

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-373-89-7	DATE RECEIVED 8/22/89
1. FROM (Agency or establishment) Defense Intelligence Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER			
5. TELEPHONE EXT.		DATE	ARCHIVIST OF THE UNITED STATES
6. CERTIFICATE OF AGENCY REPRESENTATIVE			
<p>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached</p> <p>A GAO concurrence: <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> is unnecessary</p>			
B. DATE 08-10-89	C.	D. TITLE	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>		9. GRS OR SUPERSEDED JOB CITATION
	Request records disposition authority for the attached record series which cover some records of the Defense Intelligence Agency. This record series will be incorporated into our revised DIAM 13-1, "Records Maintenance and Disposition." When completed, the revised manual will make obsolete DIAM 13-1 dated 5 Jan 1973. The record series is entitled: 1100 -Intelligence Collection Management Records W/D		10. ACTION TAKEN <i>(NARS USE ONLY)</i>

1100 SERIES

INTELLIGENCE COLLECTION MANAGEMENT RECORDS

Records pertaining to the general policy, intelligence planning, intelligence data bases, collection management, data systems, production and administrative management functions of the intelligence collection management offices.

1100 INTELLIGENCE COLLECTION RECORDS. Records pertaining to the review, validations, coordination, analysis, and evaluation of raw intelligence.

Reference/Information Copy - TEMPORARY - Cut off annually, hold 1 year, and destroy. (NN 171-12, Item 530)

1102 SPECIAL INTELLIGENCE RECORDS. Biographic and classified data related to a classified mission.

a. Record copies retained by Defense Source Register Branch:

(1) Sample of 5 case files for each 10 year period, selected by analysts so as to reflect DIA collection methods; if possible, at least 2 of the files should pertain to cases of unusual interest.

PERMANENT - Transfer to the National Archives when consistent with national security. (NC1 373-78-5, Item 1a(1))

(2) All other case files.

TEMPORARY - Retire to WNRC 1 year after file becomes inactive. Destroy 40 years after file becomes inactive.

(NC1 373-78-5, Item 1a(2))

b. Reference copies.

TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations. (NC1 373-78-5, Item 1b)

- 1104 INTELLIGENCE COLLECTION MANAGEMENT RECORDS. These files pertain to the intelligence functions of the division. They contain copies of policies, briefing aids, support materials, programs and activities, including those for objectives and goals, reviews of intelligence programs and recommendations for funding. TEMPORARY - Cut off annually, destroy after purpose has been served.
- 1106 COLLECTION REQUIREMENTS. Correspondence, messages, and documents pertaining to levy and collection action. TEMPORARY - Hold 3 year after cancellation; destroy. (NN 171-12, Item 531)
- 1108 FUNCTIONAL INTELLIGENCE MANAGEMENT. Records consist of collection management; Signals Intelligence (SIGINT), Human Intelligence (HUMINT), and other intelligence plans.
- a. Record Copy - PERMANENT - Maintained by the administrative publications office for 1 year after supersession or rescission, then retired to WNRC. When 20 years old transfer to the National Archives. (NC1 373-77-7, Item 241a)
- b. Reference/Information Copy - TEMPORARY - Destroy when superseded, obsolete or no longer needed for reference purposes. (NC1 373-77-7, Item 241b)
- 1110 SYSTEM RESEARCH. Project case files reflecting the complete history of systems operations from initiation to completion. They include such documentation as support services, thesaurus, ADP systems, decisions, implementation plans, systems requirements, technical and scientific findings, status of results and final conclusions. PERMANENT - Hold 2 years after research program terminates, retire to WNRC. Transfer to NARA when 25 years old in 5 year blocks.

