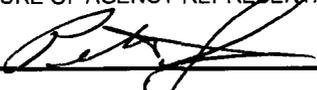


REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-565-08-7</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>4/24/08</i>	
1 FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY In accordance with the 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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	ARCHIVIST OF THE UNITED STATES WITHDRAWN	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	Missile Defense Agency records series (see attached)		WITHDRAWN 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: 114

Category Title: POLICY AND PLANNING

Description: These files accumulate as a result of the documentation of national crypto logic policy developed and promulgated by external authorities. Also they include MDA policies and plans developed to provide guidance for national policy and strategic concepts during peacetime, general war, or contingencies which may arise from unusual political, budgetary, or military situations.

File: 114-01

Title: National Crypto logic Policy Files

Description: These files are created from the process of obtaining, formulating, and interpreting national crypto logic policy, based on decisions of the MDA Director, DOS Chief, JCS, international agreements, decisions of the National Security Council, the Secretary of Defense, and the National Foreign Intelligence Board (NFIB) and the former USCSB in accomplishing the National Crypto logic Missions.

A Office of Primary Responsibility

Disposition: Permanent. Close inactive files at the end of the fiscal year. Transfer files to the WNRC/FRC 2 years after closing. After 5 years, transfer to the NARA when no longer needed for operations.

Authority:

B All others

Disposition: Temporary. Destroy when superseded or obsolete.

Authority:

Privacy Act:

File: 114-02

Title: Base Rights Files

Description: Documents relating to the determination of requirements for securing and operating MDA overseas bases. Included are the agreements and documentation of the negotiations leading to these agreements.

Disposition: Permanent. Transfer to the WNRC/FRC 1 year after closing at the end of the fiscal year. After 5 years, transfer files to the NARA.

Authority:

Privacy Act:

File: 114-03

Title: Crypto Logic Station Planning Profiles

Description: (Supersedes United States SIGINT Overseas Deployment Files) The profiles are developed and maintained in order to provide a ready reference as to the SIGINT mission assignment, procurement and construction costs, operating costs, SIGINT positions, billet allocations, etc., by country. They are of use throughout the community as a ready source of information regarding the current mission and resource deployment at SIGINT sites throughout the world.

WITHDRAWN

A Office of Primary Responsibility

Disposition: Permanent. Close out files at the end of the fiscal year when files become inactive. Transfer to the WNRC/FRC after 3 years when no longer needed for operations. After 5 years, transfer to the NARA.

Authority:

B All others

Disposition: Temporary. Destroy when superseded or of no further reference value, whichever is sooner.

Authority:

Privacy Act:

File: 114-04

Title: Site Consolidation & Closure Study Files.

Description: These files are created as a result of external and internal requirements to provide detailed information as to the feasibility of consolidating or closing SIGINT sites. The documentation shows the impact of such action in terms of cost, mission accomplishment, political effect, etc. These studies also contain specifics as to how the consolidation or closure would be accomplished and a MDA recommendation as to whether such action should be taken.

A Office of Primary Responsibility

Disposition: Permanent. Close inactive files every 2 years at the end of the fiscal year. Transfer to the WNRC/FRC 2 years after closing when no longer needed for operations. After 5 years, transfer to the NARA.

Authority:

B All others

Disposition: Temporary. Destroy when of no further reference value, or when 5 years old, whichever is sooner.

Authority:

Privacy Act:

File: 114-05

Title: Liaison Files

Description: Agreements on SIGINT and COMSEC matters and supporting documents and correspondence created in the conduct of liaison between MDA and second parties.

A Office of Primary Responsibility

Disposition: Permanent. Retain basic active agreements in current files. Transfer supporting documents to the WNRC/FRC 1 year after closing of the fiscal year. After 5 years, transfer to the NARA when files are no longer needed for operations.

Authority:

B All others

Disposition: Temporary. Destroy when 5 years old.

Authority:

WITHDRAWN

Privacy Act:**File: 114-06****Title: National Foreign Intelligence Board (NFIB) Files**

Description: These files are created and maintained because of the membership of the Director, CSS on the NFIB. They include documentation of NFIB issues and decisions. Also they include documenting MDA actions taken by the Agency to implement the NFIB decisions.

