

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-565-08-8</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	ARCHIVIST OF THE UNITED STATES WITHDRAWN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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Missile Defense Agency records series (see attached)		WITHDRAWN 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: 116

Category Title: PROGRAM FILES

Description: These files include documents relating to the management of resources required to accomplish the Ballistic Missile Defense System (BMDS) missions. The records are created in the process of documenting the resources required over a 7-year programming period, and are the basis for updating the DoD Five-Year Defense Plan and Financial Program. These files are accumulated by 2 letters and Program Elements responsible for developing and executing programs and budgets in their functional area. Also, feeder documents may accumulate in other organizations which have an interest or need for similar type records.

File: 116-01

Title: Agency Consolidated BMDS Program Files

Description: These files relate to the preparation, coordination, approval and issuance of the DoD Five-Year Defense Plan and Financial Program, as submitted by the Director, MDA, to the Assistant Secretary of Defense via the AT&L(spell out) Included are summary and descriptive data sheets, program change requests, manpower memorandums, minutes of meetings of review committees, coordination actions, approvals, reclaims and related program documentation, justification and review papers

A Office of Primary Responsibility

Disposition: Permanent. Cut off at the end of the fiscal year, close and transfer to the WNRC at end of each related program cycle (5 or 7 years as applicable), transfer when no longer needed for operations After 5 years, transfer to the NARA

Authority:

B Key Component Input

Disposition: Permanent. Transfer to the WNRC at the end of the program cycle when no longer needed for operations After 5 years, transfer to the NARA

Authority:

C All others

Disposition: Temporary. Destroy 1 year after the close of the fiscal year covered by the budget

Authority: (GRS 5-4)

Privacy Act:

File: 116-02

Title: Agency Consolidated BMDS Program Review Files

Description: Record and reference copies of the published Agency Five-Year Defense Plan and Financial Program, including official page changes and revisions thereto This includes both Director approved and DoD approved programs

A Office of Primary Responsibility

WITHDRAWN

Disposition: Permanent. Cut off at the end of the fiscal year, close and transfer to the WNRC at end of each related program cycle (5 or 7 years as applicable), transfer when no longer needed for operations After 5 years, transfer to the NARA

Authority:

B All others

Disposition: Temporary. Destroy 1 year after the close of the fiscal year covered by the budget

Authority: (GRS 5-2)

Privacy Act:

File: 116-03

Title: BMDS Program Summary Files

Description: These summaries identify all BMDS resources (cost and manpower) by Program Element, Budget Account Number, relating the resources to the appropriate Five-Year Defense Plan

A Office of Primary Responsibility

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

Authority:

B All others

Disposition: Temporary. Destroy 1 year after the close of the fiscal year covered by the budget

Authority: (GRS 5-2)

Privacy Act:

File: 116-04

Title: Financial Plan Files

Description: Overall Financial Plan (FINPLAN) Information, including associated program data

A Office of Primary Responsibility

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

Authority:

B All others

Disposition: Temporary. Close annually at the end of the fiscal year Transfer inactive files to the WNRC/FRC Destroy when 10 years old or sooner if no longer needed for operations

Authority:

Privacy Act:

WITHDRAWN

File: 116-05**Title: Budget Correspondence Files**

Description: Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedure maintained in formally organized budget offices

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

Authority: (GRS-5-1)

Privacy Act:

File: 116-06**Title: Budget Background Records**

Description: Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules, and originating offices' copies of reports submitted to budget offices

Disposition: Temporary. Destroy 1 year after the close of the fiscal year covered by the budget

Authority: (GRS-5-2)

Privacy Act:

File: 116-07**Title: Budget Reports Files**

Description: Periodic reports on the status of appropriation accounts and apportionment

A Annual Report (end of fiscal year)

Disposition: Temporary. Destroy when 5 years old

Authority: (GRS-5-3a)

B All other reports

Disposition: Temporary. Cut off at the end of the fiscal year and destroy after 3 fiscal years

Authority: (GRS-5-3b)

Privacy Act:

File: 116-08**Title: Budget Apportionment Files**

Description: Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation

Disposition: Temporary. Destroy 2 years after the close of the fiscal year

Authority: (GRS-5-4)

Privacy Act:

File: 116-09**Title: COMSEC Resources Program (CRP)**

WITHDRAWN

Description: These summaries identify all approved and proposed CRP resources by Department/Agency, Program Element, and Functional Aggregation, relating them to the Five Year Defense Plan (FYDP)

A Office of Primary Responsibility

Disposition: Permanent. Close annually at the end of the fiscal year. Transfer 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 1 year after the close of the fiscal year covered by the budget

Authority: (GRS-5-2)

Privacy Act:

File: 116-10

Title: BMDS Reference Papers Files

Description: Copies of documents which duplicate record copies, documents requiring no action, rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of the BMDS Program

Disposition: Temporary. Destroy 1 year after close of the fiscal year covered by the budget

Authority: (GRS-5-2)

Privacy Act:

WITHDRAWN