

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-565-08-6</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 (719)721-8724	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	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 3/18/08	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Missile Defense Agency records series (see attached)		WITHDRAWN 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: 112

Category Title: INFORMATION POLICY FILES

Description: These records are created in the course of the MDA implementation of the provisions of the Freedom of Information Act (FOIA), Public Law 93-502 (5 U.S.C. 552), E.O. 12356, and the Privacy Act, Public Law 93-579 (5 U.S.C. 552a). Also included are articles referring to Public Affairs and Pre-publication reviews.

File: 112-01

Title: Freedom of Information Act (FOIA) Request and Mandatory Review Files

Description: Files created in response to requests for information under the Freedom of Information Act and Executive Order #12356 consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof

A Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)

- (1) Granting access to all the requested records

Disposition: Temporary. Destroy 2 years after date of reply
Authority:

- (2) Responding to requests for nonexistent records, to requestors who provide inadequate descriptions, and to those who fail to

- (a) Request **not** appealed

Disposition: Temporary. Destroy 2 years after date of reply
Authority:

- (b) Request appealed

Disposition: Temporary. Destroy as authorized under item 112-02
Authority:

- (3) Denying access to all or part of the records requested

- (a) Request **not** appealed

Disposition: Temporary. Destroy 6 years after date of reply
Authority:

- (b) Request appealed

Disposition: Temporary. Destroy as authorized under item 112-02
Authority:

B Official File Copy of requested records

Disposition: Temporary. Dispose of in accordance with approved Agency disposition instructions for the related records, or with the related FOIA request, whichever is later
Authority: (GRS-14-11)

WITHDRAWN

Privacy Act:**File: 112-02****Title: FOIA Appeals and Mandatory Review Files**

Description: Files created in responding to administrative appeals under the FOIA and Executive Order 12356 for release of information denied by the Agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal of copy thereof

A Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein)

Disposition: Temporary. Destroy 6 years after final determination by the Agency or 3 years after final adjudication by courts, whichever is later

Authority:

B Official File Copy of records under appeal

Disposition: Temporary. Dispose of in accordance with approved Agency disposition instructions for the related records, or with the related FOIA request, whichever is later

Authority: (GRS-14-12)

Privacy Act:

File: 112-03**Title: FOIA Control and Mandatory Review Files**

Description: Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requestor

A Registers or listing

Disposition: Temporary. Destroy 6 years after date of last entry

Authority:

B Other files

Disposition: Temporary. Destroy 6 years after final action by the Agency or after final adjudication by courts, whichever is later

Authority: (GRS-14-13)

Privacy Act:

File: 112-04**Title: FOIA Reports and Mandatory Review Files**

Description: Recurring reports and one-time information requirements relating to the Agency implementation of the Freedom of Information Act, and Executive Order 12356, including annual reports to the Congress

Disposition: Temporary. Destroy when 2 years old or sooner if no longer needed for administrative use

Authority: (GRS-14-4)

Privacy Act:

WITHDRAWN

File: 112-05

Title: FOIA Administrative and Mandatory Review Files

Description: Records relating to the general Agency implementation of the FOIA, and Executive Order 12356, including notices, memoranda, routine correspondence and related records

Disposition: Temporary. Destroy when 2 years old or sooner if no longer needed for administrative use

Authority: (GRS-14-15)

Privacy Act:

File: 112-06

Title: Privacy Act Request Files

Description: Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U S C 552a (d) (1) Files contain request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof

A Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein)

- (1) Granting access to all the requested records

Disposition: Temporary. Destroy 2 years after date of reply

Authority:

- (2) Responding to requests for nonexistent records, to requestors who provide inadequate descriptions, and to those who fail to pay Agency reproduction fees

- (a) Requests **not** appealed

Disposition: Temporary. Destroy 2 years after date of reply

Authority:

- (b) Request appealed

Disposition: Temporary. Destroy as authorized under item 112-07

Authority:

- (3) Denying access to all or part of the records requested

- (a) Requests **not** appealed

Disposition: Temporary. Destroy 5 years after date of reply

Authority:

- (b) Request appealed

Disposition: Temporary. Destroy as authorized under item 112-07

Authority:

