

**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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JUN 14 1976	JOB NO. 101-373-76-4
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 10 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

22 April 1976

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
215	<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. 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. b. Reference Copy - TEMPORARY Destroy after 2 years.		
240	<u>PUBLICATIONS AND PRINTING MANAGEMENT</u> Documents reflecting the management of publications and printing function. a. Record Copy - TEMPORARY. Destroy 2 years after superseded or rescinded. b. Reference Copy - TEMPORARY. Cut off annually, hold 1 year in current files area and destroy.		
250	<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. a. Record Copy - TEMPORARY. Maintain in current files area for 5 years, retire to WNRC, hold for an additional 15 years and destroy.		

Copy to Agency 8-13-76 AD

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
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>		
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 destroy.</p>		
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>		
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 style="text-align: center;">TEMPORARY</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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280	<p>inspection, retire to the Washington National Records center.</p> <p>b. Reference copies - TEMPORARY. Destroy 1 year after next subsequent inspection.</p> <p>c. DAO's destroy after next IG inspection.</p> <p><u>DIA HISTORICAL PROGRAM DOCUMENTATION</u> Narrative histories, manuscripts, studies, and reports with supporting documentation, prepared, compiled, or collected for Agency Historical Program.</p> <p>a. Record Copy - PERMANENT. Cut off annually, hold 2 years or until no longer required for reference, whichever is sooner. - retire to WNRC.</p> <p>b. Reference Copy - TEMPORARY. Cut off annually, hold 1 year in current files area and destroy.</p>		
285	<p><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.</p> <p>a. Record Copy - PERMANENT. Cut off annually, hold 3 years in current files area and retire to WNRC.</p> <p>(Note: The above disposition standard applies to those files maintained by the DIA Secretariate.)</p> <p>b. Reference Copy - TEMPORARY. Cut off annually, hold 1 year in current files area and destroy.</p>		
410	<p><u>OFFICIAL PERSONNEL RECORDS</u> 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>		
435	<p><u>DIA AWARDS BOARD</u> Records reflecting the origin of the award, copies of Letter Orders, the citation, the</p>		

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	<p>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>		
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>		
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>		
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 - PERMANENT. Cut off annually, hold 2 years in current files area and retire to WNRC.</p> <p>b. Reference Copy - TEMPORARY. 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 - PERMANENT. Cut off annually, hold 2 years in current files area and retire to WNRC,</p>		

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	hold an additional 25 years and offer to the National Archives. b. Reference Copy - TEMPORARY. Destroy when no longer required.		
540	<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. 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.		
541	<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. PERMANENT - Retain as part of original film file.		
542	<u>INDEX FILE</u> Manual or machine produced subjective, regional, country, or similar indexes or accession lists for research, identification, and location purposes. PERMANENT - Retire to WNRC with the records to which they relate.		
552	<u>DIA PRODUCED INTELLIGENCE PRODUCTS</u> Specialized intelligence publications produced by DIA as OPI 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 USIDSODIB-I-75 Agreement, reference service will be given participating members of the intelligence community after 5 years.) a. Record Copy - PERMANENT (1) OPI: Transfer to Central Reference Division upon publication. (2) Central Reference Division: Cut off at 6 month intervals, transfer to WNRC. (Note: See Chapter 8, DIAM 13-1.)		

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	<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>		
552/2	<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 retire to WNRC.</p> <p>b. Reference Copy - TEMPORARY. Destroy when publication is issued.</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>		
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</p>		

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	<p>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>		
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 yrs 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 warrants, records may be cut off and transferred to WNRC at 2 year intervals (DIAR 50-32).</p> <p>c. SEATO: TEMPORARY - Cut off annually, hold 2 years in current files area and destroy (DIAR 50-34).</p>		
660	<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 - 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 yrs and destroyed.</p>		

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720	<p><u>BUILDING MASTER FILES</u> Records pertaining to construction planning for the DIA Hqs Bldg. Includes A&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, standards and specifications, and other related documents.</p> <p>a. Record Copy - PERMANENT. Retire^e 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>		
700	<p><u>POLICY AND PLANNING</u> Documents and related instructions and correspondence which provide guidance and direction for all aspects of the procurement and logistical support activity within the Agency.</p> <p>a. Record Copy - TEMPORARY - Maintain in current files area until superseded or rescinded, retire to Washington Nat'l Records Center, hold for 6 years and destroy.</p> <p>b. Reference/information Copy - TEMPORARY - Destroy when superseded or rescinded.</p>		
710	<p><u>CONTRACT FILES</u> Contracts, agreements, and correspondence with other Government sources and civilian contractors which provide administrative, technical, or scientific support, including Shared Administrative Support (SAS), records of implementation, contract development, machine purchases, leases, maintenance, substantive monitorship, bids, proposals, technical guidance, contract amendments, studies, reports and correspondence related thereto, constituting a complete contract file.</p> <p>a. Record Copy - TEMPORARY - Retire to Washington Nat'l Records Center 1 year after file becomes inactive or after payment, destroy after 7 years.</p> <p>b. Reference/information Copy - TEMPORARY - Destroy when no longer needed.</p> <p>c. USDAO Copy - TEMPORARY - Destroy when no longer needed.</p>		
721	<p><u>TECHNICAL REFERENCE DATA</u> Copies of A&E technical reference books, technical and trade journals, studies of other Government agency building construction projects, specifications, drawings, photographs, slides, cost data of other</p>		

