

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

103-5

Operational Management Records

a. Records accumulated in connection with configuration management, resource management and management structures and methodology. Included are Requests for Change (RFCs), configuration control board records, change notices, baseline documentation, cost analysis, resource allocations, studies, minutes of meetings, reports and other related records. (Excluded are records covering reconnaissance systems covered by Items 801-2 and 801-3.)

Temporary
Recordkeeping copy
Destroy when 10 years old.

b. Meeting agendas and minutes such as Technical Exchange and Resource Management Board RFC Technical Reviews. Miscellaneous reports and other related support documentation that are not part of the RFC package.

Temporary
Recordkeeping copy.
Destroy when superseded, obsolete, or no longer needed.

c. Electronic mail and word processing records used to generate records covered by Items a and b.

Temporary.
Destroy/delete within 180 days after the record copy has been produced.

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203-7

Community Service Program Files

Records related to the day-to-day administration of programs involving community service. (Included are the original partnership documents, agreements, letters of appreciation, committee meeting minutes, general correspondence, volunteer specialty lists, and reference material, etc.)

- a. Recordkeeping copy.
Temporary. Destroy when superseded, obsolete, or no longer needed.
- b. Electronic mail and word processing records used to generate records covered by Item a.

Temporary.
Destroy/delete within 180 days after the record copy has been produced.

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502	<p><u>Personnel Security</u> (See Series 1600 for routine personnel security records.)</p>		
502-1	<p><u>Personnel Security Case Files</u> Reports, forms, correspondence, databases, and other records accumulated in connection with determining the eligibility of individual personnel for Sensitive Compartmented Information (SCI) access. (Included are files on NRO staff and contractors.)</p> <p>a. Recordkeeping copies of routine cases in which no adverse information is developed.</p> <p>Temporary. Destroy 15 years after last action in file. Prior to destruction remove all Non-Disclosure Agreements. (See Item 502-3.)</p> <p>b. Recordkeeping copies of files that contain adverse information.</p> <p>Temporary. Destroy 25 years after last action in file. Prior to destruction remove all Non-Disclosure Agreements. (See Item 502-3.)</p> <p>c. Audio and video tapes of polygraph examinations and interviews.</p> <p>Temporary. Reuse/destroy tapes when superseded, obsolete, or no longer needed.</p> <p>d. Electronic mail and word processing records used to generate records covered by Items a & b.</p> <p>Temporary. Destroy/delete within 180 days after the record copy has been produced.</p>		

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1202

Awards and Decorations
Decorations to individuals
(military and civilian). Case
files of recommendations,
decisions, awards, announcements,
board meeting minutes, and related
documents. Approval of peacetime
U.S. military, U.S. non-military
and foreign decorations at the
awarding/approving authority.

a. Recordkeeping copy
Temporary.
Destroy after 25 years.

b. Electronic mail and word
processing records used to
generate records covered by
Item a.

Temporary.
Destroy/delete within 180 days
after the record copy has been
produced.

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1205

Employee Assistance Program (EAP)
Counseling Files - Mental health,
alcohol, drug abuse, and financial
counseling files. (Including reports
of interviews, assessments, and all
other related records.)

a. Recordkeeping Copy
Temporary.
Destroy when 5 years old.

b. Electronic mail and word
Processing records used to
generate records covered by
Item a.

Temporary.
Destroy/delete within 180 days
after the record copy has been
produced.

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Reconnaissance Office ." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>