



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Job No. N1-525-95-1
[Public Release Version]

This job dossier contains all documentation relating to this schedule that is available for public review. It contains the public release version of the schedule and all unclassified correspondence and review memorandums.

The full text of the schedule and the appraisal memorandum are classified.

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-525-95-1	DATE RECEIVED 4-17-95
1 FROM (Agency or establishment) National Reconnaissance Office		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		DATE ARCHIVIST OF THE UNITED STATES	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	3-1-96	John W. Paul
(b)(3)			

6 AGENCY CERTIFICATION
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 ___ 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,

is not required, is attached, or has been requested

DATE 4/10/95

(b)(3)

TITLE Director

7 ITEM NO	8 DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The attached pages provide comprehensive disposition instructions for records accumulated by the National Reconnaissance Office (NRO) and its component offices.</p> <p>All series approved for permanent retention will be transferred to the National Archives when 50 years old, pending NRO determination that continued agency retention is not required.</p> <p>The items in this schedule apply to records regardless of medium. Information covered by permanent items may be converted to microform or to an electronic format, including optical disk, without further NARA approval. Permanent microform records will be created and maintained in accordance with the standards for archival film contained in the Code of Federal Regulations. Permanent records maintained in an electronic format will be transferred to the National Archives in a format that meets the standards for archival records in effect at the time of transfer.</p>		

(whether imaged or other record material)

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

JOB NO

PAGE

OF

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>For permanent records maintained in an electronic format, a copy of documentation, as defined in the Code of Federal Regulations, will be transferred with the records.</p>		



NRO

Records

Control

Schedule

April 27, 1995

Records Control Schedule

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Introduction

The National Reconnaissance Office (NRO) Records Control Schedule (RCS) has been submitted to and approved by the Archivist of the United States as required by 44 U.S.C. Chapter 33, which governs the disposition of Federal records. It serves as the official guidance for the Records Disposition Program. This program provides for the effective and efficient management of records no longer needed to conduct current business. It has three main objectives in accordance with 36 CFR Chapter 12, Subchapter B--Records Management, Part 1228--Disposition of Federal Records: The prompt disposal of temporary records whose authorized retention periods have expired, the timely and systematic transfer to economical storage of records no longer needed in local office space or computer systems but not yet eligible for final disposition, and the identification and transfer of permanent records to the National Archives for preservation and for reference and research (following appropriate declassification review). Disposition means those actions taken regarding Federal records after they are no longer needed to conduct current business. These actions include:

- * Transfer of records to records storage facilities or Federal records centers (FRCs).
- * Transfer of records to another Federal agency.
- * Transfer of permanent records to the National Archives.
- * Disposal of temporary records no longer needed to conduct business, usually by destruction or occasionally by donation.

In general, the retention period for Federal records is determined by their administrative, operational, legal, and historical value. The administrative and operational value of a record and its attendant retention period is determined by the component responsible for the record. The legal value of a record and its attendant retention period is usually determined by Federal Law and prescribed in the Code of Federal Regulations. The historical value of a record is determined by the National Archives and Records Administration (NARA). NARA designates records as permanent if they have sufficient historical or other value to warrant their eventual transfer to NARA for continued preservation by the Government. Such records may be preserved because they document the agency's origins, organization, functions, and significant transactions and activities. Or

they may be preserved because they document the persons, places, things, or matters dealt with by the agency; that is, because they contain information with significant research or reference value. The Definition of Information Management Terms, which serves as a companion to this document, contains the definition of a record, other terms used in this RCS, and the NARA guidelines that were used to help identify the records designated as permanent in this RCS.

General Records Schedules (GRS) are issued by the Archivist of the United States to provide disposal authorization for temporary records common to several or all agencies of the Federal Government. They include records relating to civilian personnel, fiscal accounting, procurement, communications, printing, and other common functions. These records comprise an estimated one-third of the total volume of records created by Federal agencies. In 1978, use of the GRS was made legally mandatory. The GRS disposal authorizations must be used to the greatest extent possible. Because these schedules are designed to cover records common to several agencies, the records descriptions are general. For the sake of brevity those NRO records that are covered in the GRS are described in the NRO RCS along with a reference to the appropriate GRS.

Each RCS "Item" consists of four parts: an item number, an item title, a description of the records covered by the item; and the authorized disposition. The authorized disposition designates the records as Permanent or Temporary. For Temporary records the disposition provides the retention period, that is, the length of time from date of origin or other event before the records should be destroyed or otherwise disposed. The Disposition may also specify the "cutoff" for records, that is, the length of time or event that should cause a file of records to be closed and a subsequent file opened. Finally, the Disposition may specify the length of time a file of records is to be retained in active local filing equipment or computer storage before being transferred to inactive storage in a records facility.

Questions of applicability of any RCS item to records or differences of interpretation between component records officers or custodians and other personnel that cannot be reconciled within the component may be referred to the appropriate information management officer.

100 Overall Program Management, Policy, and Analysis

Records covered in this section document overall policy formulation and program management. Included are records accumulated by the Director and other high level officials, records of intra and inter-agency committees, task forces, and boards, directives and other issuances that establish policies and procedures, inter-agency agreements, strategic planning records, studies and other records that assess the effectiveness of programs, and official histories (with related background files).

101 Records of the Director

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
101-01	<u>Records of the Director, Deputy Director, Deputy Director for Military Support, and Immediate Staff</u>	Permanent.
	Records that pertain to the formulation of policies and procedures and major functions and activities.	
101-02	<u>Director's Action and Correspondence Tracking System</u>	Temporary. Destroy when superseded, obsolete, or no longer needed.
	System used for tracking internally created documents, prepared for the signature of the Director or Deputy Director, and tracking the status of actions requested by the Director or Deputy Director.	
101-03	<u>Director's Calendar</u>	Permanent.
	Calendars documenting the Director's schedule and appointments. (For other calendars see GRS 23.)	

