

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Intelligence Agency

2. MAJOR SUBDIVISION

[Redacted]

4. NAME OF PERSON WITH WHOM TO CONFER

[Redacted]

5. TEL. EXT.

[Redacted]

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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 16 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2 Oct 75

Date

(Signature of Agency Representative)

(Title)

LEAVE BLANK	
DATE RECEIVED <b>OCT 16 1975</b>	JOB NO. <b>NC-878-76-1</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "Disposal not approved" or "with drawn" in column 10	
(Date)	Archivist of the United States

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
200	<p><u>POLICY</u> Management and Planning record data reflecting the planning, programming, and establishment of policy governing correspondence, forms, inspections, mail organization, printing, publication, records, reports, and the management direction, standardization, evaluation, and improvement thereof. Specifically the development and implementation of policy pertaining to the above Agency functions, missions, organization, etc.</p> <p>a. Record Copy - PERMANENT Hold 1 year after revision, retire to Washington National Records Center.</p> <p>b. Reference Copy - TEMPORARY Destroy when obsolete or superseded.</p>		
205	<p><u>MANAGEMENT DIRECTION</u> Record data reflecting policy implementation at the Command or Directorate level pertaining to assigned responsibilities to include statements of policy, office procedures, briefings, staff meetings (agenda/minutes), or other documentary data pertaining thereto.</p> <p>a. Record Copy - PERMANENT Hold 1 year after revision, retire to Washington National Records Center.</p> <p>b. Reference Copy - TEMPORARY Destroy when superseded, obsolete or rescinded.</p>		
210	<p><u>DOD PROGRAMMING SYSTEM</u> Establishment, maintenance, and revision of the Five-Year Force Structure and Financial Program, and the internal and external programs required</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>to carry out the assigned responsibilities of the DOD General Intelligence functions.</p> <p>a. Record Copy - TEMPORARY Cut off end of each CY, Hold 1 year in current files area, retire to WNRC, hold 8 additional years and destroy.</p> <p>b. Reference Copy - TEMPORARY Destroy when superseded or rescinded.</p>		
215	<p><u>PROGRAMMING SYSTEM SUPPORT RECORDS</u> Programs established by individual directorates in support of the DoD Programming System to include annual program objectives and the manpower, material, and financial resources to achieve the objectives.</p> <p>a. Record Copy - TEMPORARY Cut off end of each CY, Hold 1 year in current files area, retire to WNRC, hold 8 additional years and destroy.</p> <p>b. Reference Copy - TEMPORARY Destroy after 2 years.</p>		
220	<p><u>MANAGEMENT ANALYSIS</u> Records pertaining to the methods of analyzing management in terms of mission or organizational objectives, operational procedures, and performance standards.</p> <p>a. Record Copy - TEMPORARY Destroy when obsolete or superseded.</p>		
221	<p><u>MANAGEMENT EVALUATION</u> Studies, analyses, or summaries created in the comprehensive revisions of organizational structure, operational procedures, performance standards, and problem areas.</p> <p>a. Record Copy - TEMPORARY. Cut off annually, hold 1 year in the current files area, retire to WNRC, hold an additional 15 years and destroy.</p> <p>b. Reference Copy - TEMPORARY. Destroy when purpose has been served.</p>		
222	<p><u>MANAGEMENT IMPROVEMENT</u> Records which directly contribute to the development and direction of the Agency Management Improvement Program, including basic interpretations, plans, studies, and summary records.</p> <p>a. Record Copy - TEMPORARY Cut off annually, hold 1 year in current files area, retire to WNRC, hold an</p>		

