

**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]

3. MINOR SUBDIVISION
[Redacted]

4. NAME OF PERSON WITH WHOM TO CONFER
[Redacted]

5. TEL. EXT.
[Redacted]

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED JUN 14 1976	JOB NO. NC1-878-76-3
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

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.

28 May 1976 [Redacted Signature]

[Redacted Title]

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
200	POLICY 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. The development and implementation of policy pertaining to the above Agency functions, missions, organization, etc. a. Record Copy - PERMANENT - (DIA-wide policies) Hold 5 years after revision, retire to WNRC. b. Reference Copy - TEMPORARY - (internal directorate policy) Destroy when obsolete or superseded.		
205	MANAGEMENT DIRECTION Category has been deleted. Place any files in this category in 221 Management Evaluation and Improvement Files.		
210	DOD PROGRAMMING SYSTEM Agency inputs to the establishment, maintenance, and revision of the Five-Year Force structure and Financial Program, and the internal and external programs required to carry out the assigned responsibilities of the DoD General Intelligence functions.		
220	MANAGEMENT ANALYSIS Records pertaining to management analysis in terms of economic analysis, cost comparison reviews and cost benefit analysis related to organizational objectives, operational procedures, and performance standards.		

Copy to Agency 8-16-76

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
	<p>Disposition Standards for 210 DOD PROGRAMMING SYSTEM</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>		

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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
221	Record Copy - TEMPORARY - Destroy when obsolete or superseded. MANAGEMENT EVALUATION AND IMPROVEMENT Studies, analyses, or summaries created for the comprehensive review of organizational structure, operational procedures, performance standards, and problem areas which contribute to the development and direction of the Agency management improvement program, including basic interpretations, plans, studies, and summary reports. a. Record Copy - TEMPORARY - Cut off annually, hold 1 year, retire to WNRC, destroy 3 years after retirement. b. Reference Copy - TEMPORARY - Destroy when purpose has been served.		
222	MANAGEMENT IMPROVEMENT Category has been deleted. Place any files in this category in 221 Management Evaluation and Improvement Files.		
230	ORGANIZATIONAL PLANNING AND MANPOWER AUTHORIZATION RECORDS Organization charts and functional statements, personnel charts indicating grades and ratings, manning documents reflecting the allotment (increase or decrease) of personnel spaces in the Agency with related documents. a. Record Copy - TEMPORARY - Retire to WNRC 1 year after inactive and destroy 8 years after retirement. b. Reference Copy - TEMPORARY - Destroy when superseded or rescinded.		
231	MANPOWER STUDIES Documents created in connection with manpower surveys and studies covering personnel authorization, manning levels, manpower analyses and requirements, with related documentation. a. Record Copy - TEMPORARY - Retire to WNRC 1 year after files become inactive and destroy 8 years after retirement. b. Reference Copy - TEMPORARY - Destroy when superseded or obsolete.		
241	ADMINISTRATIVE PUBLICATIONS Case filed DIA standard publications (excluding intelligence publications) such as instructions, regulations, manuals, guidance letters, numbered plans, and information bulletins. Includes copy of printed publications and background material. Record sets of changes and related background material are filed with the basic publication which they change.		

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	<p>a. Record Set - PERMANENT - Maintain in current files area 1 year after supersession or rescission, retire to WRNC.</p> <p>b. Reference Set - TEMPORARY - Destroy when superseded, obsolete or no longer needed for reference purposes.</p>		
242	<p>ORDERS 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 - TEMPORARY - DAO's cut off annually, hold 2 years in current files area, forward to DIA, Attn: AH-X for consolidation and retirement to WNRC, where they will be held 10 years and then destroyed.</p> <p>b. Reference and extra copies - TEMPORARY - Destroy when superseded, obsolete or no longer needed for reference purposes.</p>		
253	<p>NUMERICAL FORMS FILE 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; specifications; one copy of each approved edition of the form; and pertinent correspondence relating to the directive governing form usage.</p>		
	<p>a. Record Set - PERMANENT - Hold case file in current files area 3 years after form is superseded or becomes obsolete and retire to WNRC.</p> <p>b. Reference Set - TEMPORARY - Destroy upon discontinuance or obsolescence.</p> <p>c. Blank Forms - TEMPORARY - Destroy upon discontinuance or obsolescence.</p>		
271	<p>INVESTIGATIONS Documents relating to the origination, planning, and execution of internal/external investigations 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. These files include investigations of both organizational elements and individuals.</p> <p>a. Record Copy - TEMPORARY.</p> <p>(1) Organizational Elements. Hold in current files area for 1 year after all actions have been adjudicated. Retire to WNRC. Destroy after 10 years.</p> <p>(2) Individuals. Hold in current files area for 5 years after completion of all actions. Retire to WNRC. Destroy after 25 years.</p>		