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
101-04	<u>Management Committee Meeting Files</u> Records accumulated in connection with meetings of the Director with his principal assistants pertaining to overall organization and management.	
	a. Office of record.	Permanent.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed

102 Records of Committees, Task Forces, Boards, and Councils

102-01	<u>Records of Committees, Task Forces, Boards, Councils, and Similar Inter and Intra-Agency Panels</u> Records prepared or accumulated by inter and intra-agency bodies pertaining to their establishment, mission, organization, membership, and actions.	
	a. Offices serving as sponsor or secretariat.	Permanent.
	b. Other offices.	Temporary. Destroy 2 years after termination of group or when superseded, obsolete, or no longer

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

needed, whichever is
later.

103 General Management and Administration

103-01 Directives and Other Policy
and Procedural Issuances

Directives, handbooks, manuals, instructions, and other issuances.

a. Issuances with agency-wide applicability.

(1) Offices responsible for preparation.

Permanent.

(2) Other offices.

Temporary.
Destroy when superseded, obsolete, or no longer needed.

b. Issuances that pertain only to a specific office or program.

Temporary.
Destroy when superseded, obsolete, or no longer needed.

103-02 Organization Planning Records

Records that pertain to proposed changes in the overall organization as well as the organization of components reporting directly to the Director.

a. Offices responsible for preparation.

Permanent.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
103-03	<u>Directorate-Level Policy/ Subject Files</u>	
	a. Records pertain to such subjects as resource allocations, overall program management, relations with Congress and other oversight bodies, relations with other agencies, and the establishment, disestablishment, and relocation of subordinate program offices.	Permanent.
	b. Files consisting solely of duplicate copies.	Temporary. Destroy when superseded, obsolete, or no longer needed.
103-04	<u>Office-Level Internal Management Records</u>	
	Records accumulated by individual components in connection with the establishment/modification of program priorities, resource allocations, cost analyses of proposed changes in activities and similar matters.	Temporary. Destroy when 5 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
104 External Policy Records		
104-01	<u>External Policy Files</u> Records pertaining to the formulation of policies regarding relations with other agencies.	
	a. Office of record.	Permanent.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
104-02	<u>Agreement Files</u> Agreements executed with other entities.	
	a. Office of record.	Permanent.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
105 Historical Records		
105-01	<u>Historical Files</u> Records that document the history, organization, functions, and activities of the agency and related activities of other agencies.	Permanent. However, duplicate and administrative records may be destroyed when no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
106 Planning and Analysis Records		
106-01	<u>Planning and Analysis Subject Files</u> Records that pertain to strategic planning, overall program planning, the establishment of baseline requirements for programs, and the establishment/modification of systems architecture and concept of operations for major systems.	Permanent.
106-02	<u>Strategic Planning Files</u> Documents relating to the development of strategic plans and road maps. a. Final versions of strategic plans and road maps with related substantive background files held by office of record. b. All other records.	Permanent. Temporary. Destroy after 3 years.
106-03	<u>Baseline Agreements</u> Internal agreements between the Director and major program offices. a. Signed copies held in office of record under configuration manage-	Permanent.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	ment.	
	b. Copies in other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
106-04	<u>Assessment and Evaluation Files</u> Studies, reports, briefings, position papers, and other analyses, with related background papers, prepared to assess and evaluate programs and operations.	
	a. Final reports, with substantive background papers.	Permanent.
	b. All other records.	Temporary. Destroy 5 years after completion of assessment or study. However, rough notes, drafts, and other transitory background papers may be destroyed when superseded, obsolete, or no longer needed.

200 Legal, Inspection, Legislative, External Relations (including FOIA/PA and Mandatory Declassification Review), and Audiovisual Records

Records covered in this section pertain to legal matters, including litigation, inspections, investigations, and audits; public affairs; legislative liaison; and implementation of the Freedom of Information Act, Privacy Act, and E.O. 12356 Mandatory Review for Declassification. Also included are still pictures, motion picture films, and video recordings that depict programs and activities.

201 Legal Records

ITEM

<u>NO</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
201-01	<u>Legal Authorities Files</u> Records relating to legal issues, legal advice, and support concerning legal authorities peculiar to the agency.	
	a. Office of record.	Permanent.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
201-02	<u>Legal Subject Files (Other Than Files That Relate to Legal Authorities)</u> Records relate to such matters as FOIA/PA and classification reviews, intellectual property issues, procurement, and routine relations with other agencies' legal offices. They pertain to matters that do not reflect the agency's distinctive mission.	