- 1112 SYSTEMS RESEARCH SUPPORT FILES. Records reflecting applications of theories of a scientific or technical nature documenting progress and conclusions of systems which consist of specific operations, operational support requirements, development requirements, and subsystem development requirements.
TEMPORARY - Destroy 2 years after research program terminates.
(NN 171-12, Item 562)
- 1114 SYSTEMS DEVELOPMENT. Documents on DIA online systems relating to DIA On-Line System/Community On-Line Intelligence Systems (DIAOLS/COINS). Files include such records as DoD general intelligence research and development programs of the Military Departments, news items, indoctrination/training, terminal support, security codes/markings, disc storage, statistics, and online system multifile queries.
TEMPORARY - Cut off annually, destroy when superseded, obsolete, or no longer needed for current operations.
- 1116 DATA SYSTEMS RECORDS. Records relating to data systems, feasibility studies; cost analyses; data standards; and resource requirements of approved and operational systems.
TEMPORARY - Destroy 5 years after completion or cancellation of study. (GRS 16, Item 9)
- 1118 INTELLIGENCE, DATA BASE RECORDS. A collection of intelligence reference materials maintained to support intelligence analysis and planning and to aid in the development of finished intelligence products.
TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations. (NN 171-12, Item 515)

1120 TARGET JACKETS. Photos, copies of intelligence reports and various articles accumulated on specific targets such as bridges, railroads, terrain, munition factories, power plants, etc. filed by B.E. number. These target jackets are used as inputs to transportation, lines of communications, and integrated operational support studies. Studies are disseminated to the U & S commands and 2 copies are sent to our Reference Library as intelligence publications - 1 copy becomes the permanent copy that will be transferred to the National Archives after 40 years.

TEMPORARY - Retire to WNRC when no longer needed for frequent reference. Destroy 20 years after date of transfer.

(NCI 373-83-4, Item 1)

1125 BIOGRAPHIC RECORDS ON FOREIGN MILITARY SERVICE PERSONNEL.

a. Files relating to biographic information on foreign military service personnel of intelligence interest indicated in categories I thru III and VIII listed below. Included are prominent service personnel, those involved in crisis or significant events, and "others", as determined by the DIA office of origin.

PERMANENT - Retire inactive files to WNRC when no longer needed for current business. Transfer to the National Archives in 5 year blocks when declassified in accordance with applicable national security regulations or when records are 50 years old, whichever is sooner. File folders containing agency selected category VIII personnel should be conspicuously marked.

(NCI 373-83-3, Item 1a)

b. Files relating to biographic information on foreign military service personnel falling within categories of intelligence interest IV thru VII listed below, as determined by the DIA office of origin.

PERMANENT - Retire inactive files to WNRC when no longer needed for current business. Transfer all records to NARA for historical determination when office of origin determines subject ceases to be of intelligence interest or 20 years after transfer to FRC, whichever is sooner.

(1) National Archives selected biographic files.

PERMANENT - Transfer to the National Archives.

(2) All other records. (NCI 373-83-3, Item 1b(1))

TEMPORARY - Destroy immediately. (NCI 373-83-3, Item 1b(2))

c. Reference/Information/Extra copy of documents and related working or background material in items a and b above.

TEMPORARY - Destroy when no longer needed for current business. (NCI 373-83-3, Item 1c)

Categories of intelligence interest on foreign military service personnel:

I Vital

II High interest

III Of concern

IV To be watched

V Medium interest

VI Low concern

VII Just of interest

VIII Others: Determined by office of origin from among IV thru VII as having potential historical value.

1130 PW/MIA ADMINISTRATIVE FILES. Consists of correspondence, messages, memoranda for the record, intelligence reports, briefing/speeches, Freedom of Information Act correspondence, meeting summaries and other documents pertaining to U. S. personnel who are or were Prisoners of War (PW), Missing in Action (MIA), or killed in Action-Body Not Recovered (KIA-BNR) in Southeast Asia (SEA).

PERMANENT - Forward to the National Archives for permanent retention following classification review 1 year after the announcement by the President and/or the Secretary of Defense that the accounting of the missing in SEA has been satisfactorily completed and that the PW/MIA issue is resolved. (NCI 373-84-5, Item 1)

NOTE: Administrative and housekeeping documentation, letters of transmittal and FOIA responses without enclosures and other documents not specifically related to case files or SEA countries are to be destroyed 1 year after the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved.

