

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-565-08-15</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	ARCHIVIST OF THE UNITED STATES WITHDRAWN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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Missile Defense Agency records series (see attached)		WITHDRAWN 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: 508

Category Title: CLASSIFICATION AND DOCUMENT CONTROL FILES

Category Description: These files accumulate as result of insuring protection of information from unauthorized disclosure, classification/declassification actions and implementation of security procedures to adequately protect material by proper classification; and to ensure authorized access to these materials.

File: 508-01

Title: Information Security Policy Program Files

Description: Proceedings and related administrative records of MDA classification advisory panels, committees, or boards charged with responsibility for solution of classification problems and control of information.

Disposition: **Permanent.** Transfer inactive files, when no longer needed for operations to the WNRC/FRC every two years. After 7 years, transfer to the NARA

Authority:

Privacy Act:

File: 508-02

Title: Security Classification Guidance

Description: Guides and appropriate back-up information used to determine the security classification/declassification or downgrading and review of classified documents

A Record Copy

Disposition: **Permanent** Transfer inactive to the WNRC/FRC, when no longer needed for operations. After 7 years, transfer to the NARA

Authority:

B All Other

Disposition: **Temporary** Destroy when superseded

Authority:

Privacy Act:

File: 508-03

Title: Accounting and Control Files

Descriptions:

A Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch or destruction of the documents

Disposition: **Temporary** Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed

Authority: (GRS-18-15a)

B Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data

Disposition: **Temporary** Destroy when related document is downgraded, transferred, or destroyed

Authority: (GRS-18-15b)

WITHDRAWN

~~(NOTE: Master Files and data bases created in central data processing facilities to supplement or replace the records covered by item 5 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115)~~

~~Privacy Act:~~

~~File: 508-04~~

~~Title: Classified Document Inventory Files~~

~~Description: Files Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificate and documents relating to Top Secret material covered elsewhere in this schedule~~

~~Disposition: Temporary Destroy when 2 years old~~

~~Authority: (GRS-18-4)~~

~~Privacy Act:~~

WITHDRAWN