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Office of record.	Temporary. Destroy when superseded, obsolete, or no longer needed.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
201-03	<u>Litigation Case files</u> Case files pertaining to litigation and potential litigation in which the agency is a party or has an interest.	
	a. Office of record.	
	1. Cases that reflect distinctive agency activities, attract media or Congressional interest or are otherwise historically significant.	Permanent.
	2. All other files.	Temporary. Destroy when all appellate rights have been exhausted or when no longer needed, whichever is later.
	b. Other offices.	Temporary. Destroy on close of case or when no longer needed, whichever is later.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
201-04	<u>Standards of Conduct Files</u> Forms and related papers pertaining to standards of conduct matters.	Temporary. Destroy when 6 years old.
202 Inspection and Audit Records		
202-01	<u>Inspection Policy Files</u> Records pertain to the organization, functions, policies, and activities of the office responsible for inspections. a. Office of record. b. Other offices	Permanent. Temporary. Destroy when superseded, obsolete, or no longer needed.
202-02	<u>Investigative Case Files</u> Case files on investigations and inquiries undertaken by investigative staff. a. Files on cases that attract public or Congressional attention, pertain to alleged violations of the laws, executive orders, and directives that govern the scope of U.S. Government activities, develop into investigations of espionage, sabotage or sub-	Permanent.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	version, or pertain to systemic problems in administration.	
	b. All other cases.	Temporary. Destroy when 10 years old.
202-03	<u>Inspection Files</u> Records relating to inspections of offices and activities.	
	a. Office of record.	Permanent.
	b. Other offices.	Temporary. Destroy after next inspection or when all required follow-up actions are completed, whichever is sooner.
202-04	<u>Audit Files</u> Records relating to audits performed by internal staff, GAO, and similar oversight bodies.	
	a. Office of record.	Temporary. Destroy when 8 years old.
	b. All other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
203 Public Affairs		
203-01	<u>Public Affairs Directives</u> Directives that prescribe agency-wide public affairs programs and policies.	
	a. Office of Record.	Permanent.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
203-02	<u>Press Releases</u> Agency-issued press releases.	
	a. Office of record.	Permanent.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
203-03	<u>Internally Produced Newsletters</u> Periodic newsletters relating to or reporting on various programs and activities when used by the Director or other senior officers to promulgate official policy.	
	a. Offices responsible for preparation.	Permanent.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
203-04	<u>Speeches</u> Text or transcripts of speeches made by the Director or other Senior Officers authorized by the Director to speak for the agency.	
	a. Office of record.	Permanent.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
203-05	<u>Press Interviews</u> Transcripts and other records of interviews of the Director, and other Senior Officers authorized by the Director to speak for the agency, with representatives of the media.	
	a. Office of record.	Permanent.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.

ITEM

NO. DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION

203-06 Public Affairs Administrative Files

Records relating to the day to day administration of public affairs programs.

Temporary.
Destroy when superseded, obsolete, or no longer needed.

204 Legislative Liaison

204-01 Legislative Program Records

Records pertain to Congressional oversight of activities and programs.

- a. Office of record.
- b. Other offices.

Permanent.

Temporary.
Destroy when superseded, obsolete, or no longer needed.

205 Freedom of Information Act/Privacy Act/Mandatory Declassification

This section covers certain records pertaining to informational services performed by NRO in relations with the public; including records created in administering Freedom of Information Act, Privacy Act, and mandatory declassification programs. These records consist of inquiries, replies, and related correspondence; in the case of FOIA, Privacy Act, and mandatory declassification files, appeals and other records; administrative background files for formal informational releases, and records relating to inappropriate release of privileged information. Except for Item 205-01 the disposition of these records is governed by General Records Schedule 14, which should be consulted for disposition instructions.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
205-01	<u>Copies of Released Records</u> Copies of documents released in whole or in part under FOIA, PA, or Mandatory Review.	Temporary. Destroy when superseded, obsolete, or no longer needed.
206 Audiovisual Records		
206-01	<u>Motion Pictures and Video Recordings of Program Activities</u> Motion pictures and video recordings produced or acquired that pertain to program activities. Exclude records covered by Items 105-01, 206-02, 702-01a, 803-04, 804-03, and 1203-02. a. Office of record. b. Other offices.	Permanent. Temporary. Destroy when superseded, obsolete, or no longer needed.
206-02	<u>Routine Motion Pictures and Video Recordings</u> Motion pictures and video recordings that depict routine awards ceremonies and social events or pertain to internal training and management activities that do not reflect distinctive programs and activities.	Temporary. Destroy when superseded, obsolete, or no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
206-03	<u>Still Pictures of Activities</u> Still pictures that depict distinctive programs and activities. a. Office of record. b. Other offices.	Permanent. Temporary. Destroy when superseded, obsolete, or no longer needed.
206-04	<u>Routine Still Pictures</u> Still pictures that depict routine awards ceremonies, social events, and similar activities not related to distinctive programs and activities.	Temporary. Destroy when superseded, obsolete, or no longer needed.
206-05	<u>Viewgraphs and Multimedia Presentations</u> Viewgraphs, briefing slides, other audiovisual briefings aids and computer-driven multimedia presentations used for briefings. Exclude records covered by Items 101-04, 901-05, and 1201-02.	Temporary. Destroy when 1 year old or when superseded, obsolete, or no longer needed, whichever is later.
206-06	<u>Graphics Production Records</u> Records accumulated in connection with the preparation of graphics. Records are held by units responsible for producing graphics for use by	Temporary. Destroy when 3 years old.

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

other offices and include
hard and soft copies of
viewgraphs, slides, and other
graphics.

April 27, 1995

300 Budget and Finance

Records covered in this section pertain to budget formulation and execution. Included are consolidated budget estimates and justifications for the entire program and related working papers, budget estimates prepared by individual components, reports that document the apportionment and expenditure of appropriated funds, accountable officers files, and ledgers, appropriation allotments, and other expenditure accounting records.

301 Budget Formulation

<u>ITEM NO</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
301-01	<u>Budget Policy Files</u> Correspondence and subject files pertaining to policies and procedures governing budget formulation and administration as well as budgetary aspects of programs and operations.	Permanent.
301-02	<u>Budget Estimates and Justifications</u> Records relating to the preparation and submission of annual budget estimates and justifications. a. Congressional Budget. (1) Record Copy. (2) Copies held by other offices.	Permanent. Temporary. Destroy when 5 years old. Earlier disposal is authorized if no longer needed.

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

b. Other Budget Estimate
and Justification Files.

(1) Office of record.

Permanent.

(2) Other offices.

Temporary.

Destroy when 5 years old.
Earlier disposal is au-
thorized if no longer
needed.

301-03

Budget Working Files

Working papers accumulated in
offices responsible for pre-
paring budget estimates.

Temporary.

Destroy when superseded,
obsolete, or no longer
needed.