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	<p>jobs, sample survey forms, brochures, catalogs, and related data.</p> <p>TEMPORARY - Destroy when superseded, obsolete, or no longer needed for reference purposes.</p>		
730	<p><u>LOGISTICAL PLANNING</u> Records relating to the allocation, utilization, and release of office space under Agency control; utilities; equipment, supplies, services and other logistical support activities, including military construction projects.</p> <p>TEMPORARY - a. Record Copy - Destroy 2 years after completion of project.</p> <p>b. Reference/information Copy - Destroy when no longer needed for reference purposes.</p> <p>c. USDAO Copy - Cut off fiscally, hold 1 year in current files area and destroy.</p>		
731	<p><u>REQUISITION, EQUIPMENT, PROCUREMENT AND LOGISTICAL SERVICES, AND SUPPLY RECORDS</u> Administrative Services Requests, Military Interdepartmental Purchase Requests (MIPR), and similar records with related documentation. Includes copies of requisitions, service or material requests, shipment orders for stocks and materials, and rentals of equipment with supporting correspondence.</p> <p>TEMPORARY - a. Record Copy - Maintained by Logistical Services Branch - Cut off each Fiscal Year, hold 2 years in current files area, and destroy.</p> <p>b. Reference/information Copy - Maintain by requesting office as a suspense until action completed and destroy.</p> <p>c. USDAO Copy - Cut off fiscally, hold 1 year in current files area and destroy.</p>		
732	<p><u>EQUIPMENT ACCOUNTABILITY</u> This files series is now combined with 735, Equipment Accountability and Property Records.</p>		
733	<p><u>STOCK RECORDS ADJUSTMENT APPROVALS AND REPORTS OF SURVEY</u> Documents such as inventory adjustment reports and reports of survey maintained by the reviewing or approving office, reflecting the circumstances concerning the loss, serviceability, or destruction of property, and serving to determine pecuniary or other responsibility for the absence or condition of articles.</p>		

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	TEMPORARY - Destroy after 3 years.		
734	<p><u>SUPPLY REGISTER</u> A record of all supply transactions for expendable and nonexpendable property.</p> <p>TEMPORARY - a. DIA Hq., Logistical Services Branch - Cut off each Fiscal Year, destroy when no longer needed for reference purposes.</p> <p>b. USDAO Copy - Retain until after review by the Inspector General and destroy when no longer needed for reference purposes.</p>		
735	<p><u>EQUIPMENT ACCOUNTABILITY AND PROPERTY RECORDS</u> Records generated mechanically or manually consisting of periodic listings, reports, property books and similar documentation.</p> <p>TEMPORARY - a. DIA Hq. - Destroy when no longer needed for reference purposes.</p> <p>b. USDAO Copy - Maintain and dispose in accordance with appropriate Service regulations and directives, except that zero balanced pages of the Property Book will be held for the next IG inspection, at which time they may be destroyed unless an exception is noted by the IG.</p>		
740	<p><u>GRAPHIC MASTER FILES</u> Case files of all graphic material such as charts, maps, posters, and illustrations designed and produced for Agency use, including the request form and related correspondence.</p> <p>TEMPORARY - Destroy when superseded or obsolete.</p>		
741	<p><u>REPRODUCTION FILES (INTERNAL)</u> Printing requisitions for the reproduction of publications and other printed materials including requests for services performed through in-house facilities.</p> <p>TEMPORARY - Cut off annually, hold 1 year and destroy.</p>		
742	<p><u>REPRODUCTION FILES (EXTERNAL)</u> Printing requisitions submitted to the Defense Printing Office, Defense Printing Service, and to the Government Printing Office for reproduction of forms, publications and other printed materials when requests exceed the capabilities of in-house reproduction facilities.</p> <p>TEMPORARY - Hold 1 year after completion of job and destroy.</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

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