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	<p>additional 15 years and destroy.</p> <p>b. Reference Copy - TEMPORARY Destroy after 1 year.</p>		
230	<p><u>ORGANIZATIONAL PLANNING AND MANPOWER AUTHORIZATION RECORDS.</u> Organizational and Functional charts, personnel charts indicating grades and ratings, manning documents reflecting the allotment (increase or decrease) of personnel spaces within the Agency and related documents.</p> <p>a. Record Copy - TEMPORARY Hold in current files area 1 year after file becomes inactive, retire to WNRC, hold an additional 15 years and destroy.</p> <p>b. Reference copy - TEMPORARY Destroy when superseded or rescinded.</p>		
231	<p><u>MANPOWER STUDIES.</u> Documents created in connection with manpower surveys and studies covering personnel authorizations, manning levels, manpower analysis and requirements, with related documentation.</p> <p>a. Record Copy - TEMPORARY. Hold in current files area 1 year after all actions have been adjudicated, retire to the WNRC, hold an additional 15 years and destroy.</p> <p>b. Reference Copy - TEMPORARY. Destroy when superseded or obsolete.</p>		
240	<p><u>PUBLICATIONS AND PRINTING MANAGEMENT.</u> Documents reflecting the management of publications and printing function.</p> <p>a. Record Copy - TEMPORARY. Destroy 2 years after superseded or rescinded.</p> <p>b. Reference Copy - TEMPORARY. Cut off annually, hold 1 year in current files area and destroy.</p>		
241	<p><u>ADMINISTRATIVE PUBLICATIONS</u> Case filed DIA standard publications (excluding intelligence publications) such as instructions, regulations, manuals, guidance letters, numbered plans, and information bulletins. Includes copy of finished publications, original manuscripts or coordination draft, a copy of each form prescribed by the publication, original copies of clearance and review summaries, an indication of where other background material may be located, and related documentation. Record Sets of amendments and related background material are filed with the basic publication which they change.</p>		

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	<p>a. Record Set - PERMANENT. Maintain in current files area 1 year after supercession or recission, retire to WRNC.</p> <p>b. Reference Set - TEMPORARY. Destroy when superseded, obsolete or no longer needed for reference purposes.</p>		
242	<p><u>ORDERS</u> Letter Orders issued by the U.S. Defense Attache Offices which direct actions, announce assumption of command or duties, and copies of orders establishing USDAO's and Service Awards.</p> <p>a. Record Copy - PERMANENT. DAO's cut off annually, hold 2 years in current files area, forward to DIA, Attn: AH-X for consolidation and retirement to WNRC.</p> <p>b. Reference and extra copies - TEMPORARY. Destroy when superseded, obsolete or no longer needed for reference purposes.</p>		
250	<p><u>RECORDS MANAGEMENT</u> Planning and management records reflecting the development, establishment, issuance, and revision of plans, policies, standards, procedures, and systems for governing the creation, maintenance, utilization and disposition of Agency records.</p> <p>a. Record Copy - TEMPORARY. Maintain in current files area for 5 years, retire to WNRC, hold for an additional 15 years and destroy.</p>		
250/2	<p><u>FILES MAINTENANCE AND DISPOSITION PLANS</u> Copies of DIA Form 907, "Files Maintenance and Disposition Plan" and similar documentation created for the purpose of inventorying records maintained at files stations and providing specific disposition instructions therefor.</p> <p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for reference purposes.</p>	NC-373-75-1	
251	<p><u>RECORDS MANAGEMENT STUDIES AND SURVEYS</u> Documents created as a result of management studies and surveys in the review, appraisal, and/or analysis of Agency elements relating to records holdings, equipment, supplies, microfilming applications, information storage and retrieval systems, forms, and correspondence</p> <p>TEMPORARY - Hold 10 years in Current Files Area and Dest.</p>	NC-373-75-1	