302 Budget Execution

This section covers records accumulated in the process of executing the NRO appropriated budget. The disposition of these records is governed by General Records Schedule 5.

303 Accountable Officers Files

This section covers accountable officers' returns and related records. Accountable officers' accounts include record copies of all records concerned with the accounting for, availability, and status of public funds. There are several types of "accountable officers," such as: (a) the collecting officer, who receives monies owed to the Federal Government and ensures that it is credited to the proper account; (b) the disbursing officer who is responsible for providing documentation to GAO since he accomplishes the actual payment of public monies to proper Federal creditors; and (c) the certifying officer, whose signature on a summary attests to the authenticity of vouchers listed on the schedule.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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This section includes records held for on-site audit. Under on-site audit, vouchers, contracts, schedules, statements of transactions and accountability and other related supporting documents are retained in NRO space for auditors.

Records relating to the availability, collection, and custody of funds include (1) the appropriation warrants, (2) other documents which deposit funds into the Treasury, and (3) documents which provide accountable officers with status reports on funds in their custody, such as the proofs of depository account and statements of funds to their credit. Except for Item 303-01 the disposition of these records is governed by General Records Schedule 6.

303-01 Imprest Fund Files

Monthly accounting records, letters of instruction authorizing expenditures, and other supporting documentation on money assigned for small housekeeping expenditures.	Temporary. Destroy after audit.
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304 Expenditure Accounting

Expenditure accounting records are the ledgers and related documents maintained by the NRO to show in summary fashion how funds, appropriated and nonappropriated, are spent, and the sources and nature of any receipts. The key records are the general ledger accounts, which constitute, as a unit, the heart of the agency accounting system. These ledgers summarize the financial status and financial transactions of the agency, showing the current status of funds available for expenditure, the amounts due and collected for the account of the Government, accumulated expenditures and liabilities, and the values of stock, equipment, and other property in agency custody. They are controls that serve not only as central fiscal records, but also as a primary source of data for top management concerned with agency solvency, expenditures, and program costs. Except for Item 304-01 the disposition of these records is governed by General Records Schedule 7.

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

304-01

Program Accounting Systems

Automated systems used to track expenditures on programs, including payments made to contractors.

~~Temporary.
Erase data when 20 years old or when no longer needed, whichever is later.~~

*Disposition Not
Approved*

400 Contracting, Procurement, and Logistics Records

Records covered in this section pertain to contracting, procurement, and logistics. Included are contract files and other records relating to the contracting function, records that document the acquisition of materiel needed for programs, files accumulated in connection with the storage and shipment of materiel, and records that document transportation activities.

401 Contracting and Procurement

With the exception of the items listed below these records are covered by General Records Schedule 3.

ITEM NO	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
401-01	<u>Contracting Policy and Planning Files</u> Files documenting the procedures and instructions which provide guidance and direction for all aspects of procurement activity. a. Office of record. b. Other offices.	Permanent. Temporary. Destroy when superseded, obsolete, or no longer needed.
401-02	<u>Designation and Termination of Contracting Officers, Technical Representatives, and Property Administrators</u> Requests for designation or termination; statement of qualifications; and designation or termination and acknowledgement of receipt thereof.	

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Designating offices.	Temporary. Destroy 3 years after termination of appointment.
	b. Requesting offices.	Temporary. Destroy 1 year after termination of appointment.
401-03	<u>Customer Requirements Records</u> Messages, notes, status reports, specifications, and other files accumulated by customer account executives, item managers and other staff responsible for determining what specific items of materiel meet customer requirements, acquiring materiel for customers, and ensuring its timely shipment.	Temporary. Destroy when superseded, obsolete, or no longer needed.
401-04	<u>Logistics Support Systems</u> Automated systems used to document purchases of materiel.	Temporary. Purge data 4 years after completion of transaction.
401-05	<u>Contractor General Information Files</u> Documents relating to specific contractors that contain such information as the contractor's management systems, past performance, or capabilities, etc., when filed separately from con-	Temporary. Destroy when superseded, obsolete, or no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	tract case files.	
401-06	<u>Contract Audit Files</u> Records relating to the audit and review of costs which have been incurred or the appraisal of the contractor's operations and procedures which either contribute to, or have an impact on, costs charged to or expected to be charged to a specific Government contract, e.g., Performance and Financial Controls, Materials and Services, Labor, Indirect Expenses, Other Reviews, All Inclusive Audits, Special Audits, and Negotiation Memorandums.	Temporary. Destroy 6 years and 3 months after final settlement of claims and final audit action on the related contract.
402 Property Accounting, Inventory Control, and Supply Record		
With the exception of Item 402-01 these records are governed by General Records Schedules 3 and 8.		
402-01	<u>Government Furnished Equipment and Property Accounting Files</u> Audit and accounting records for government equipment, property, and supplies furnished to contractors. a. Office of record.	Temporary. Destroy 10 years after related contract is terminated.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. All others.	Temporary. Destroy when superseded, obsolete, or no longer needed.
403 Shipping and Transportation		
403-01	<u>Government Bills of Lading (GBLs)</u> Property shipped and property received GBLs, freight bills, shipping records, holding orders, transit re-shipping certificates, release receipt records, and related papers (excluding GBLs for shipments of household goods).	Temporary. Destroy when 3 years old. Inbound shipments where freight charges are prepaid by shipper may be destroyed when 2 years old.
403-02	<u>Transportation Unit Control Records</u> Records accumulated by transportation units in connection with the shipment of materiel to other activities.	Temporary. Destroy when 1 year old. Cut off monthly if volume warrants.
403-03	<u>Transportation Discrepancy Records</u> Reports and other records pertaining to traffic irregularities, packaging and handling deficiencies, damaged, pilfered and lost cargo, and similar matters.	Temporary. Destroy when 1 year old.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
403-04	<u>Transportation Files</u> Cargo summaries, itineraries, requests, and messages pertaining to specific shipments.	Temporary. Destroy when 1 year old.
403-05	<u>Container Certificates</u> Records relating to the certification of oversize shipping containers.	Temporary. Destroy when container taken out of service or when container has been replaced, destroyed, or deleted from active inventory.
403-06	<u>Annual Reports of Transportation Activities</u> Brief annual reports that summarize transportation activities.	Temporary. Destroy when 5 years old or when no longer needed whichever is later.
403-07	<u>Annual Budget Projections for Transportation Activities</u> See Item 301-03	

500 Security and Counterintelligence

Records covered in this section pertain to security and counterintelligence. Records deal with such subjects as personnel security, facilities security, information security, and counterintelligence. Routine physical protective services records are covered in Section 1600. Security training records are covered by Items 1201-01, 1201-02, and 1201-03.

