

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 N1-576-12-1	
1. From: (Agency or establishment) Office of the Director of National Intelligence		Date Received 12/20/11	
2. Major Subdivision Mission Support Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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) 703-874-8085	Date 6 Nov 2015	Archivist of the United States <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 23 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>[Signature]</i>	Title Chief, Information Management	Date (mm/dd/yyyy) 12/15/2011
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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 GRS or Superseded Job Citation	10.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 Mission Support Division. See attached 23 pages.		

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29 October 2014

Office of the Director of National Intelligence

MISSION SUPPORT DIVISION (MSD)

Records Control Schedule

Mission Description and Organization

The Mission Support Division (MSD) operates under the Chief Management Officer (CMO) in the Office of the Director of National Intelligence (ODNI) as the primary organization that provides integrated mission support services to all ODNI components. MSD supports ODNI personnel in several areas including, human resources management, technology services, contract support, facility services, internal agency policy creation, and security. Documentation under the previous organizational names of the Mission Support Center (MSC) and the Directorate of Mission Support (DMS) are included. Information management and financial management functions were relocated while this schedule was pending approval. The information management function is included in this schedule although the function was relocated to the Office of the Chief Information Officer because that component's schedule was already approved.

Organization of this Schedule

The MSD has allocated specific functional responsibilities among its subordinate organizations headed by the Director of the MSD (D/MSD). The basic mission of these organizations is to provide support to ODNI personnel and components within their functional areas of responsibility. This schedule is arranged by record types created and derived from the MSD functional roles, rather than by the MSD organizational construct.

The General Records Schedules (GRS) cover the majority of records maintained by MSD. GRS items are not included in the submitted schedule so that only those items listed are submitted here for National Archives and Records Administration (NARA) approval. The attached appendix lists the GRS items to account for the numbering gaps in the submitted schedule so that numbering is consistent with the fuller schedule to be used by records management personnel after approval.

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 MSD personnel or contractors not specifically covered by this schedule or the GRS are to be retained until an applicable disposition authority approved by 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 Officer (IMO) with responsibility for MSD 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 MSD components.

Note on Sensitivity of MSD Records

Many of the records addressed in this schedule are classified as national security information in accordance with statutory and national policy directives. Some 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 records are highly classified unless noted otherwise. In addition, certain series may contain information subject to Privacy Act (PA) or Freedom of Information Act (FOIA) restrictions other than national security, including law enforcement information, and commercially sensitive ("trade secrets") information.

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Note on Vital Records

ODNI records management personnel have alerted MSD personnel about the need to identify vital records so that the records are quickly accessible 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

MSD staff maintain record copies of official files in electronic form on shared and individual network drives. In addition, staff members may keep files on their individual local drives, although this is discouraged. Records kept on the network and local individual drives that are not disposable under the 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
Records Common to MSD**

Item	Title & Description	Disposition
MSD 1	<p>Publications and Outreach. Files created by offices for outreach or sharing/marketing information. Includes but not limited to review copies of web content files, brochures, posters, and informational briefing presentations. Outreach files in tracking records relating to meeting and conference files.</p>	<p>Temporary. Delete or destroy when 3 years old or when no longer needed/superseded.</p>
MSD 2 MSD 2a MSD 2a1	<p>Working Papers</p> <p>Substantive Working Papers. 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-significant community impact, public visibility, initiate change, or set precedent.</p> <p>Drafts and Associated Materials Related to Final Decisions, Actions, Products, or</p>	<p>Permanent. Paper Records: Retain in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in 5-year blocks when most recent file is 30 years old.</p> <p>Electronic Records: Maintain electronic files in active system until no longer needed, and 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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Item	Title & Description	Disposition
MSD 2b	<p>Policies of Transitory or Routine Significance. Files related to final decisions, actions, products, or policies but 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>Temporary. Delete or destroy when 3 years old or when no longer needed, whichever is later.</p> <p>Temporary. Delete or destroy when 3 years old or when no longer needed, whichever is later.</p>
MSD 3	<p>Records of Special Projects / Programs. Long-term programs or temporary projects (e.g. with a defined begin and end date) created and/or managed by the component to support administrative goals or requirements. This series is for records not covered under another item within this schedule under a specific component.</p>	
MSD 3a	<p>Records of Internal Special Projects and Programs Records of programs, boards, forums, and working groups created or received as a result of activities of internal (not IC-wide) ODNI working groups, boards, or forums not covered under another item within this schedule under a specific component, including other group-related support documentation</p>	<p>Temporary. Delete or destroy when 3 years old or when no longer needed, whichever is later.</p>
MSD 3b	<p>Records of IC-wide or Senior-level Special Projects / Programs. Materials documenting the activities and deliverables relating to IC-wide decisions and policymaking by senior officials.</p>	<p>Temporary. Delete or destroy when 3 years old or when no longer needed, whichever is later.</p>
MSD 4	<p>Service Agreements. Original agreements, including agreements with third-party service providers, which formalize service criteria</p>	

Item	Title & Description	Disposition
MSD 4a	<p>and define roles and responsibilities. Excludes copies of agreements maintained and managed in offices above MSD or agreements specific to an administrative office function (e.g. real property agreements under Facilities or training agreements under Human Resources). Records that are part of the interoffice planning and contract procurement files fall under Item MSD1.</p> <p>Agreements related to ODNI-external or IC-wide resources or services. Copies of agreements, including agreements with third-party service providers, which formalize service criteria and define roles and responsibilities. Excludes copies of approved agreements maintained and managed in offices above MSD or agreements specific to an administrative office function (e.g. real property agreements under Facilities or training agreements under Human Resources). Records that are part of interoffice planning and contract procurement files are covered by the GRS.</p>	<p>Temporary. Delete or destroy when 3 years old or when no longer needed, whichever is later.</p>
MSD 5	<p>Reference Files. Copies of memoranda, reports, budgets, publications, policies, and other agency records maintained for convenience of reference.</p>	<p>Temporary. Destroy when no longer needed or when superseded.</p>