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252	<p><u>RECORDS MANAGEMENT REPORTS</u> Documents reflecting the progress of all phases of records management, records holdings, volume of records transferred to WNRC or other Government Agencies, volume of records destroyed in Agency offices, with supporting documents and feeder reports.</p> <p>TEMPORARY - Hold 10 years in Current Files Area and Destroy.</p>	NC-373-75-1	
253	<p><u>NUMERICAL FORMS FILE</u> Case files of DIA, DoD, Standard, and other categories of forms used by the Agency. Files contain a copy of each request for approval and revisions or reprints thereof; copies of reproduction requisitions; specifications; one copy of each approved edition of the form; and correspondence relating to the directive governing form usage.</p> <p>TEMPORARY</p> <p>a. Record Set - Hold case file in current files area 5 years after form is superseded or becomes obsolete and destroy.</p> <p>b. Reference Set - TEMPORARY. Destroy upon discontinuance or obsolescence.</p> <p>c. Blank Forms - TEMPORARY. Destroy upon discontinuance or obsolescence.</p>		
260	<p><u>REPORTS MANAGEMENT</u> Planning and management records relating to the Reports Management System, the Reports Management Index File, and documentary data pertaining thereto.</p> <p>a. Record Copy - TEMPORARY. Retain in current files area 1 year after file becomes inactive, retire to WNRC, hold 10 additional years and destroy.</p> <p>b. Reference Copy. Cut off annually, hold 1 year in current files area and destroy.</p>		
270	<p><u>INSPECTIONS</u> - Documents relating to the planning of internal/external inspections and records created as a result of inspections conducted or directed by the Office of the Inspector General, including Reports of Inspection, record of action taken and supporting papers.</p> <p>a. Record Copy - PERMANENT. Maintain in current files area 1 year after completion of the next subsequent</p>		

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	inspection, retire to the Washington National Records center.  b. Reference copies - TEMPORARY. Destroy 1 year after next subsequent inspection.		
271	<u>INVESTIGATIONS</u> Documents relating to the origination, planning, and execution of internal/external investigation and records created as a result of investigations conducted by the Office of the Inspector General, including Reports of Investigation, record of action taken and supporting papers.  a. Record Copy - PERMANENT. Retire to WNRC 2 years after transfer of military personnel and upon termination of employment of civilian personnel.  b. Reference Copy - TEMPORARY Destroy when no longer needed for reference purposes.		
280	<u>DIA HISTORICAL PROGRAM DOCUMENTATION</u> Narrative histories, manuscripts, studies, and reports with supporting documentation, prepared, compiled, or collected for Agency Historical Program.  a. Record Copy - PERMANENT Cut off annually, hold 2 yrs or until no longer required for reference, whichever is sooner.  b. Reference Copy - TEMPORARY. Cut off annually, hold 1 year in current files area and destroy.		
285	<u>DIRECTOR'S CORRESPONDENCE FILE</u> Documentation signed by a member of the Command Element; also retained copies of correspondence prepared within the Agency but signed by a Deputy Director in "Acting" capacity for a member of the Command Element.  a. Record Copy - PERMANENT Cut off annually, hold 3 yrs in current files area and retire to WNRC.  (Note: The above disposition standard applies to those files maintained by the DIA Secretariat.)  b. Reference Copy - TEMPORARY Cut off annually, hold 1 year in current files area and destroy.		

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300	<p><u>BUDGET &amp; FINANCIAL POLICY</u> Records reflecting the establishment of policy and procedures governing budget, accounting and financial operations.</p> <p>a. Record Copy - PERMANENT Cut off each fiscal year (FY) hold 3 years in current files area and retire to WNRC</p> <p>b. Reference Copy - TEMPORARY Destroy when obsolete, superseded or no longer needed for reference purposes.</p>		
310	<p><u>ACCOUNTING RECORDS</u> Records pertaining to the financial transactions of the Agency and which reflect the results of accounting operations and the official financial position of the Agency. They include copies of budget authorizations, advices of allotment and applicable documents recording the commitments, obligations, and expenditures of Agency funds.</p> <p>a. Record Copy - PERMANENT Cut off each Fiscal Year (FY) hold 2 years in current files area and retire to WNRC</p> <p>b. Reference Copy - TEMPORARY Cut off fiscally, hold 1 year in current files area and destroy.</p>		
320	<p><u>BUDGET RECORDS</u> Records reflecting budget estimates, justifications, and execution by fiscal year and by appropriation. They reflect the development, preparation, submission, and adjustments to the Agency budget including the DoD non-cryptologic intelligence budget and related papers. Includes intelligence budget records along with the consolidated general intelligence budget records of the Military Services.</p> <p>a. Record Copy - PERMANENT Cut off each Fiscal Year (FY), hold 3 years in current files area and retire to WNRC.</p> <p>b. Reference Copy - TEMPORARY Cut off fiscally, hold 1 year and destroy.</p>		
400	<p><u>POLICY &amp; PLANNING</u> Documentation reflecting the development of plans, policy, procedures, and methods for the procurement and administration of all civilian and military personnel.</p> <p>All Copies - TEMPORARY Retain until no longer required for current operations and then destroy.</p>		
450	<p><u>GENERAL AUTHORITIES AND PRECEDENTS.</u> Documentation relating to the Civilian Personnel Office's basic</p>		