Note: Some records accumulated under items in this section of the schedule may become relevant to an ongoing investigation or litigation. If not incorporated into the investigation case file these records should be retained until completion of the investigation even if their normal retention period has expired.

501 Security - General

<u>ITEM NO</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
501-01	<u>Security Policy Files</u> Substantive records relating to overall information security, personnel security, and physical security policies, procedures, programs, and activities. a. Office of record. b. Other offices.	Permanent. Temporary. Destroy when superseded, obsolete, or no longer needed.
501-02	<u>Security Review Files</u> Forms and other records accumulated in connection with the review of proposed speeches and articles to determine if public release is permissible.	Temporary. Destroy when 1 year old.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
501-03	<u>Special Access Program Administrative Records</u> Records relating to the establishment of special access programs.	Temporary. Destroy 5 years after program is disestablished or disapproved, whichever is applicable.

502 Personnel Security

(See Section 1600 for routine personnel security records)

For records related to Personnel Security not covered in Section 1600 NRO has adopted the Records Schedule approved by NARA for the Department of Defense. Refer to DOD Schedule NC1 330-76-1 for the disposition of these records.

503 Physical Security

(See Section 1600 for routine protective services records)

503-01	<u>Facilities Security Subject Files</u> Correspondence, reports, and other records relating to programs and activities established to ensure that facilities meet standards for security. Exclude records covered by Item 501-01a.	
	a. Office of record.	Temporary. Destroy when 7 years old.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
503-02	<u>Facilities Accreditation Files</u> Facility files consisting of physical security plans, surveys and other records pertaining to individual facilities accredited for the storage of sensitive classified information.	Temporary. Destroy 7 years after facility is deactivated or accreditation is withdrawn.
504 Information Security		
This section covers records accumulated from measures taken by the NRO to protect classified information from unauthorized disclosure in accordance with Executive Orders and statutory or regulatory requirements. Except for the items listed below the disposition of these records is governed by General Records Schedules 18 and 12 (Courier and mail receipts, etc.).		
504-01	<u>Control, Finding, and Maintenance Records</u> Master indices or separate finding aids used with official file systems for location and cross-reference purposes.	Temporary. Hold or destroy in accordance with approved disposition instructions for the corresponding files, or for the appropriate access control record items, whichever is later. Review annually.
504-02	<u>Information Systems Security Files</u> Copies of reports resulting from surveys of specific information and word processing systems.	Temporary. Cut off when information or word processing system

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
		discontinued. Destroy 5 years after cutoff.
505 Counterintelligence		
505-01	<u>Counterintelligence Subject Files</u> Substantive records relating to counterintelligence policies, plans, and activities. a. Office of record. b. Other offices.	Permanent. Temporary. Destroy when superseded, obsolete, or no longer needed.
505-02	<u>Foreign Travel Request Cases</u> Case files on requests for approval to travel to designated countries.	Temporary. Destroy when 5 years old.
505-03	<u>Foreign Travel Tracking System</u> Automated tracking system used to monitor the status of foreign travel cases.	Temporary. Destroy when 5 years old.

600 Communications

Records covered in this section pertain to communications, including overall communications policies and procedures, communications security, and the installation, maintenance, and operation of communications systems/equipment.

601 Communications - General

ITEM

<u>NO</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
601-01	<u>Communications Policy Files</u> Substantive records relating to the formulation and implementation of overall communications policy and procedures. a. Office of Record. b. Other offices.	Permanent. Temporary. Destroy when superseded, obsolete, or no longer needed.

602 Communications Security

602-01	<u>Communications Security Files</u> Records that document communications security support and communications security standards and policies.	Temporary. Destroy when 5 years old .
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603 Telecommunications

603-01	<u>Telecommunications Project Files</u> Records relating to specific telecommunications projects.	Temporary. Destroy 5 years after completion of project.
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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
603-02	<u>Telecommunications Circuit Files</u> Records relating to the procurement and maintenance of specific telecommunications circuits.	Temporary. Destroy 3 years after deactivation of circuit.
603-03	<u>Location Files</u> Records that pertain to specific telecommunications facilities.	Temporary. Destroy when superseded, obsolete or no longer needed.

700 Technology/Research and Development

Records covered in this section pertain to technology studies and research and development activities. Included are records that pertain to the review and approval of R&D proposals and files accumulated by personnel responsible for overseeing specific R&D projects.

701 Overall R&D Program

ITEM

NO

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

701-01

R&D Program Files

Substantive files pertaining to overall administration of programs and programs/projects received from others to execute.

a. Office of Record.

Permanent.

b. Other offices.

Temporary.
Destroy when superseded, obsolete, or no longer needed.

701-02

R&D Project Proposals

Formal proposals submitted annually and during the year for approval to HQ by directorates and program offices.

a. HQ office responsible for consolidation of annual plans.

(1) Approved proposals and consolidated plans.