1132 CASUALTY FILES. Consists of individual case files or dossiers on U. S. military or civilian personnel (and selected foreign nationals) who were or are PW/MIA or KIA-BNR in SEA. Case files contain biographic reports, photographs, operational messages, intelligence reports, letters, memoranda, status reports, FOIA responses, and miscellaneous documents pertinent to the person's incident of loss and/or capture as applicable to his status. Not all case files contain all of the foregoing categories of documents.

PERMANENT - Case files will be retained until the President and/or the Secretary of Defense announces that the accounting for the missing in SEA has been satisfactorily completed and that the PW/MIA issue is resolved. Following classification review the dossiers will be retired to the WNRC and transferred to the National Archives. (NCI 373-84-5, Item 2)

1134 REFUGEE SOURCES FILES. Individual case files on each refugee or resident alien or other sources providing information on sightings of live Americans (since May 1975) or graves or crash sites of Americans who are or were casualties in Southeast Asia. Case files contain debriefing reports, memoranda for the record, tapes of interviews/debriefings, polygraph results and other documents related to the evaluation and correlation of the source's information. Not all case files contain all of the foregoing documents.

PERMANENT - Records in this category to be retained for 1 year after the President and/or the Secretary of Defense announces that the accounting for the missing in SEA has been satisfactorily completed and the PW/MIA issue is resolved. Following classification review, case files will be retired to the WNRC and transferred to the National Archives. (NCI 373-84-5, Item 3)

1136 MOTION PICTURE FILM AND VIDEO TAPE FILES. Consists of reels of the film pertaining to U. S. Prisoners of War and U. S. and international news media, by captured enemy or through intelligence efforts. Video tape files consist of PW/MIA events which occurred, generally after the fall of Saigon and were broadcast on the major US networks and Public service television network.

PERMANENT - The film and cassettes will be forwarded to WNRC on an incremental basis, as the immediate need diminishes. One year following the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved, and after classification review, all film and video cassettes will be transferred to the National Archives. (NCI 373-84-5, Item 4)

1138 PRISONER OF WAR CAMP, DETENTION AND REEDUCATION FACILITY FILES. Consists of a record for each confirmed or suspected PW camp, detention or reeducation facility investigated during and after the SEA conflict. Files contain aerial photographs, photo interpreter evaluation reports, intelligence reports, memoranda, messages, maps and other miscellaneous documents pertaining to the facilities.

PERMANENT - Records to be forwarded to the WNRC incrementally, as immediate need diminishes. Following classification review records will be transferred to the National Archives 1 year after the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved. (NCI 373-84-5, Item 5)

1140 DEBRIEFING FILES. Consists of a verbatim record or summary (including daily summary message debriefs) of PWs released at the Homecoming Feb-Apr 1973 or the debriefing of other released or escaped PWs or detainees from the SEA conflict. A casualty file also exists on each individual who has been debriefed.

PERMANENT - Records will be forwarded to the WNRC incrementally, as immediate need diminishes. All debriefing files to be retained for 1 year following the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved. Following the security classification review all records will be transferred to the National Archives. (NCI 373-84-5, Item 6)

1142 UNCORRELATED REPORT FILES. Consists of DoD and other intelligence collection agency PW/MIA intelligence reports that could not be correlated to identified American casualties in SEA. These reports were sanitized and published in a 15-volume response to numerous identical FOIA requests. The document is entitled "Uncorrelated Information Relating to Missing Americans in Southeast Asia."

PERMANENT - Documents to be forwarded to WNRC for retention for 1 year following announcement by the President or the Secretary of Defense that the PW/MIA issue is satisfactorily resolved. The records will then be transferred to the National Archives. (NCI 373-84-5, Item 7)

1144 PUBLICATIONS/REPORT FILES. Consists of 1 copy of each document or report published or produced and disseminated by the DIA PW/MIA element relative to the PW/MIA issue. The documents to be forwarded, with substantiating documentation (backup) as available, to the WNRC as the immediate need diminishes.

