

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-565-087</i>		
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>4/24/08</i>		
1 FROM (Agency or establishment) Department of Defense			NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		
2 MAJOR SUBDIVISION Missile Defense Agency					
3 MINOR SUBDIVISION					
4 NAME OF PERSON WITH WHOM TO CONFER Mr Petar Sredojevic		5 TELEPHONE NUMBER <i>(719)721-8724</i>	DATE <i>4/28/11</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN	
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 (See attached) page(s) are not needed now for the business for 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, <input type="checkbox"/> is not required <input checked="" type="checkbox"/> is attached, or <input type="checkbox"/> has been requested					
DATE <i>3/18/08</i>		SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Deputy Information Management, Chief Information Office	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION		10 ACTION TAKEN (NARA USE ONLY)	
	Missile Defense Agency records series (see attached)			WITHDRAWN <i>4/28/11</i>	

Category: 100

Category Title: POLICY

Category Number: 102

Category Title: EXECUTIVE FILES

Description: These files are created at the Directorate, Special Staff, 2 Letters, and Program Element Levels by agency officials documenting executive policy, planning and transactions.

File: 102-01

Title: Directorate Correspondence

Description: This file consists of all mission related memoranda, correspondence, reports, and related records in the offices of the Director, Deputy Director, Executive Director, Chief of Staff, Special Staff, 2 Letters, Program Elements, and Field Activities (e.g., COMSEC Collaboration/Liaison Communications with Second Party countries)

Disposition: Permanent. Close at the end of the fiscal year. Transfer to the WNRC 3 years after closing. Transfer to the NARA when 20 years old.

Authority:

Privacy Act:

File: 102-02

Title: Visitor File

Description: This file contains information concerning foreign and domestic visitors. Data includes date of last visit, country of origin, position, date of birth, reason for visit, security clearances, agency or country.

Disposition: Temporary. Retain in Director's Staff office for 5 years. Destroy when no longer needed for operations.

Authority:

Privacy Act:

File: 102-03

Title: Director's Travel Files

Description: These files contain travel information on a broad range of extremely sensitive material covered in the MDA Director's trips and visits.

Disposition: Permanent. Cut off at the end of the fiscal year. Transfer inactive files to the WNRC 3 years after closing. Transfer to the NARA when 20 years old.

Authority:

Privacy Act:

File: 102-04

Title: General Subject Files

Description: These files contain information on a broad range of extremely sensitive subjects.

Disposition: Permanent. Cut off every two years at the end of the fiscal year. Transfer inactive files to the WNRC 5 years when no longer needed for operations. Transfer to the NARA when 20 years old.

WITHDRAWN

Authority:
Privacy Act:

File: 102-05

Title: Director's Message File

Description: This file contains both incoming and outgoing message traffic on a broad range of extremely sensitive subjects

Disposition: Permanent. Cut off every 3 years at the end of the fiscal year Transfer inactive files when no longer needed for operations to the WNRC Transfer to the NARA when 20 years old

Authority:
Privacy Act:

File: 102-06

Title: Central Subject File

Description: This is a general subject file which contains all Director's Senior Council (DSC) serials (all correspondence to and from DSC), copies of reports on the state of management reviews and projections, computer science tests, and Blue Ribbon Panel findings and various background and action status reports and studies on Agency projects

Disposition: Permanent. Cut off files at the end of the fiscal year Transfer inactive files to the WNRC every 5 years when no longer needed for operations Transfer to the NARA when 20 years old

Authority:
Privacy Act:

File: 102-07

Title: Historical File

Description: This file includes background information relating to the formation and organization of the office of the Chief Scientist and the MDA Scientific Advisory Board, as well as policy papers and original reports prepared by the Chief Scientist

Disposition: Permanent. Cut off files every 2 years at the end of the fiscal year Transfer inactive files every 5 years to the WNRC when no longer needed for operations Transfer to the NARA when 20 years old

Authority:
Privacy Act:

File: 102-08

Title: Directorate Correspondence Tracking System

Description: This database records all correspondence sent to and from the Directorate It contains summaries of all actions requiring the Director's attention

Disposition: Permanent. Cut of at the end of the fiscal year Transfer inactive files to the WNRC every 5 years Transfer to the NARA when 20 years old

Authority:
Privacy Act:

WITHDRAWN

File: 102-09**Title: Audiovisual Collection Database**

Description: This database contains information relating to the audiovisual collection. The database provides information by subject, date, classification, and serial number.

Disposition: Permanent. Cut off at the end of the fiscal year. Transfer files to the WNRC every 5 years when no longer needed for operations. Transfer to the NARA when 20 years old.

Authority:

Privacy Act:

File: 102-10**Title: Director's Audiovisual Collection**

Description: This collection of 35mm slides, audio videos, and magnetic media prepared for Director Briefings and visits to MDA by second party groups, intelligence communities, Congressional committees, and DoD agencies.

Disposition: Permanent. Cut media files off at the end of the fiscal year. Transfer media to the WNRC every 5 years when no longer needed for operations. Transfer to the NARA when 20 years old.

Authority:

Privacy Act:

File: 102-11**Title: Advisory Board Subject Files**

Description: This file contains information relating to MDA's relationship with private industry and academia, minutes of MDA Advisory Board meetings and related records.

Disposition: Permanent. Cut files off at the end of the fiscal year. Transfer inactive files to the WNRC every 5 years when no longer needed for operations. Transfer to the NARA when 20 years old.

Authority:

Privacy Act:

WITHDRAWN