Permanent.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	(2) All other R&D project proposal records.	Temporary. Destroy when superseded, obsolete, or no longer needed.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
702 R&D Projects		
702-01	<u>COTR's Project File</u> Records accumulated by staff members responsible for overseeing R&D projects. Files document all phases of projects from start to finish.	
	a. Final reports, videos, and still pictures.	Permanent. Note: Statements of work, RFPs, and other records documenting overall scope and findings of significant projects may also be retained permanently.
	b. All other project documentation. (EXCLUDE record copies of Government contracts, which are covered by GRS 3.)	Temporary. Destroy when superseded, obsolete, or no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
702-02	<u>R&D Reference Files</u> Reference copies of contracts, technical reports, progress reports, briefing papers, and other records relating to R&D projects, accumulated by officials other than those responsible for direct project oversight. Also included are general R&D reference files consisting of reports, publications, and other records maintained for reference/information by officials concerned with R&D activities.	Temporary. Destroy when superseded, obsolete, or no longer needed.
703 Other Technology Related Records		
703-01	<u>Environmental Subject Files</u> Substantive records relating to the possible use of reconnaissance programs for environmental purposes.	Permanent
703-02	<u>Weather Files</u> Working files relating to weather support activities. Exclude Permanent records covered by Item 106-01.	Temporary. Destroy when 5 years old. Earlier disposal is authorized if records are no longer needed.

800 System Development, Acquisition, Operation, and Installation

Records covered in this section document the development, acquisition, installation, and operation of specific systems. Included are

specifications that establish the performance baseline for systems (including records that relate to modifying specifications under configuration management procedures);

drawings and specifications, test reports, engineering data and other records accumulated with the design, construction, and testing of system components;

records accumulated at control and processing sites in connection with system operations, including plans for daily system operations, manuals and other issuances that specify procedures for operating personnel, and reports of discrepancies and anomalies;

installation records, including safety plans, pre-installation test data, and recordings of the pre-installation assembly; and

periodic reports summarizing the capabilities, performance, and product of systems for management and customer review.

801 System Development

These records document the performance baselines for systems and their components as well as the process by which these requirements are modified.

ITEM

<u>NO</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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801-01	<u>System and Segment Performance Requirements and Specifications</u>	
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Official documents that establish and describe the performance requirements and specifications for specific systems and their segments.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Office of record.	
	(1) Highest level system specification, including all change pages.	Permanent.
	(2) All other specifications.	
	(a) Initial and final versions.	Permanent.
	(b) Superseded pages.	Temporary. Destroy when superseded, obsolete, or no longer needed.
	b. All other offices.	Temporary. Destroy on termination of program. However, superseded pages may be destroyed when no longer needed.
801-02	<u>Configuration Management Plans and Instructions</u>	
	a. Plans and instructions that specify the policies and procedures to be employed in approving and implementing changes to system requirements and specifications managed at the program office level.	
	(1) Program offices.	Permanent.

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

(2) All other offices.

Temporary.

Destroy on termination of program. However, superseded pages may be destroyed when no longer needed.

b. Plans and instructions that specify the policies and procedures to be employed in approving and implementing changes to segment/subsystem requirements and specifications managed at subordinate levels.

Temporary.

Destroy when superseded, obsolete, or no longer needed.

801-03

Configuration Management
Records

Records accumulated in connection with the evaluation, approval, and implementation of changes to system requirements and specifications.
(Excluded are records covered by Item 801-02.)

Temporary.

Destroy on termination of program.

802 System Acquisition

These records document the design and construction of systems and their component segments, including testing and delivery.

802-01

Drawings and Specifications

Drawings and related narrative descriptions that pertain to systems and their segments, subsystems, and components.

~~FOR OFFICIAL USE ONLY~~

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Top level assembly drawings/specifications that pertain to system segments and their major subassemblies.	Permanent.
	b. All others.	Temporary. Destroy 3 years after final payment on contract.
802-02	<u>Engineering Design and Test Records</u> Records accumulated in connection with the design, construction, and testing of systems and their components. (Exclude records covered by Item 802-01.)	
	a. Contractor records.	
	(1) Documents whose retention is governed by FAR requirements.	Temporary. Destroy 3 years after final payment on contract.
	(2) All other documents.	Temporary. Destroy when superseded, obsolete, or no longer needed.
	b. Program offices and field sites.	Temporary. Destroy when superseded, obsolete, or no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
		needed, whichever is later.
803-02	<u>System Planning Databases</u> Electronic systems used to support system tasking and the preparation of systems operations plans.	Temporary. Delete data when superseded, obsolete, or no longer needed.
803-03	<u>System Control and Processing Procedures Issuances</u> Handbooks, manuals, checklists, and other issuances that spell out responsibilities, procedures and operating instructions for operational personnel.	Temporary. Destroy when superseded, obsolete, or no longer needed.
803-04	<u>Training Tapes for System Control and Processing Operators</u> Videotapes prepared to train operating personnel.	Temporary. Destroy when superseded, obsolete, or no longer needed.
803-05	<u>System Control and Processing Logs</u> Logs maintained by system directors and other operating personnel.	Temporary. Destroy after 1 year or when superseded, obsolete, or no longer needed, whichever is later.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
803-06	<u>Operation and Maintenance Data</u> Data for analysis to ensure that a system's performance is satisfactory from the standpoint of operation and maintenance.	Temporary. Delete data when superseded, obsolete, or no longer needed.
803-07	<u>Operational Command Data</u> Magnetic tapes containing digital commands to the system.	Temporary. Destroy when superseded, obsolete, or no longer needed.
803-08	<u>Discrepancy Reports and Related Records</u> Reports and other records documenting problems and malfunctions in a system's operations and their resolution. These reports pertain to problems that do not have a significant impact on operation or the maintenance of the system and are either non-recurring and/or can be rectified without significant modification in established procedures or system specifications.	Temporary. Destroy when 5 years old.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
803-09	<u>Anomaly Reports and Related Records</u> Reports and other records documenting problems and malfunctions in a system's operations that have the potential to significantly affect operation and/or endanger the system's maintenance. a. Files on major anomalies that had a significant impact. b. All other files.	Permanent. Temporary. Destroy on termination of system.
803-10	<u>Raw System Data</u> Magnetic tapes containing raw, unprocessed data and tapes that reflect initial processing of system data.	Temporary. Destroy when superseded, obsolete, or no longer needed.
803-11	<u>Field Site Technical Analyses</u> Reports and related records accumulated at field sites that analyze local processes in order to effect improvements.	Temporary. Destroy when superseded, obsolete, or no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
803-12	<u>Periodic Reports on System Operations</u> Periodic (monthly, quarterly, semi-annual, etc.) reports that pertain to overall system operations and performance.	
	a. Offices responsible for preparation.	Permanent.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
 804 System Installation		
Records accumulated in connection with preparing systems for operation.		
804-01	<u>Installation Preparation Plans</u> Records accumulated in connection with preparing for installations.	Temporary. Destroy 5 years after installation or when superseded, obsolete, or no longer needed, whichever is later.
804-02	<u>Pre-Installation Test Records</u> Test reports and data accumulated at installation sites to ensure that systems and their components are functioning properly prior to installation.	