Records of MSD Functional Sub-Components

The MSD has allocated specific functional responsibilities, whose records are described here as functional classes of records. These are in addition to the common records, identified above, which are created and received by the MSD components. Most of the records described below are also covered by the General Records Schedule (GRS) and are noted here for the convenience of local record keepers. The specific GRS references are to records generated and maintained within one of the functional units herein identified and reflect pertinent functionalities. This section includes MSD Front Office records and MSD component records.

Counterintelligence is responsible for increasing counterintelligence (CI) awareness throughout the ODNI and integrating sound CI principles in ODNI activities. CI and Security are complementary disciplines with significant areas of overlap; both offices have a collaborative relationship. The component provides support, guidance, and education on CI activities.

Item	Title & Description	Disposition
MSD/CI 1	<p>CI Training Materials. CI Training Materials. Final and most Current Versions of Training Materials, including</p>	<p>Temporary. Delete or destroy when 3 years old or when no longer needed, whichever is later.</p>

Item	Title & Description	Disposition
	manuals, syllabuses, textbooks, and other training aids developed by CI staff.	
MSD/CI-2	Insider Threat Case Files. Counter-intelligence records documenting specific cases of possible insider threat, including investigative files and final determinations.	Temporary. Retain in accessible format. Delete or destroy 25 years after closure of case.

DNI Corporate Policy is responsible for the design, implementation, coordination, and management of ODNI internal policies. Once signed, the office posts scanned copies to the ODNI internal website, and maintains the policy case file in hard and soft copy. Documentation under previous organizational names of "Special Projects" and "Internal Policy Management" are also relevant.

Item	Title & Description	Disposition
MSD/DCP 1	Internal ODNI Subject / Case Policy Files. Maintained on the shared drive, containing all the work products from the circulation (within and outside the component) and coordination of internal policy development, including decisions and actions.	
MSD/DCP 1a	Internal ODNI Policy. Records that document significant, final ODNI policy, decisions, or actions. Included are instructions, internal process documents, and memos. Materials in these files include communication materials; pre-coordination drafts; initial, intermediate and final ODNI drafts; meeting minutes; coordination materials; review materials; and other correspondence used in the development of the final policies.	Temporary. Delete or destroy when 3 years old or when no longer needed, whichever is later.

Information Management Office (IMO) is responsible for providing policy and implementation guidance for information management issues including classification, review and release, and records management, while remaining fully compliant with federal statutes, Executive Orders, and regulations. [Note: Effective March 2011, IMO was re-aligned under the ODNI/CIO. However, at the time this RCS was created, the CIO schedule had already been submitted to and had been evaluated by NARA.]

Item	Title & Description	Disposition
MSD/IMO 3	Oversight Reports. Annual or other periodic reports to the Department of Justice, the National Archives, or other oversight agencies on the status and accomplishment of records management, FOIA/PA, and other programs administered by the Information Management Division	
MSD/IMO 3a	Record copy of annual agency FOIA report to the Department of Justice and any reports to Congress regarding administration of the FOIA/PA.	Permanent. Paper Records: Retain in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in 5-year blocks when most recent file is 30 years old. Electronic Records: Maintain electronic files in active system until no longer needed, and 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.
MSD/IMO 3b	Periodic reports to the National Archives regarding implementing records management programs.	Temporary. Delete or destroy 5 years after submission of report. <i>Removed due to issuance of ERS Transmittal 74. Records covered under ERS 4.1. MS</i>

Information Technology Strategy and Programs is responsible for delivering quality, secure, and cost-effective information and technology enterprise services to advance ODNI strategy, missions, and business processes. Core functions include customer relations and outreach on information technology requirements; planning and integration; capital investment and portfolio management; operations governance; and resource management. *are covered under ERS 4.1. MS*

Item	Title & Description	Disposition
MSD/IT 1	Strategy and Planning Files. Records related to the planning of ODNI IT programs or future, strategic goals.	Temporary. Delete or destroy 3 years after program/project is closed or a final decision has been made on the topic.

Support Integration manages the optimization and streamlining of support delivery to the ODNI. Support Integration (SI) serves as an executive-level action team and an ODNI-wide solutions group. Core responsibilities of SI include: customer support for immediate or irregular requirements; MSD business process integration and efficiency improvement projects; inter and intra-agency support coordination with service providers; and programmatic analysis across all support business areas.

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Item	Title & Description	Disposition
MSD/SI 1	Emergency Planning and COOP Program Files. Records accumulating from the formulation and implementation of plans (e.g. evacuation plans) for the continuity of operations (COOP) and protection of life and property during local and National emergency conditions.	
MSD/SI 1a	Emergency Plans. The record copy of the master plan(s), including case files documenting the preparation and issuance of the plan(s).	Temporary Review annually. Delete or destroy when five years old or when no longer needed, whichever is longer
MSD/SI 1b	Consolidated and Comprehensive Emergency Planning Test Reports. The final consolidated emergency planning reports of operations tests conducted under emergency plans	Temporary Review annually. Delete or destroy when five years old or when no longer needed, whichever is longer