A Office of Primary Responsibility

Disposition: Permanent. Place superseded material in an inactive file at the end of the fiscal year. After 3 years, transfer inactive files to the WNRC/FRC. After 5 years, transfer to the NARA.

Authority:

B All others

Disposition: Temporary. Destroy when of no further reference value, or when 5 years old, whichever is sooner.

Authority:**Privacy Act:****File: 114-07****Title: National telecommunications and Information Systems Security Committee (NTIS) Files**

Description: These files are created and maintained because of the MDA assigned responsibility to the National Security Council to act for the Executive Agent of the U S Government for most COMSEC matters. These files include documentation of COMSEC policy issues, USCSB decisions, and MDA action taken to implement the decisions.

A Office of Primary Responsibility

Disposition: Permanent. Close inactive file every 2 years at the end of the fiscal year. Transfer to the WNRC/FRC 1 year after closing and when no longer needed for operations. After 5 years, transfer to the NARA.

Authority:

B All others

Disposition: Temporary. Destroy when of no further reference value or when 5 years old, whichever is sooner.

Authority:**Privacy Act:****File: 114-08****Title: Contingency and Support Planning Files**

Description: These files are created in fulfilling contingency, military, and area planning requirements, they include SIGINT Support Planning, SIGINT Redeployment Planning, Cryptologic Reserve and Mobilization Planning, Continuity of Operations Planning, Area Planning, and Agency Planning inputs to external planning.

WITHDRAWN

A Implemented and final generation agency plans

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

Authority:

B Externally produced plans

Disposition: Temporary. Destroy when superseded or obsolete

Authority:

C All other copies

Disposition: Temporary. Destroy when superseded or of no further reference value, whichever is sooner

Authority:

Privacy Act:

File: 114-09

Title: Operation Planning Files

Description: Special planning requirements files, including civilianization/militarization studies, plans for establishment of unique SIGINT operations, station automation studies, command and control related responses, and internal MDA planning guidance

A Office of Primary Responsibility

Disposition: Permanent. Close inactive file every 2 years at the end of the fiscal year Transfer to the WNRC/FRC 1 year after closing when no longer needed for operations After 5 years, transfer to the NARA

Authority:

B All others

Disposition: Temporary. Destroy when of no further reference value or when 5 years old, whichever is sooner

Authority:

Privacy Act:

File: 114-10

Title: Legislative Congressional Affairs Files

Description: These files are created in the conduct of relations with the Congress Files include dealings with and provision of information to Committees of Congress – most importantly the House and Senate Armed Services Committees and the House and Senate Intelligence Committees, responses to Congressionally originated (either direct or thru GAO) inquiries, legislative actions affecting and/or of interest to MDA, and related history to include Committee reports and hearings, and miscellaneous information on the daily activities of the Congress, and related logs and indexes

A Files containing policy and operational matters of interest to Congressional Authorities

WITHDRAWN

Disposition: Permanent. Close out inactive files every 2 years at the end of the fiscal year and transfer to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

Authority:

B Files containing Congressional correspondence and supporting documents relating to administrative, personnel, and similar matters of transitory interest

Disposition: Temporary. Destroy when 10 years old or sooner if of no further reference value

Authority:

Privacy Act:

File: 114-11

Title: Budget File

Description: This file, arranged chronologically and there under by subject related to Congressional budget matters and the issues which concern the Agency It contains background material, reports, memoranda, and correspondence

Disposition: Permanent. Retain in office for four years, and transfer to the WNRC/FRC closing out at the end of the fiscal year and when no longer needed for operations After 5 years, transfer to the NARA

Authority:

Privacy Act:

WITHDRAWN

File: 114-12

Title: Country Desk Officer Files

Description:

Disposition: Permanent. Transfer inactive files to the WNRC/FRC when no longer needed for operations Cut off at the end of the fiscal year After 5 years, transfer files from the WNRC/FRC to the NARA

Authority:

Privacy Act:

File: 114-13

Title: Memorandum of Understand/Memorandum of Agreement Database Files

Description: Memoranda of Understandings and Memoranda of Agreements This file contains all MOUs and MOAs to which the Agency is committed