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Records whose retention is governed by FAR requirements.	Temporary. Destroy 3 years after final payment.
	b. Reports control manuals.	Temporary. Destroy when superseded, obsolete, or no longer needed.
	c. All other records.	Temporary. Destroy when no longer needed.
804-03	<u>Pre-Installation Video and Audio Records</u>	
	a. Videotapes and sound recordings of the assembly of systems and other activities undertaken prior to installation.	Temporary. Reuse tapes when superseded, obsolete, or no longer needed.
	b. Photographs and all other records.	Temporary. Destroy when superseded, obsolete, or no longer needed.
804-04	<u>Installation Readiness Review Records</u>	
	a. Reports prepared by teams charged with evaluating whether system segments and components are ready for installation.	Temporary. Destroy 5 years after installation.
	b. All other records.	Temporary. Destroy when superseded, obsolete, or no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
804-05	<u>Installation Safety Records</u>	
	a. Records accumulated to ensure safe and successful installations.	
	1. Office of record.	
	(a) Records relating to successful installations.	Temporary. Destroy on successful installation of next system in the program, or hold for historical research until no longer needed.
	(b) Records pertaining to mishaps/failures.	Permanent.
	2. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
	b. All other records.	Temporary. Destroy when superseded, obsolete, or no longer needed.
804-06	<u>Post Installation Analysis Records</u>	
	Reports and analyses prepared after installations.	Permanent.

900 Operational Support and User Applications

Records covered in this section pertain to such matters as contingency planning, systems tests, and records accumulated in connection with efforts to improve customer utilization of systems, including training materials to acquaint end users with the capabilities of systems. Also included are specifications and manuals for systems designed to enable end users to gather and use system data, and studies prepared to assess the effectiveness of systems in meeting user requirements.

<u>ITEM NO</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
901-01	<u>Contingency Planning Files</u> Files relating to the development of plans for use in the event of system failure and other emergencies.	
	a. Record copies of final plans held by offices responsible for their preparation and issuance.	Permanent.
	b. All other files.	Temporary. Destroy when superseded, obsolete, or no longer needed.
901-02	<u>User Systems Specifications</u> Specifications for systems designed to enable end users to gather and use system data.	
	a. Office responsible for preparation.	

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	(1) Record copy of final versions of specifications and interface control documents.	Permanent.
	(2) All other records.	Temporary. Destroy 5 years after system becomes obsolete.
	b. Other offices.	Temporary. Destroy 5 years after system becomes obsolete. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed.
901-03	<u>User Systems Operations and Maintenance Manuals</u> Manuals and other issuances that describe procedures for operating and maintaining user systems.	
	a. Office of record.	Temporary. Destroy 5 years after system becomes obsolete.
	b. Other offices.	Temporary. Destroy when superseded, obsolete, or no longer needed.
901-04	<u>Test and Exercise Records</u> Records relating to tests of systems, including exercises carried out to evaluate the	Temporary. Destroy when 1 year old or when superseded, obso-

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	effectiveness of contingency plans.	lete, or no longer needed, whichever is later.
901-05	<u>Training Materials for Users</u> Training materials developed to acquaint potential end users of systems with the overall nature and scope of individual programs and how they can access systems. a. Final products that provide broad overviews of all programs or overviews of specific programs. (1) Record copies in offices responsible for preparing and issuing. (2) Other offices. b. All other files.	Permanent. Temporary. Destroy when superseded, obsolete, or no longer needed. Temporary. Destroy when superseded, obsolete, or no longer needed.
901-06	<u>User System Problem Reports</u> Reports submitted by end users of data processors noting problems or suggesting changes to improve their	Temporary. Destroy when superseded, obsolete, or no longer needed.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	utility.	
901-07	<u>Operational Support Analyses</u> Records prepared in order to assess and/or improve the degree to which systems meet end user requirements.	
	a. Final versions of reports and substantive background papers held by offices responsible for preparation.	Permanent.
	b. All other records.	Temporary. Destroy when superseded, obsolete, or no longer needed.

1000 Reserved for E-Mail and User-Managed Electronic Records

This section is reserved to provide guidance on the retention of E-Mail and electronic records accumulated by users of network facilities pending NARA publication of final guidance for the management of these records.

1100 Administrative Management Records

This section provides for the disposal of certain records relating to administrative management activities, excluding records of operating personnel, budget, accounting, and printing functions, which are covered by other series. Included are disposable records created in connection with records management activities; forms management; internal control reviews, and administration of management improvement programs. Refer to General Records Schedule 16 for disposal of these records.