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	<p>authorities to act for the Director, DIA, or the activity commander in administering civilian personnel actions, authorities granted to deviate from established policy, and records of actions or decisions which are precedent setting for future operations.</p> <p>TEMPORARY - Retain in PM current files area until no longer required for current operations and then destroy.</p>		
410	<p>OFFICIAL PERSONNEL RECORDS. Official personnel folders documenting the employment history of each civilian and military employee of the Federal Government. NOTE: This file designation is for overall identification of the file series only and will not be placed on the folders.</p> <p>a. Civilian Personnel Records maintained by the Civilian Personnel Office - TEMPORARY. Retain in accordance with the Federal Personnel Manual.</p> <p>b. Military Personnel Records maintained by the Military Personnel Office - TEMPORARY. Retain in accordance with Parent Service directives.</p>		
430	<p>EMPLOYEE-MANAGEMENT RELATIONS. Precedents, standards, and procedures relating to employee-management relations; program and services designed to improve morale and to resolve appeals and grievances of employees.</p> <p>TEMPORARY: a. Civilian Personnel Office: Hold 7 years in current files area after file becomes inactive and then destroy.</p> <p>b. All other copies: Destroy when no longer required for current operations.</p>		
435	<p>DIA AWARDS BOARD. Records reflecting the origin of the award, copies of Letter Orders, the citation, the recommendation and the approval of the award: Proceedings of the DIA Awards Board.</p> <p>TEMPORARY - Cut off annually, hold 1 year in current files area, retire to WNRC, destroy after 40 additional years.</p>		

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450	<p><u>CLASSIFICATION AND PAY MANAGEMENT</u> Documentation relating to decisions and standard procedures regarding administration of classification, salary and wage matters.</p> <p>TEMPORARY - Retain in current files area 5 years after file becomes inactive and destroy.</p>		
500	<p><u>INTELLIGENCE POLICY</u> Records relating to internal policy, planning, and management of any phase of intelligence</p> <p>TEMPORARY .</p> <p>a. Record Copy - Hold 1 year in current files area, retire to WNRC and destroy after 8 additional years.</p> <p>b. Reference Copy - TEMPORARY. Destroy when superseded or rescinded.</p>		
505	<p><u>COMMITTEE AND BOARD MEMBERSHIP RECORDS.</u> Technical committee and board files consisting of (1) agendas, directives, minutes of meetings, and reports covering general operations of the committee or board; (2) papers relating to the establishment, revision or termination of individual projects; and (3) papers reflecting official position of the Agency on problems discussed.</p> <p>a. Record Copy - PERMANENT. Retire to WNRC 1 year after file becomes inactive.</p> <p>b. Reference Copy - TEMPORARY. Destroy when superseded, obsolete, or upon termination of membership, whichever is earlier.</p>		
506	<p><u>INTERNATIONAL AGREEMENT AND CONFERENCE RECORDS.</u> Documentation relating to arrangements and agreements with foreign countries regarding international requirements, standards, and specifications for activities or products of this Agency, the Military Departments, and the Unified and Specified Commands; includes the management, planning, and review of DIA and/or DoD positions and recommendations.</p> <p>a. Record Copy - TEMPORARY. Retire to WNRC 1 year after file becomes inactive. Retain an additional 20 years and destroy.</p> <p>b. Reference Copy - TEMPORARY. Destroy when superseded or rescinded.</p>		

