

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To: **National Archives and Records Administration (NIR)**
Washington, DC 20408

1. From: (Agency or establishment)

National Reconnaissance Office

2. Major Subdivision

Aerospace Data Facility - Colorado

3. Minor Subdivision

4. Name of Person with whom to confer

(b)(3)

5. Telephone (include area code)

(b)(3)

Job Number

N1-525-13-2

Date Received

8-30-2013

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date

5 June 2016

Archivist of the United States

[Signature]

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 12 page(s) are not now needed for the business of 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:

is not required

attached

has been requested

Signature of Agency Representative

(b)(3)

Title

(b)(3)

Date (mm/dd/yyyy)

7. Item Number

8. Description of Item and Proposed Disposition

9. GRS or Superseded Job Citation

10. Action taken (NARA Use Only)

This schedule is intended to apply to records for NRO, NSA, and NGA at the Aerospace Data Facility Colorado (ADF-C) only, and will supersede National Reconnaissance Office (NRO), National Security Agency (NSA), and National Geospatial-Intelligence Agency (NGA) schedules at ADF-C as specified in the attached crosswalk.

In addition to the NRO, agencies requesting disposition authority include NSA and NGA, additional signatures:

(b)(3)

Dr. David Sherman, (b)(3)
Senior Records Officer
National Security Agency
Chief, Central Security Service

(b)(3)

National Geospatial-Intelligence Agency

See attached schedule and crosswalk.

UNCLASSIFIED

The items in this schedule apply to records regardless of medium. Information covered by permanent items may be converted to microform or to electronic format, including optical disk, without further NARA approval. Permanent microform records will be created and maintained in accordance with the standards for archival film contained in the Code of Federal Regulations. Permanent records maintained in an electronic format (whether imaged or other records material) will be created and maintained in accordance with the standards for electronic records contained in the Code of Federal Regulations and will be transferred to the National Archives in a format that meets the standards for archival records in effect at the time of transfer.

Unless otherwise specified, the transfer instructions for permanent series apply only to paper or hard copy files. When NRO establishes an electronic recordkeeping system, NARA and NRO will develop appropriate transfer instructions to cover the electronic records.

See attached for description of records that pertain to overall program management, policy, and office administrative records.

Multi Agency Records Schedule

Human Resource & Training (M200)

Item Number	Item Description	Disposition	Source Document		
			NRO	NGA	NSA
M200-01	INCENTIVE AWARD FILES -Records pertaining to the administration of incentive awards program at any organizational level. Scope includes monetary and non-monetary awards recognizing employees for achievement or performance. Included are such items as award nomination and approvals, correspondence, policy issuances, arrangements for award ceremonies, publicity reports and similar or related data. Individual award type or by employee name.	TEMPORARY. Destroy when 3 years old (GRS 1-13)		610-02-a (N1-537-00-02)	330-18-a (GRS 1-13)
M200-02	EQUAL EMPLOYMENT OPPORTUNITY FILES				
M200-02-A	EQUAL EMPLOYMENT OPPORTUNITY EXTERNAL DIRECTIVES AND INSTRUCTIONS -Executive Orders, DoD Instructions and Directives, Office and Personnel Management Documents and those issued by Director and Chief, EEO, and like material on policies, general correspondence related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports, procedures and direction of the Federal Government Fair Housing and Equal Employment Opportunity Program.	TEMPORARY. Destroy when 3 years old or when superseded or obsolete, whichever is applicable. (GRS 1-25-g)	1207-1-g (GRS 1-25-g)	605-01-a (GRS 1-25-g)	334-01 (GRS 1-25-g) 334-02 N1-457-07-001
M200-02-B-1	EQUAL EMPLOYMENT OPPORTUNITY REPORTING FILES - Documents resulting from reporting to higher authority on activities and conditions related to equal employment and fair housing. Included are statistical and narrative reports, summaries, consolidations, and related papers. Statistical EEO reports to Office of Personnel Management and/or DoD, Semi-annual EEO report to DoD.	TEMPORARY. Destroy when 4 years old	1207-1-d-2 (GRS 1-25-d-2) 1207-1-e (GRS 1-25-e)	605-02-a 605-04-a(N1-537-00-02)	334-03-A 334-03-B N1-457-07-001