1200 Personnel Management

The files in this section are maintained by operating officials and personnel management staff and are used in administering military and civilian employees during their assignment. Also included are records related to training not covered elsewhere in this schedule. Except for the items listed below the disposition of these records is governed by General Records Schedule 1 and the records schedules of the parent organizations from which NRO personnel are assigned. Please refer to these schedules for disposition guidance.

1201 Training Files

<u>ITEM NO</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1201-01	<u>Training Administrative Files</u> Course schedules, registrations, training completion forms, student evaluations, and other records relating to the administration of training courses.	Temporary. Destroy when 3 years old. Earlier disposal is authorized if records are no longer needed.
1201-02	<u>Course Curriculum Files</u> Course descriptions, outlines, lesson plans, videotapes, training aids, student work books and texts, and other records pertaining to individual agency-sponsored courses.	Temporary. Destroy 3 years after course is discontinued. Earlier disposal is authorized if records are no longer needed.
1201-03	<u>External Training Records</u> Information relating to training courses sponsored by other agencies or organizations.	Temporary. Destroy when superseded, obsolete, or no longer needed.

1300 Travel and Transportation Records

This section covers records documenting the movement of goods and persons under Government orders that are not covered elsewhere in this schedule. The records include bills of lading, transportation requests, transportation vouchers, per diem vouchers, travel authorizations, and all supporting documentation, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual. Record copies of all travel, transportation, and freight documents used to support payments become components of the accountable officers' accounts (See Series 303-01). Refer to General Records Schedule 9 for the disposition of these records.

1400 Motor Vehicle Operation and Maintenance Records

This section covers records pertaining to the daily use and operation of motor vehicles. These records cover the management, maintenance, and operation of motor vehicles whether purchased or leased by the Government or by a contractor for Government use. 41 CFR 101-38 prescribes policies and procedures for the management and use of motor vehicles by Federal agencies. Refer to General Records Schedule 10 for the disposition of these records.

1500 Building Space, Maintenance, and Facilities Design

This section provides disposal authorization for all copies, wherever located, of records relating to building space, maintenance, and facilities design. Records documenting these functions pertain to the design, construction, acquisition, allocation, utilization, and release of building space and include related correspondence and reports submitted to the General Services Administration (or equivalent agency with similar Government-wide responsibilities) as directed by law and regulation (41 CFR 101-17); correspondence and forms relating to the compilation of directory service listings; requests for building and equipment services; and correspondence files reflecting the activities of the unit responsible for handling building space and related matters. Except for the items listed below refer to General Records Schedule 11 for the disposition of these records.

ITEM

NO DESCRIPTION OF RECORDS AUTHORIZED DISPOSITION

1501-01 Facilities Design Records

Drawings of structures and buildings. Also included are drawings of electrical, telephone, plumbing, heating, or air conditioning systems.

Temporary.
Destroy when no longer needed for administrative purposes.

~~[Note: Records documenting the design of Westfields facilities are Disposition Not Approved pending NARA review.]~~

1501-02 Building Space Assignment Plans

Outline floor plans indicating occupancy of a building.

Temporary. *See letter of 11/16/98 to WRO and related SHU forms and memorandum.*
Destroy when superseded, obsolete, or no longer needed for administrative purposes.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1501-03	<u>Host Tenant Agreements</u> Agreements between agency components and other agencies concerning routine support services to be provided to or by the agency.	Temporary. Destroy when superseded, obsolete, or no longer needed.

ITEM

NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

1600 Protective Services Records

Protective services records include the various files created by the Government and its contractors to protect Government and contractor facilities from unauthorized entry, sabotage, or loss; and to ensure the adequacy of protective measures at contractor-owned facilities given security cognizance by the Government. (See 503 for records related to physical security.) Refer to General Records Schedule 18 for the disposition of these records.

<u>ITEM</u> <u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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1700 Printing, Duplication, and Graphics Production Records

This section provides for the disposal of all copies of records relating to printing, binding, duplication, and graphics production, except as indicated. The principal records documenting these functions are (a) records pertaining to requests for service, control, production, and distribution of individual jobs or projects (this material normally consists of requisitions requesting service and registers or similar media utilized to control the receipt of the requisitions, and to record the production, distribution and cost analysis within the operating units); and (b) correspondence and report files reflecting the activities of any unit responsible for handling, printing, binding, duplication, and distribution matters. Refer to General Records Schedule 13 for the disposition of these records.

1800 Administrative Records Common to Most Offices

This section provides for the disposal of certain administrative records common to most offices. It covers administrative subject files; facilitative records such as suspense files, tracking and control records, calendars, and indexes; and transitory documents; as well as certain types of records created in electronic form on stand-alone or networked micro- and mini-computers. This schedule does not apply to any materials determined to be nonrecord or to materials such as calendars or work schedules claimed as personal. Refer to General Records Schedule 23 for the disposition of these records.

1900 Electronic Records Lacking Historical Significance or Significant Informational Value

This section provides disposal authorization for certain electronic records and specified hard-copy (paper) or microform records that are integrally related to the electronic records. It applies to disposable electronic records stored on magnetic media in central data processing facilities and Local Area Network (LAN) File Servers, including ones operated for the Government by contractors. It covers records created by computer operators, programmers, analysts, and systems administrators in order to store and maintain computer files in such facilities; certain master files relating to administrative functions, including some that are components of database management systems; and certain files created from master files for specific purposes. Refer to General Records Schedule 20 for the disposition of these records. Section 1900 does not cover all electronic records. Electronic records not covered by items in Section 1900 may not be destroyed unless authorized by another series within this schedule.

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 National Reconnaissance Office (NRO)." 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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