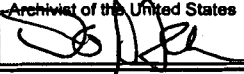



<b>Request for Records Disposition Authority</b> <small>(See Instructions on reverse)</small>		<b>Leave Blank (NARA Use Only)</b>	
To: <b>National Archives and Records Administration (NARA)</b> <b>Washington, DC 20408</b>		Job Number <b>N1-148-13-2</b>	
1. From: (Agency or establishment) <b>Office of the Director of National Intelligence</b>		Date Received <b>9/17/13</b>	
2. Major Subdivision <b>National Commission for the Review of R &amp; D</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. Minor Subdivision <b>Programs of the US Intelligence Community</b>			
4. Name of Person with whom to confer <b>Jennifer L. Hudson</b>	5. Telephone (include area code) <b>703-874-8085</b>	Date <b>29 JAN 2014</b>	Archivist of the United States 
<b>6. Agency Certification</b> 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 <u>4</u> 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: <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative 		Title <b>Director of Information Management</b>	Date (mm/dd/yyyy) <b>09/16/2013</b>
7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1	The records described in this schedule are records of the Legislative Branch. Access to and disposition of the records is governed by the associated letter from the Commission to the Archivist of the United States. This schedule was prepared by the Office of the Director of National Intelligence as the agency charged by statute with providing administrative support to the Commission. See attached 3 pages.		

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## National Commission for the Review of the Research and Development Programs of the United States Intelligence Community

### Records Control Schedule

#### Mission Description

The National Commission for the Review of the Research and Development (R&D) Programs of the United States Intelligence Community (the "Commission") was authorized by the Intelligence Authorization Act of 2003 to review the status of research and development programs and activities within the intelligence community (IC), to include:

- An assessment of the advisability of modifying the scope of R&D for purposes of such programs and activities.
- A review of the particular individual research and development activities under such programs.
- An evaluation of the current allocation of resources for R&D, including whether the allocation of such resources for that purpose should be modified.
- An identification of the scientific and technological fields judged to be of most importance to the IC.
- An evaluation of the relationship between the R&D programs and activities of the IC and the R&D programs and activities of other departments and agencies of the Federal Government.
- An evaluation of the relationship between the R&D programs and activities of the IC and the R&D programs and activities of the private sector.

The Commission began in December 2011 and realized full operational capability in March 2012 and submitted its report to Congress on 29 May 2013 and concluded business on 26 September 2013.

The records described in this schedule are records of the Legislative Branch. Access to and disposition of the records is governed by the associated letter from the Commission to the Archivist of the United States. This schedule was prepared by the Office of the Director of National Intelligence as the agency charged by statute with providing administrative support to the Commission.

#### Note on Sensitivity of National Commission Records

Many of the records addressed in this schedule are classified as national security information in accordance with statutory and national policy directives, requiring planning for their continued security until they are declassified or destroyed. The user of this schedule should assume that the subject records are classified unless noted otherwise.

### Records Descriptions and Disposition Instructions

Item	Title & Description	Disposition
NCRD 1.	<p><b>Substantive Commission Mission Records.</b> Documents, emails, interviews, briefings, etc. prepared or received in any form by the Commission and Commission staff in furtherance of information gathering for and preparation of the final report. Records include, but are not limited to</p> <p>-Commission Final Report and supporting Documentation</p>	<p><b>Permanent.</b> Paper Records: Retain in current files until decommission and then transfer to ODNI storage pending transfer to NARA.</p> <p>Electronic Records: Maintain electronic files in active system until decommission, copy to verified accessible format and medium as required for preservation and</p>

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	<ul style="list-style-type: none"> <li>-Reports, reviews, and evaluations of R&amp;D programs and activities, in particular those used in development of recommendations,</li> <li>-Documentation related to the scientific and technological fields reviewed in connection with Commission business,</li> <li>-Minutes and other records of Commission Meetings,</li> <li>-Documentation of Commission decisions and the decision-making process,</li> <li>-Documentation of interaction with Congress, and</li> <li>-Policy documentation, including final policies and substantive evidence of development, implementation and effect of Commission policies.</li> </ul>	<p>continued reference. Transfer to ODNI storage in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p> <p>Transfer to NARA as provided in the Commission letter to the Archivist of the United States..</p>
<p><b>NCRD 2</b></p>	<p><b>General Mission Records.</b> Memoranda, agendas, correspondence, reports, briefings, schedules, organization charts, mission statements, summaries, questions and answers, briefing books, drafts, emails, and other material directly relating to the work and activities of the Commission in the fulfillment of its statutory requirements.</p>	<p><b>Permanent.</b> Paper Records: Retain in current files until decommission and then transfer to ODNI storage pending transfer to NARA.</p> <p>Electronic Records: Maintain electronic files in active system until decommission, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to ODNI storage in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p> <p>Transfer to NARA as provided in the Commission letter to the Archivist of the United States.</p>
<p><b>NCRD 3</b> <b>NCRD 3a</b></p>	<p><b>Mission Support Files.</b></p> <p><b>Commission administrative documentation</b> related to major arrangements and activities involved specifically in support of the Commission by the ODNI and relevant to the fulfillment of DNI responsibilities required by statute and Congressional request. Includes primary documentation related to Executive Branch funding of Commission operations.</p>	<p><b>Permanent.</b> Paper Records: Retain in current files until decommission and then transfer to ODNI storage pending transfer to NARA.</p> <p>Electronic Records: Maintain electronic files in active system until decommission, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to ODNI storage in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>

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<p><b>NCRD 3b</b></p>	<p><b>ODNI general administrative documentation</b> resulting from ODNI daily administration, management, operation, and maintenance activities in support of the Commission. These are facilitative records, including administrative subject files, suspense files, tracking and control records, travel documentation, administrative databases, calendars, indexes, and other transitory documents which relate to routine internal administration or housekeeping activities in these file categories:</p> <ul style="list-style-type: none"><li>-Acquisition of supplies, equipment, and services</li><li>-Activity reports reflecting workload and status information related to administrative support.</li><li>-Budget documentation related to routine authorization and expenditure of ODNI funds in support of the Commission.</li><li>-General operational support, including standard office operating procedures, tracking and control records, contact information, and document templates and forms</li></ul>	<p>Transfer to NARA as provided in the Commission letter to the Archivist of the United States.</p> <p>Transfer to ODNI storage and delete, destroy, or maintain as authorized by relevant ODNI records control schedules.</p> <p><i>filing instructions</i></p>
<p><b>NCRD 4</b></p>	<p><b>Reference Materials.</b> Reference files relating to common policies, procedures, directives, related to administrative and operational support and copies of published, other-agency, and Internet matter kept solely for convenience of reference.</p>	<p><b>Temporary.</b> Destroy or delete when no longer needed.</p> <p><i>Non-Record Materials</i></p>