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	b. Reference Copy - TEMPORARY - Destroy when no longer needed for reference purposes.		
300	BUDGET AND FINANCIAL POLICY Records reflecting the establishment of policy and procedures governing budget, accounting and financial operations.		
	a. Record Copy - PERMANENT - Cut off each FY, hold 3 years in current files area and retire to WNRC. b. Reference Copy - TEMPORARY - Destroy when obsolete, superseded or no longer needed for reference purposes.		
310	ACCOUNTING RECORDS 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.		
	a. Record Copy - PERMANENT - Cut off each FY, hold 2 years in current files area and retire to WNRC. b. Reference Copy - TEMPORARY - Cut off fiscally, hold 1 year in current files area and destroy.		
320	BUDGET RECORDS 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.		
	a. Record Copy - PERMANENT - Cut off each FY, hold 3 years in current files area and retire to WNRC. b. Reference Copy - TEMPORARY - Cut off fiscally, hold 1 year and destroy.		
400	POLICY IMPLEMENTATION Correspondence reflecting the development of plans, policy, procedures, and methods for the procurement and administration of all civilian and military personnel as documented in Agency regulations.		
	All Copies - TEMPORARY - Retain until no longer required for current operations and they destroy.		
405	GENERAL AUTHORITIES AND PRECEDENTS Documentation relating to the Civilian Personnel Office's basic authorities to act for the Director, DIA, or the activity commander in administering civilian personnel		

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	actions, authorities granted to deviate from established policy, and records of actions or decisions which are precedent setting for future operations. TEMPORARY - Retain in PM current files area until no longer required for current operations and then destroy.		
417	AGENCY CHECKOUT/CHECKIN FILES (DIA Form 185 parts A and B) Files consist of all in and out processing of Agency civilian personnel. Includes outgoing clearance checklist, supervisor's Record of Employee Card, and indoctrination. These files are maintained by the Civilian Personnel Office. TEMPORARY - Destroy 1 year after separation of employee.		
418	CIVILIAN EMPLOYEE COMPENSATION RECORDS Files contain copies of original reports, adjudication questionnaires, related claims, all correspondence relating to the claim, supervisor's report, witness statements, doctors reports of examination, and Department of Labor reports. TEMPORARY - Retain until no longer active then destroy.		
430	EMPLOYEE-MANAGEMENT RELATIONS Precedents, standards, and procedures relating to employee-management relations; program and services designed to improve morale and to resolve appears and grievances of employees. Files pertain to Equal Employment Opportunities, employment of handicapped, Federal Women's Program, and Standards of Conduct, etc. TEMPORARY a. Civilian Personnel Office: Hold 7 years in current files area after file becomes inactive and then destroy. b. All other copies: Destroy when no longer required for current operations.		
440/1	DOD PRIORITY PLACEMENT Consists of various DD forms on any DIA civilian employee who has competitive status and is subject to reduction-in-force who registers with the program. TEMPORARY - Hold 2 years and destroy.		
440/2	OVERSEAS EMPLOYMENT PROGRAMS Files contain applications of Agency civilians with competitive status who apply for DoD overseas vacancies.		

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	TEMPORARY - Hold 2 years and destroy.		
442/1	REEMPLOYMENT RIGHTS FILE Contains request agreements and extension documents of individuals formerly employed by the Agency. TEMPORARY - Retain until reemployment rights are exercised or expired then destroy.		
500	INTELLIGENCE POLICY Records relating to the responsibility for internal policy, planning, and management as pertains to plans, estimates, collection, systems and production. a. Record Copy - TEMPORARY - Hold 1 year after revision in current files area, retire to WNRC and destroy after 8 additional years. b. Reference Copy - TEMPORARY - Destroy when superseded or rescinded.		
506	INTERNATIONAL AGREEMENT AND CONFERENCE RECORDS 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. a. Record Copy - PERMANENT - Retire to WNRC 1 year after file becomes inactive. b. Reference Copy - TEMPORARY - Destroy when superseded or rescinded.		
520	INTELLIGENCE PLANNING RECORDS 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. a. Record Copy - PERMANENT - Hold 1 year in current files area and retire to WNRC, hold an additional 8 years and offer to the Archives. b. Reference Copy - TEMPORARY - Destroy when superseded or rescinded.		
530	INTELLIGENCE COLLECTION RECORDS Records pertaining to the review, validation, coordination, analysis, and		