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520	<p><u>INTELLIGENCE PLANNING RECORDS</u> Records reflecting the development and establishment of DoD, Joint, and DIA operational immediate and long-range intelligence plans; war gaming; and liaison with the Unified and Specified Commands.</p> <p>a. Record Copy - <b>TEMPORARY</b>. Hold 1 year in current files area and retire to WNRC, hold an additional 8 years and destroy.</p> <p>b. Reference Copy - <b>TEMPORARY</b>. Destroy when superseded or rescinded.</p>		
525	<p><u>INTELLIGENCE ESTIMATES RECORDS</u> Records relating to the analyses of the intentions, capabilities, and vulnerabilities of nations and areas developed for use in operational planning. Files include estimate requirements, improvement of intelligence support for joint planning, review of war plans, and documentary data pertaining thereto.</p> <p>a. Record Copy - <b>PERMANENT</b>. Cut off annually, hold 2 years in current files area and retire to WNRC.</p> <p>b. Reference Copy - <b>TEMPORARY</b>. Cut off annually, hold 1 year in current files area and destroy.</p>		
530	<p><u>INTELLIGENCE COLLECTION RECORDS</u>. Records pertaining to the review, validation, coordination, analysis, and evaluation of raw intelligence.</p> <p>a. Record Copy - <b>PERMANENT</b>. Retire to WNRC 1 year after file becomes inactive.</p> <p>b. Reference Copy - <b>TEMPORARY</b>. Cut off annually, hold 1 year in current files area and destroy.</p>		
532	<p><u>INTELLIGENCE REPORTS</u> Raw intelligence information reports on domestic, foreign, and technical intelligence matters accumulated within the Agency.</p> <p>a. Record Copy of IR - <b>PERMANENT</b>. Cut off annually, hold 2 years in current files area and retire to WNRC, hold an additional 25 years and offer to the National Archives.</p> <p>b. Reference Copy - <b>TEMPORARY</b>. Destroy when no longer required.</p>		

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535	<p>c. IR PHOTOGRAPHY - TEMPORARY. Original prints, received as enclosures to IR's may, when a copy negative has been reproduced and which then becomes the official record, be utilized to fulfill reproduction requests.</p> <p><u>DEFENSE ATTACHE SYSTEM RECORDS</u> Record data pertaining to all aspects of the attache system; such as, personnel, housing, aircraft, budget, and liaison with Department of State.</p> <p>a. Record Copy - TEMPORARY. Cut off each calendar year, hold 5 years in current files area, retire to WNRC, hold an additional 10 years and destroy.</p> <p>b. Reference Copy - TEMPORARY. USDAO's - cut off annually, hold 1 year and destroy.</p>		
536	<p>(deleted) <u>ORDERS</u>, see Item 242 <u>ORDERS</u>.</p>		
540	<p><u>MAPPING, CHARTING, AND GEODETIC RECORDS.</u> The recommendation, establishment, and implementation of DoD programs for the overall evaluation, procurement, priority, production, filming, and distribution of mapping, charting, and geodetic requirements, studies, and surveys.</p> <p>a. Record Copy - PERMANENT. Retire to WNRC 1 year after file becomes inactive.</p> <p>b. Reference Copy - TEMPORARY. Cut off annually, hold 1 year in current files area and destroy.</p>		
541	<p><u>FILM CONTROL DATA</u> Record media (to include cards, tapes, and hard copy) reflecting the identification, source, classification management, control, and rate of reference of all intelligence photography</p> <p>PERMANENT Retain as part of original film file.</p>		
542	<p><u>INDEX FILE.</u> Manual or machine produced subjective, regional, country, or similar indexes or accession lists for research, identification, and location purposes.</p> <p>PERMANENT Retire to WNRC with the records to which they relate.</p>		