PERMANENT - Documents to be retained for 1 year after the President or the Secretary of Defense announces that the PW/MIA issue has been satisfactorily resolved. Following security review they will be transferred to the National Archives. (NCI 373-84-5, Item 8)

- 1146 PRECAPTURE PHOTOGRAPH FILES. Consists of 1 or more photographs of U. S. persons who are or were PW, MIA, or KIA-BNR in SEA. PERMANENT - The photographs to be forwarded to the WNRC for retention until 1 year after the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved. The photographs will then be transferred to the National Archives. (NCI 373-84-5, Item 9)
- 1146/1 POST CAPTURE PHOTO FILE. Consists of single copies of photographs of captured American taken by Vietnamese and other national photographers. The photographs have been obtained from open source publications, motion pictures, video programs and by intelligence collection means. PERMANENT - Photographs to be forwarded to WNRC for retention. One year after the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved, after declassification review, they will be transferred to the National Archives. (NCI 373-84-5, Item 10)
- 1150 FOIA REQUEST FILES. Consists of copies of DIA responses to FOIA requests for PW/MIA next-of-kin, interested individuals, and members of Congress. PERMANENT - Documents to be forwarded incrementally to WNRC for retention for 1 year after the announcement by the President or the Secretary of Defense that the PW/MIA issue has been satisfactorily resolved. The files will then be transferred to the National Archives. (NCI 373-84-5, Item 11)

- 1154 ANALYST FILES. Each analyst maintains project files, research documents, area studies, training aids and other assorted documents covering a wide range of subjects considered to be of value to PW/MIA efforts. Following the determination that the PW/MIA issue is finally resolved, all such documents will be reviewed.
- PERMANENT - Documents that supplement or contribute to the SEA PW/MIA historical record and are not duplicated elsewhere will be transferred to the National Archives. (NCI 373-84-5, Item 12)
- 1156 PW/MIA AUTOMATED ONLINE FILE. Within 1 year following the announcement that the PW/MIA issue has been resolved, tapes of the PW/MIA automated data base file will be transferred to the National Archives. Two hardcopy printouts containing all data included in each record will be retired with the tape, one in alphabetical order and the other in chronological/incident order. File construction and use date will also be transferred. (NCI 373-84-5, Item 13)
- 1158 NEGOTIATION FOLDER FILES. Consists of one folder for each loss incident in the SEA conflict. Folders may pertain to one or more individuals, is identified by a reference number as well as the individual's name and contains a brief summary of the loss incident, a physical description of the individual, appropriate open source material, and sanitized intelligence pertaining to the loss. Not all documents are included in each folder.
- PERMANENT - Folders will be transferred to the National Archives within 1 year following the announcement that the PW/MIA issue has been resolved. (NCI 373-84-5, Item 14)

IMAGERY. Original imagery of aerial, handheld, mapping, charting, hydrographic, WW II, infra-red, and any other created or received by DIA in support of DoD elements, the Intelligence Community, and other Government activities, regardless of acquisition system used.

a. Imagery will be reviewed on the Agency review date. Imagery determined by DIA as qualifying under the following criteria will be indentified as PERMANENT and scheduled for transfer to the National Archives consistent with National Security considerations. Imagery will be retired in separate accessions and/or project.

(1) Imagery Criteria: First coverage, only coverage, latest coverage, best coverage.

(2) Other determining factors in selecting PERMANENT imagery: Film quality, color, black and white, infrared, radar laser, special platforms, historical value and unique and special interest.

b. Imagery reviewed which does not qualify as PERMANENT. TEMPORARY - Destroy in accordance with the Silver Recovery Program.

NOTE: Bound indexes containing references to both PERMANENT and TEMPORARY records should be retained in their entirety unless it is possible to separate the TEMPORARY part without destroying the integrity or usefulness of the remaining PERMANENT records.

(NC1 373-82-5, Item 1)

Redactions have been made to this record control schedule pursuant to 5 U S C 552(b)(3) with the corresponding statute 10 U S C 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the Defense Intelligence Agency " You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information

[http //www archives gov/foia/](http://www.archives.gov/foia/)