M200-02-B-2	COMPLIANCE RECORDS -Reviews, background documents, and correspondence relating to contractor employment practices.	TEMPORARY. Destroy when 7 years old. (GRS 1-25-d-1)	1207-1-d-1 (GRS 1-25-d-1)		
M200-02-C-1	EQUAL EMPLOYMENT OPPORTUNITY OFFICIAL DISCRIMINATION COMPLAINT CASE FILES -Documents reflecting complaints of personnel concerning equal employment opportunity. Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearing and meetings and other records as described in 29 CFR 1613.222. Cases resolved with the Agency, by Equal Employment Opportunity Commission, or by a U.S. Court.	TEMPORARY. Destroy 4 years after resolution of case. (GRS 1-25-a)	1207-1-a (GRS 1-25-a)	605-03 (GRS 1-25-a)	334-04 (GRS 1-25-a)
M200-02-C-2	Background records not filed in the Official Discrimination Complaint Case Files.	TEMPORARY. Destroy after 2 years after final resolution. (GRS 1-25-c-1)	1207-1-c-1 (GRS 1-25-c-1)		
M200-02-C-3	Records documenting complaints that do not develop into Official Discrimination	TEMPORARY. Destroy when 2 years old (GRS 1-25-c-2)	1207-1-c-2 (GRS 1-25-c-2)		
M200-02-D-1	EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION PLANS (AAP) -Agency Copy of consolidated AAP(s), Report of on-site reviews of AAP(s), or Agency copy of annual report of Affirmative Action accomplishments.	TEMPORARY. Destroy 5 years from date of plan or report. (GRS 1-25-h-1, GRS 1-25-h-3, GRS 1-25-h-4)	1207-1-h-1 1207-1-h-3 1207-1-h-4		334-05-A (GRS 1-25-h-1)
M200-02-D-2	Agency Feeder plan to consolidated AAP(s).	TEMPORARY. Destroy 5 years from date of feeder plan, or when administrative purposes have been served, whichever is sooner. (GRS 1-25-h-2)	1207-1-h-2 (GRS 1-25-h-2)		334-05-B (GRS 1-25-h-2)
M200-02-E	EMPLOYMENT STATISTICS FILES -Employment statistics relating to race and sex.	TEMPORARY. Destroy when 5 years old. (GRS 1-25-f)		605-01 (GRS 1-25-f)	334-06 (GRS 1-25-f)

M200-02-G	<p>PERSONNEL COUNSELING RECORDS- Counseling Files. Reports of interviews, analyses and related records. Alcohol and Drug Abuse Program. Records created in planning, coordinating and directing an alcohol and drug abuse program.</p>	<p>TEMPORARY. Destroy when 5 years old or after termination of counseling, whichever is longer.</p>	1205-a N1-525-00-1		334-07-A 334-07-B N1-457-07-1
M200-02-H	 <p>REASONABLE ACCOMMODATION REQUEST RECORDS -Agency-wide and departmental procedures for receiving, processing, and appealing requests for reasonable accommodation by employees and applicants. Files may include, but are not limited to, instructions, directives, notices, forms, timetables and guidelines for requesting, processing and approving requests and for appealing decisions for reasonable accommodation. Also included are records notifying the Equal Employment Opportunity Commission (EEOC), the agency's collective bargaining representative(s) and the agency's Equal Employment Opportunity office of the agency's reasonable accommodation request and processing procedures as well as modifications to established procedures.</p> 	 <p>TEMPORARY. Destroy 3 years after supersession or when no longer needed for reference whichever is later. (GRS 1-24-a)</p> 			
M200-03	<p>ADMINISTRATIVE GRIEVANCE, DISCIPLINE AND ADVERSE ACTION FILES-Records related to grievances raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearing, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits and records relating to the reconsideration requests. Case files and records related to adverse action and performance based actions (removals, suspensions, reductions-in-grade, furloughs, letters of reprimand) against employees. The file may include any or all of the following: the proposed adverse actions with supporting documents, statements of witnesses, employee's rely, hearing notices, written notices, reports and decisions, reversal of action, appeal records, copies of letters of reprimand, firm choice letters and leave letters</p>	<p>TEMPORARY. Destroy 7 years after case is closed (GRS 1-30-a GRS 1-30-b)</p>	1209-1-a N1-525-02-2	608-03 608-04 (GRS 1-30-a) (GRS 1-30-b)	330-33-A 330-33-B N1-457-07-001

