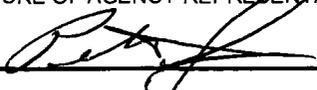


| | | | |
|--|--|--|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-565-08-3</i> | |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>4/24/08</i> | |
| 1 FROM (Agency or establishment) Department of Defense | | NOTIFICATION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 | ARCHIVIST OF THE UNITED STATES WITHDRAWN |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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | Missile Defense Agency records series (see attached) | | WITHDRAWN 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 Number: 106

Category Title: INSPECTOR GENERAL & INTERNAL AUDIT FILES

Description: These files result from the conduct of official inspections and special investigations for the MDA Directorate as required, to evaluate performance of missions, functions, and duties prescribed for all components of the Agency. This section also includes records of reviews and practices. This section also includes records of reviews and audit of Agency operational management and finance and accounting practices. Document Agency follow-up actions taken in response to the General Accountability Office (GAO) and Defense Audit Service (DAS) audits; and Agency internal review audits; actions taken with respect to the specific recommendations in the various audit reports; and the report of audits performed on Agency non-appropriated fund accounts.

File: 106-01

Title: Inspections and Investigations Files

Description: Documents relating to the planning and execution of internal/external inspections and investigations performed by MDA or by other authorized agencies

A Record copy

Disposition: Permanent. Transfer to the WNRC 2 years after inspection/audit completed and all actions related thereto have been adjudicated

Authority:

B Reference/information copy

Disposition: Temporary. Destroy when 2 years old

Authority:

Privacy Act:

WITHDRAWN

File: 106-02

Title: Reports of Inspections and Investigations

Description: Records created as a result of inspections investigations conducted or directed by the Office of the Inspector General, including records action taken and supporting papers

A Records copy

Disposition: Permanent. Transfer to the WNRC 2 years after inspection/audit completed and all actions related thereto have been adjudicated

Authority:

B Reference/information copy

Disposition: Temporary. Destroy when 2 years old

Authority:

Privacy Act:

File: 106-03

Title: Complaints

Description: Documents accumulated during processing of complaints made by or about an employee of the Agency not requiring formal investigation

Disposition: Temporary. Destroy 2 years after transfer of military personnel or upon separation of civilian personnel

Authority:

Privacy Act:

File: 106-04

Title: Audit Case Files

Description: Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees. File consists of audit reports, correspondence, memoranda, and supporting working papers

Disposition: Temporary. Cut off at the end of fiscal year in which case is closed. Destroy 8 years after cutoff

Authority:

Privacy Act:

File: 106-05

Title: Internal Management Control Program Files

Description: Records on the administration and control of the Internal Management Control (IMC) Program in the OSD – Annual Statements of Assurance submitted to the President and the Congress by OC, DoD Management Systems Director of Management Improvement (MS-DMI), including backup materials

Disposition: Permanent. Cutoff when final corrective action is taken and retire to the FRC, transfer to the National Archives when 20 years old

Authority:

Privacy Act:

File: 106-06

Title: Work Simplification Proposal Files

Description: Records on the analysis of specific work procedures to simplify and improve them. Included are proposals for improvement, work distribution charts, flow process charts, work counts, motion economy studies, layout studies, actions taken on proposals, and similar records

Disposition: Temporary. Destroy/Delete when 25 years old. Cutoff when final corrective action is taken, then retire to the FRC

Authority:

Privacy Act:

File: 106-07

Title: Federal and State Relations Files

Description: Records on Federal and State agreements, legal relationships, cooperation emergency support, and real estate

Disposition: Permanent. Cut off when superseded or obsolete. Transfer to the National Archives when 20 years old

Authority:

Privacy Act:

WITHDRAWN

File: 106-08

Title: Staffing Surveys and Studies Files

Description: Results, recommendations, charts, and papers on staffing surveys and studies within the MDA. These generally result from new functional requirements requiring new staffing and include both civilian and military.

Disposition: **Temporary.** Destroy/Delete when 20 years old. Cut off when superseded or obsolete, retire to the FRC when 5 years old.

Authority:

Privacy Act:

WITHDRAWN