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535	<p>evaluation of raw intelligence. Includes biographic and classified data related to a classified mission and HUMINT activities.</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> <p>DEFENSE ATTACHE SYSTEM RECORDS Record data such as correspondence or studies pertaining to justification of or additions to aspects of the attache system; such as budget, liaison with Department of State, etc.</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 offer to the Archives.</p> <p>b. Reference Copy - TEMPORARY - USDAO's - Cut off annually, hold 1 year and destroy.</p> <p>NOTE: Previous items such as housing, aircraft, and personnel should be maintained in appropriate categories under the 100 and 400 series.</p>		
545	<p>DISSEMINATION RECORDS Correspondence and actions concerning either customer requirements for intelligence and intelligence information or document dissemination. (Folders by customer or document, document distribution lists, DIA Form 997, document control records, and correspondence.)</p> <p>TEMPORARY - Destroy when no longer needed.</p>		
550	<p>PRODUCTION RECORDS 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 until obsolete then destroy.</p>		
551	<p>DOD WORLDWIDE INTELLIGENCE PRODUCTS SCHEDULE Annual intelligence products production schedule listing programmed products of the Agency in conjunction with the Military Departments and the Unified and Specified Commands, with pertinent background data and records accumulated as a result thereof.</p>		

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	a. Record Copy - TEMPORARY - Hold until superseded and then destroy. b. Reference Copy - TEMPORARY - Inputs - destroy when publication is finalized.		

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560	<p>SYSTEMS DEVELOPMENT Records relating to Agency projects having to do with DoD general intelligence research and development programs of the Military Departments such as training courses and badges, etc. Contains requests relating to DIAOLS/COINS systems.</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>		
570	<p>FOREIGN LIAISON RECORDS Records reflecting Agency intelligence 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. b. Reference Copy - TEMPORARY - Cut off annually, hold 1 year in current files area, and destroy.</p>		
591	<p>DIA INTELLIGENCE TRAINING RECORDS Records reflecting staff supervision of the Defense Intelligence School, instructional media for programs of instruction, and related data.</p> <p>PERMANENT - Cut off annually, hold 5 years in current files area and retire to WNRC.</p>		
591/1	<p>MASTER RECORD CARDS - Cards maintained on all attending students of the Defense Intelligence School showing course of study, grade or proficiency rating attained, and related data.</p> <p>TEMPORARY - Cut off annually, hold 2 years in current files area, retire to WNRC where they will be held an additional 10 years and then destroyed.</p>		
591/2	<p>GUEST LECTURER FILES - Biographic sketches on individuals and letters of invitation and appreciation.</p> <p>TEMPORARY - Destroy when no longer required.</p>		
600	<p>SECURITY POLICY AND PLANNING RECORDS Records reflecting the formulation and establishment of security policy, planning, and procedural developments governing security matters.</p>		

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	a. Record Copy - TEMPORARY - Hold 2 years after revision and retire to WNRC, hold an additional 15 years and destroy. b. Reference Copy - TEMPORARY - Destroy when superseded or obsolete.		
610	SECURITY INFORMATION EXCHANGE RECORDS Documents containing data relating to the evaluation of U.S. foreign disclosure policy with specific countries and other governmental agencies. These documents include information relating to exchange agreements between the U.S. and other countries.		
	a. Record Copy - TEMPORARY - Retire to WNRC 2 years after file becomes inactive, hold an additional 15 years and destroy. b. Reference Copy - TEMPORARY - Destroy when superseded or rescinded.		
670	SECURITY INSPECTIONS AND SURVEYS Documentation pertaining to inspections and surveys of DIA areas conducted by or at the discretion of the Counterintelligence and Security Office. a. Record Copy - TEMPORARY - Retire to WNRC 2 years after completion of inspection, hold 15 years and destroy b. Reference Copy - TEMPORARY - Destroy 1 year after final corrective actions have been taken.		

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/>