI-OS consists of a Front Office staff with Senior Functional Advisors, and is assisted by IC planning and policy advisory committees; the National Open Source Committee (NOSC), and the Document and Media Exploitation Committee (DOMEXCOM). Committees serve as collaboration groups for coordinating IC implementation of DNI strategic objectives, by developing requirements and documenting performance of IC OS activities. Open Source Program operational capabilities are developed and implemented by three, IC agency managed, functional Centers; the Open Source Center (OSC/CIA), the National Media Exploitation Center (NMEC/DIA), and the National Virtual Translation Center (NVTC/FBI).

Item	Title & Description	Disposition
C 18	<p>Open Source Program Subject Files</p> <p>These subject files on the shared drive include the full range of mission-related documentation from the most ephemeral to the permanently valuable.</p> <p>Note: Each file must be appraised against the criteria in Items C 7a-7b.</p>	See Item C 7 for description and disposition criteria.
C 19	<p>Advisory Committees</p> <p>Established by IC Directives to provide program guidance and assistance to the DDNI/C through the ADDNI-OS. Comprised of senior executives from IC agencies. Includes meeting agendas, formal minutes, proposals, communications from IC agencies, and strategic planning analyses. Except as listed separately in this RCS, operational</p>	

<p>C 19a</p>	<p>records and work group records are maintained at the operational level, e.g., the Open Source Center, by the responsible agencies.</p> <p>Committee Business and Transactions with IC-wide Effect. The ADDNI-OS or any DDNI level office relating to open source policies, oversight, governance, and strategic planning. Committees include the following and their predecessors and successors.</p> <p>-National Open Source Committee (NOSC) (Established by the DNI in IC Directive Number 301, July 11, 2006).</p> <p>-NOSC Collection Requirements Management (CRM) Subcommittee (Managed by ADDNI-OS staff). Records related to the work of the OS Collection Requirements Management Subcommittee includes records related to the production and maintenance of the National Open Source Enterprise Capabilities Manual (NOSECAP), and the system design requirements of the Open Source Collection, Acquisition and Requirements (OSCAR) tracking system database.</p> <p>-Document & Media Exploitation Committee (DOMEXCOM) (Established by the DNI in IC Directive Number 302, July 6, 2007)</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>
<p>C 19b</p>	<p>Committee Administrative and Facilitative Records. Drafts and facilitative records relating to development of agendas, briefings, logistic arrangements, including calendars, schedules, attendance and membership lists, and other planning, preparatory, and notification information.</p>	<p>Temporary. Delete/Destroy when no longer needed.</p>

**Office of the Assistant Deputy Director of National Intelligence
for Cyber Issues**

The Office of the ADDNI for Cyber Issues (ADDNI/Cyber) is ODNI's principal source for cyber policy, planning, oversight, and integration, and program implementation. ADDNI/Cyber has specific responsibilities for implementation and oversight of the President's *Cybersecurity Policy*, issued in January 2008 in National Security Presidential Directive-54.

Item	Title & Description	Disposition
C 20	<p>ODNI Cyber Program Files. ODNI Cyber Program records consist of finished products and background and working files accumulated at several levels, and relate to the following major functional series.</p> <p>Note: Each file must be appraised against the criteria in Items C 7a-7b.</p> <p>Bi-weekly, quarterly, and ad hoc reports to the President, Congress, and other national leadership entities, are contained in the following subseries:</p> <ul style="list-style-type: none">• ADDNI/CYBER Issues Front Office,• Joint Interagency Cyber Task Force (February 2008 forward),• Cyber Management Office (May 2009 forward),• National Cyber Study Group (May 2007 to February 2008, and• Pre-Study Group ODNI Cyber staff activities (April 2005 to May 2007)• Formal briefings prepared and presented to White House staff, the Congress, DHS, the Intelligence Community, or other national cyber stakeholders.• Formal correspondence and informal electronic or paper documents related to substantive cyber program actions.• Significant funding requests and allocations in support of national cyber initiative or extraordinary requirements.	<p>See Item C 7 for description and disposition criteria.</p>

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/>