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543	<p><u>PHOTOGRAPHY</u> Original film of aerial, ground, and hydro-graphic intelligence photography maintained for the support of all DoD elements and component commands; including Information Report (IR) photography.</p> <p>a. Record Copy - PERMANENT. Retire to the WNRC when the film becomes inactive or the rate of reference becomes infrequent enough to warrant transfer.</p> <p>b. Reference Copy - TEMPORARY. Original prints, received as enclosures to IR's may be destroyed when a copy negative has been reproduced and which then becomes the official record, be utilized to fulfill reproduction requests.</p>		
550	<p><u>PRODUCTION RECORDS.</u> Records reflecting the record of actions taken in and for the fulfillment of specific requests for information on any phase of intelligence operations. Requests may be a one-time action or a continuing project.</p> <p>TEMPORARY - Cut off each calendar year, hold 2 years in current files area and retire to WNRC where they will be held an additional 15 years and destroyed.</p>		
551	<p><u>DOD WORLDWIDE INTELLIGENCE PRODUCTS SCHEDULE</u> Annual intelligence products schedule listing programmed products of the Agency, the Military Departments, and the Unified and Specified Commands, with pertinent background data and records accumulated as a result thereof.</p> <p>PERMANENT - Retire to WNRC 1 year after file becomes inactive.</p>		
552	<p><u>DIA PRODUCED INTELLIGENCE PRODUCTS.</u> Specialized intelligence publications produced by DIA as OPI or or coordinator. Products may include appraisals, analyses, estimates, evaluations, studies, surveys and cover general, scientific, substantive and technical data, with relevant background data. NOTE: Under provisions of the USIBCODIB-D-75 Agreement, reference service will be given participating members of the intelligence community after 5 years.</p> <p>a. Record Copy - PERMANENT</p> <p>(1) OPI: Transfer to Central Reference Division upon publication.</p>		

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552/2	<p>(2) Central Reference Division: Cut off at 6 month intervals, transfer to WNRC. NOTE: See Chapter 8, DIAM 13-1.</p> <p>b. Reference Copy - TEMPORARY Retain in conformance with USIBCODIB-D-75 agreement.</p> <p>c. Information Copy - TEMPORARY. Destroy when superseded or rescinded.</p> <p>d. Provisions can be made for retirement of sensitive intelligence material (see chapter 7, para 1b).</p> <p><u>CONTRIBUTIONS TO NON-DIA PUBLICATIONS</u> Records reflecting the consolidated inputs of the Military Services and DIA contributions to non-DIA publications including a copy of the finished publication. File documents of all actions, comments, and coordination required by DIA to fulfill requirements levied on DIA.</p> <p>a. Record Copy - PERMANENT Cut off annually, hold 2 years in current files area and return to WNRC.</p> <p>b. Reference Copy - TEMPORARY Destroy when publication is issued.</p>		
560	<p><u>SYSTEMS DEVELOPMENT</u> Records pertaining to Agency projects having to do with DoD general intelligence research and development programs of the Military Departments.</p> <p>TEMPORARY -                      Hold 1 year in current files area, retire to WNRC where they will be held an additional 8 years and destroyed.</p>		
561	<p><u>SYSTEMS RESEARCH</u> Records reflecting the complete history of each project from initiation to completion. Includes correspondence pertaining to systems requirements of interest to the Agency; reports prepared to correlate, disclose, document, and convey any technical and scientific findings, details, status of results and technical progress, and conclusions which are generated during the course of such work.</p> <p>TEMPORARY Hold 2 years in current files area, retire to WNRC where they will be held an additional 10 years and destroyed.</p>		

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570	<p><u>FOREIGN LIAISON RECORDS</u> Records reflecting Agency relationships with representatives of foreign governments, foreign nationals, military attaches, accreditation, tours and visits to DIA and U.S. installations or activities, and matters of protocol.</p> <p>a. Record Copy - Permanent Retire to WNRC 1 year after file becomes inactive-</p> <p>b. Reference Copy - TEMPORARY Cut off annually, hold 1 year in current files area and destroy.</p>		
580	<p><u>DATA SYSTEMS RECORDS</u> Records relating to data systems, feasibility studies; cost analyses; data standards; and resource requirements of approved and operational systems.</p> <p>a. Record Copy - TEMPORARY. Hold 1 year in current file area, retire to WNRC where they will be held 8 additional years and destroyed.</p> <p>b. Reference Copy - TEMPORARY. Cut off annually, hold 1 year in current files area and destroy.</p>		
590	<p><u>DOD INTELLIGENCE CAREER DEVELOPMENT PROGRAM</u> Records reflecting planning, establishment and implementation of the DoD Intelligence Career Development Program; guidance and policy information to DIA and the Military Departments; review of departmental plans for assigned responsibilities for DoD-wide intelligence training; instructional material; and related program documentation.</p> <p>a. Record Copy - PERMANENT Hold 3 years after file becomes inactive and retire to WNRC, hold 6 years and offer to National Archives.</p> <p>b. Reference Copy - TEMPORARY Cut off annually, hold 1 year and destroy.</p>		
591	<p><u>DIA INTELLIGENCE TRAINING RECORDS</u> Records reflecting staff supervision of the Defense Intelligence School, instructional media for programs of instruction, master record cards maintained on all attending students showing course of study and grade or proficiency rating attained, and related data.</p> <p>PERMANENT Cut off annually, hold 2 years in current files area and retire to WNRC.</p>		