WITHDRAWN

B Official files copy of requested records

Disposition: Temporary. Dispose of in accordance with approved Agency disposition instructions for the related records, or with the related Privacy act request, whichever is later

Authority: (GRS-14-25)

Privacy Act:

File: 112-07

Title: Privacy Act Amendment Case Files

Description: Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U S C 552 a (d) (2), to the individual's request for a review of the Agency's refusal of the individual's request to amend a records as provided for under 552 a (d) (3), and to any civil action brought by the individual against the Agency as provided under 5 U S C 522 a (g)

A Requests to amend agreed to by the Agency Includes individual's requests to amend and/or review refusal to amend, copies of the Agency's replies thereto, and related materials

Disposition: Temporary. Dispose of in accordance wit approved disposition instructions for the related subject individual's record or 4 years after the Agency's agreement to amend, whichever is later

Authority:

B Requests to amend refused by the Agency Includes individual's requests to amend and to review refusal to amend, copies of the Agency's replies thereto, statement of disagreement, the Agency justification for refusal to amend a record, and related materials

Disposition: Temporary. Dispose of in accordance with approved disposition instructions for the related subject individual's record, or 4 years after final determination of the Agency, or 3 years after final adjudication by the courts, whichever is later

Authority:

C Appealed requests to amend Includes all files created in responding to appeals under the Privacy Act for refusal by the Agency to amend a record

Disposition: Temporary. Dispose of in accordance with approved disposition instructions for the related subject individual's record or 3 years after final adjudication by the courts, whichever is later

Authority: (GRS-14-26)

Privacy Act:

File: 112-08

Title: Privacy Act Accounting of Disclosure Files

Description: Files maintained under the provisions of 5 U S C 552 a (c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable

WITHDRAWN

Disposition: Temporary. Dispose of in accordance with approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later

Authority: (GRS-14-27)

Privacy Act:

File: 112-09

Title: Privacy Act Control Files

Description: Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor

A Registers or listings

Disposition: Temporary. Destroy 5 years after date of last entry

Authority:

B Other files

Disposition: Temporary. Destroy 5 years after final action by the Agency or final adjudication by the courts, whichever is later

Authority: (GRS-14-28)

Privacy Act:

File: 112-10

Title: Privacy Act Reports Files

Description: Recurring reports and one-time information requirement relating to Agency implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems

Disposition: Temporary. Destroy when 2 years old

Authority: (GRS-14-29)

Privacy Act:

File: 112-11

Title: Privacy Act General Administrative Files

Description: Records relating to the general Agency implementation of the Privacy, including notices

Disposition: Temporary. Destroy when 2 years old or sooner if no longer needed for administrative use

Authority: (GRS-14-26)

Privacy Act:

File: 112-12

Title: Public Cryptography File

Description: This file contains papers received from outside vendors for presentation or publication

A Office of Primary Responsibility (OPR)

WITHDRAWN

Disposition: Permanent. Transfer to the WNRC/FRC when no longer needed for operations
After 5 years, transfer to the NARA

Authority:

B All Other Copies

Disposition: Temporary. Destroy when no longer needed for operations

Authority:

Privacy Act:

File: 112-13

Title: Unauthorized Disclosure File

Description: This file contains quarterly reports, supporting records, case studies, courts-martial, strategy papers and book reviews

Disposition: Permanent. Transfer inactive files to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

Authority:

Privacy Act:

File: 112-14

Title: Public Affairs File

Description: These files contain incoming and outgoing correspondence concerning congressional and second party inquires, public affairs issues, media contracts, guest speakers, business cards, newsletter releases, photos and biographies of Agency senior

Disposition: Permanent. Transfer inactive files to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

Authority:

Privacy Act:

File: 112-15

Title: Pre-publication Review File

Description: These files consist of conference papers, speeches and university papers submitted for review prior to public release and related supporting documentation for approval or denial of release

Disposition: Permanent. Transfer inactive files to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

Authority:

Privacy Act:

File: 112-16

Title: Commendation/Complaint Correspondence Files

Description: Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records

Disposition: Temporary. Destroy when 3 months old

Authority: (GRS-14-5)

Privacy Act:

WITHDRAWN