Disposition: Permanent. Transfer inactive files to the WNRC/FRC when no longer needed for operations Cut off at the end of the fiscal year After 5 years, transfer files from the WNRC/FRC to the NARA

Authority:

Privacy Act:

File: 114-14

Title: Export Case File

Description: This file contains MDA votes on export license applications

Disposition: Temporary. Cut off annually at the end of each fiscal year Destroy when 2 years old

Authority:
Privacy Act:

File: 114-15

Title: Export License Applications File

Description: This file contains records of export license applications for COCOM, munitions and dual-use items

Disposition: Temporary. Cut off annually at the end of each fiscal year Destroy when 2 years old

Authority:
Privacy Act:

File: 114-16

Title: Technology Transfer Records File

Description: This file contains records pertaining to technology transfer including export license applications, COMEX records and working aids, as well as applicable U S directives and regulations

Disposition: Permanent. Transfer inactive files to the WNRC/FRC when no longer needed for operations Cut off at end of the fiscal year After 5 years, transfer file to the NARA

Authority:
Privacy Act:

File: 114-17

Title: Director's National Foreign Intelligence Board Related Document File

Description: This is the Director's Agency file containing memoranda, letters, reports, interagency documents and other records reflecting National Foreign Intelligence Board matters

Disposition: Permanent. Transfer inactive files to the WNRC/FRC when no longer needed for operations Cut off at the end of the fiscal year After 5 years, transfer to the NARA

Authority:
Privacy Act:

File: 114-18

Title: Director's AT&L Committee Document File

Description: This file contains memoranda, letters, interagency documents, and other records reflecting AT&L committee matters

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

Authority:
Privacy Act:

File: 114-19

Title: Master Files of Agency Publications and Regulatory Issuances

Description:

Authority: See Series 708-04

WITHDRAWN

Privacy Act:**File: 114-20****Title: Legislation and Opinion Files****Description:** Records on proposed legislation and legal opinions, positions on legislative matters, if of interest to the Defense Department**Disposition: Permanent** Retire to the FRC after no longer current or required for reference, transfer to the National Archives when 25 years old**Authority:****Privacy Act:****File: 114-21****Title: Legislative Program Files****Description** Legislative program files of different organizations within DoD, included are letters to and from congressional committees or individual members, monitoring programs, and coordinating legislative activities. The following organizations program records are included: Defense Research and Engineering, Defense Advanced Research Projects Agency, Comptroller, Defense Civil Preparedness Agency, Installations and Logistics, Defense Supply, Defense Contract Audit, Defense Mapping Agencies, International Security, Program Analysis and Evaluation, Defense Security Assistance Agency, Chairman of the Joint Chiefs of Staff, Defense Intelligence Agencies, National Security Agency/Central Security Service, Intelligence, Public Affairs, Manpower, Reserve, and Health Affairs, Atomic Energy, Defense Nuclear Agency, Defense Communications Agency, and other subsequent DoD organization Legislative program records**Disposition: Permanent.** Retire to the FRC 3 years after program completion, transfer to the National Archives when 30 years old**Authority:****Privacy Act:****File: 114-22****Title: Legislative Research White House Correspondence and Historical Files****Description** Records consists of correspondence exchanged with the White House staff on matters of legislative interest, weekly reports to the White House on status of the DoD legislation, and information briefly describing history of proposed or impending legislature for edification of the DoD officials**Disposition: Permanent.** Retire to the FRC when 5 years old or when no longer current, transfer to the National Archives when 30 years old.**Authority:****Privacy Act:****File: 114-23****Title: Legislative Travel and Security Files****Description** Records on travel arrangements, such as

Records on the arrangements for the DoD-supported travel for members of Congress and congressional staffs

WITHDRAWN

Records on requests from Congress for support, support evaluation for conformance with policy and appropriate referral to Military Departments for execution

Records arranging security clearance of members of congressional staff

Disposition: Temporary Destroy/Delete when 1 year old or 1 year after staff member leaves his or her assignment, whichever is appropriate

Authority:

Privacy Act:

File: 114-24

Title: Legislative Research Summary Files

Description Records consists of daily summaries of items of interest to the Secretary of Defense

Disposition: Temporary. Destroy/Delete when 5 years old

Authority:

Privacy Act:

WITHDRAWN