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600	<p><u>SECURITY POLICY AND PLANNING RECORDS</u> Records reflecting the formulation and establishment of security policy, planning, and procedural developments governing security matters.</p> <p>a. Record Copy - PERMANENT Hold 1 year after revision and retire to WNRC.</p> <p>b. Reference Copy. TEMPORARY. Destroy when superseded or obsolete.</p>		
610	<p><u>SECURITY INFORMATION EXCHANGE RECORDS</u> Documents relating to the exchange of security classified material or intelligence information with other Government agencies, industry, and foreign governments including correspondence relating to the exchange agreements.</p> <p>a. Record Copy - PERMANENT Retire to WNRC 1 year after file becomes inactive.</p> <p>b. Reference Copy - TEMPORARY. Destroy when superseded or rescinded.</p>		
615	<p><u>RELEASE AND DISCLOSURE RECORDS</u> Records reflecting action taken in the release or disclosure of DoD/DIA information, including the request, justification, and authorization.</p> <p>a. Record Copy - TEMPORARY. Retire to WNRC 1 year after file becomes inactive, hold 20 additional years and destroy.</p> <p>b. Reference Copy - TEMPORARY. Destroy after 2 years.</p>		
626	<p><u>CERTIFICATES OF DESTRUCTION FOR TOP SECRET NATO, CENTO, SEATO DOCUMENTS.</u> Documentary evidence reflecting destruction of these records by the DIA TOP SECRET CONTROL OFFICER.</p> <p>DISPOSITION: Maintain in accordance with treaty agreements as implemented by DIA Security regulations.</p> <p>a. CENTO - TEMPORARY Must be held 10 years prior to destruction.</p> <p>b. NATO: - TEMPORARY Must be held 10 years prior to destruction, If volume warrents, records may be cut off and transferred to WNRC at 2 year intervals (DIAR 50-32)</p>		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
660	<p>c. SEATO: TEMPORARY - Cut off annually, hold 2 years in current files area and destroy (DIAR 50-34).</p> <p><u>SECURITY VIOLATIONS.</u> Documentation pertaining to alleged security violations, unauthorized divulgence of classified information, results of findings, and final corrective action taken.</p> <p>DISPOSITION</p> <p>a. TEMPORARY: Destroy 2 years after completion of final corrective or disciplinary action, EXCEPT those classified as felonies which will be retained in the office of primary interest, transferred to WNRC upon completion, where they will be held an additional 20 years and destroyed.</p>		
670	<p><u>SECURITY INSPECTIONS AND SURVEYS</u> Documentation pertaining to inspections and surveys of DIA areas conducted by or at the discretion of the Counterintelligence and Security Office.</p> <p>a. Record Copy - PERMANENT Retire to WNRC 2 years after completion of inspection.</p> <p>b. Reference Copy - TEMPORARY. Destroy 1 year after final corrective actions have been taken.</p>		
720	<p><u>BUILDING MASTER FILES</u> Records pertaining to construction planning for the DIA Headquarters Building. Includes A &amp; E Feasibility Study and related correspondence, studies, maps, drawings, photographs, minutes of meetings, and correspondence with local government, GSA, and the Corps of Engineers. Also includes congressional correspondence, cost data, budget requirements, proposed construction standards and specifications, and other related documents.</p> <p>a. Record Copy - PERMANENT. Retire to WNRC 1 year after file becomes inactive.</p> <p>b. Reference Copy - TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference.</p>		

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/>