M200-04	PERSONNEL FILES				
M200-04-A	LINE-OF-DUTY FILES -Copies of files related to determining line-of-duty status and investigating incidents concerning individual members requiring line-of-duty determinations. Included are statements of medical examination and duty status reports of investigation, line-of-duty and misconduct status, notification of findings, and similar or related records facilitating the processing of these incidents.	TEMPORARY. Destroy when investigation is closed or no longer needed for business use.		611-04-a (N1-537-00-02)	
M200-04-B	ASSIGNMENT/PROMOTION/CAREER PROGRAM FILES - Records pertaining to competitive assignment or the promotion process if under pay banding. Included are job or promotion announcements, application materials submitted by applicants, candidates or reference list, interview notes, rating and ranking records and related or similar data. Records pertaining to career development, cross-training and similar programs such as the Intelligence Community Assignment Program and OPM Execution Leadership. Included are coordinating correspondence, announcements, data related to selection processes, employee registration or application material and similar or related records.	TEMPORARY. Destroy when 3 years old or 3 years after close of competitive announcement, whichever is later		607-01-a 607-02-a 607-03-a (N1-537-00-002)	
M200-04-C	SUPERVISOR'S PERSONNEL FILES- Correspondence, forms, and other records relating to authorizations, positions, pending actions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel File.	TEMPORARY Destroy when superseded or obsolete. (GRS-1-18-a)	1210-1-c (GRS-1-18-a)	102-01 (GRS-1-18-a)	330-13-B (GRS-1-18-a)
M200-04-D	PERSONNEL LOCATOR (Privacy Act applies) Correspondence, emails, forms and other records containing name, address, telephone number, and similar information for each employee that is used to update the official recordkeeping system.	TEMPORARY. Destroy/delete on separation or transfer of the individual.		102-06-a (N1-537-98-01)	
M200-05	POSITION DESCRIPTIONS & PLANNING				

M200-05-A	POSITION DEFINITION FILES- Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents.	TEMPORARY. Destroy 2 years after position is abolished or description superseded. (GRS 1-7-b)		102-03-a (N1-537-98-01) 603-03 (GRS 1-7-b)	330-19-B GRS 1-7-b
M200-05-B	HUMAN RESOURCES PROGRAM & PLANNING AND ANALYSIS FILES- Copies of records pertaining to planning, policy, and reporting for various aspects of human resources management programs, strategic workforce planning, and activities. Included are copies of such studies and position papers, briefings and presentations, correspondence, policy issuances, reports, data summaries, reclaims, and similar or related records.	TEMPORARY. Destroy when 3 years old or when superseded or obsolete, whichever is applicable.		601-01-a 601-02-a 601-03-a (N1-537-00-02)	
M200-06	TIME AND ATTENDANCE SOURCE RECORDS & INPUT REPORTS- All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form 1130); flextime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.	TEMPORARY. Cut off at the end of the fiscal year. Destroy after GAO audit or 6 years old, whichever is sooner. (GRS 2-7 GRS 2-8)	1208-1-a/b (GRS 2-7 GRS 2-8)	102-02 (GRS 2-8)	312-14
M200-07	TRAINING FILES - Correspondence, reports, training, forms, and other records relating to the availability of training and employee participation in training programs, both agency sponsored and non-agency sponsored.	TEMPORARY. Destroy 5 years after completion of a specific training program or when superseded or obsolete, whichever is sooner. (GRS 1-29-a-1 GRS 1-29-b)	1201-1 1201-3 (N1-525-95-1)	102-05 1003-01 (GRS 1-29-a-1) 1003-02 (GRS 1-29-b)	350-02 N1-457-07-001
M200-08	TRAVEL				
M200-08-A-1	NONCOMMERCIAL, REIMBURSABLE TRAVEL FILES- Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.	TEMPORARY. Destroy/delete when 6 years old (GRS 1.1, item 010)	1301-3-a (GRS 1.1, item 010)	302-19 1211-01 (GRS 1.1, item 010)	361-06-A (GRS 1.1, item 010).

M200-08-A-2	ROUTINE ADMINISTRATIVE TRAVEL -Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions not covered elsewhere in this schedule.	TEMPORARY. Destroy/delete when 3 years old.	1301-4-a (GRS 9-4a)	102-04 (GRS 9-4-a)	361-01 N1-457-07-1

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/>