

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-56508-2</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 <i>(719)721-8724</i>	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	ARCHIVIST OF THE UNITED STATES WITHDRAWN	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 <i>3/18/08</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION		10 ACTION TAKEN (NARA USE ONLY)	
	Missile Defense Agency records series (see attached)			WITHDRAWN 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: 104**Category Title: GENERAL ADMINISTRATIVE FILES****Description:** These files are accumulated or created in carrying out the general internal administrative activities of an organization/element.**File: 104-01****Title: General Correspondence****Description:** Letters, endorsements, memoranda, reports, and related data and attachments involving a variety of subjects (Not appropriate for filing with other records series)

A Documents created or received by any office which has MDA-wide policy-making or program monitoring responsibilities

Disposition: Permanent. Cut off at the end of the fiscal year Transfer to the WNRC 3 years after closing Transfer to the NARA when 20 years old**Authority:**

B Documents created by any office not covered in A above

Disposition: Temporary. Destroy after 3 years**Authority:****Privacy Act:****File: 104-02****Title: Element Administrative Files****Description:** Records which are concerned with immediate needs and have little retention value after the requirements are satisfied, these duplicate other files Such records include requests for publication, reproduction requests, office supplies, leave schedules, hours of work and employee relations information**Disposition: Temporary.** Cut off at the end of the fiscal year Destroy when 2 years old**Authority:** (GRS-23-1)**Privacy Act:****File: 104-03****Title: Working Papers/Convenience Files****Description:** Rough drafts, notes, feeder reports, and similar papers accumulated in performance of tasks, projects, or functions**Disposition: Temporary.** Cut off at the end of the fiscal year Destroy when 3 years old or sooner if no longer needed**Authority:****Privacy Act:****File: 104-04****Title: Conferences and Committee Files****Description:** Agenda, membership lists, minutes of meetings, and other papers of formally constituted conferences and committees**Disposition:** Refer to File No 304-02**Authority:**

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Privacy Act:**File: 104-05****Title: Reading Files**

Description: Extra copies of outgoing or incoming correspondence, messages, or memos maintained chronologically for ready reference, signature control, and preparation of reports or similar administrative purposes

Disposition: Temporary. Close file quarterly, semi-annually, or the end of the fiscal year
Destroy when 3 years old or sooner if of no further reference value

Authority:**Privacy Act:****File: 104-06****Title: Briefing Files**

Description: Narrative presentations with related charts showing functions, missions, or projects, and used for briefing individuals or groups

A Briefings by the Directorate level for senior government officials such as the President, Secretary of Defense, Members of Congress, etc on matters of significant importance concerning Agency mission, functions, and operational matters

Disposition: Permanent. Cut off files at the end of the fiscal year Transfer to the WNRC when 5 years old when no longer needed for operations

Authority:

B Briefings for external visitors on routine, administrative policy or operational matters

Disposition: Temporary. Destroy when 3 years old or sooner if of no further reference value

Authority:

C Briefings by and for internal Agency components

Disposition: Temporary. Destroy when 1 year old or sooner if no further reference value

Authority:**Privacy Act:****File: 104-07****Title: Standard Operating Procedures (SOPs)**

Description: Supplemental detailed instruction for implementing programs

A Office of Primary Responsibility

Disposition: Permanent. Place in an inactive file when superseded or cancelled Close at the end of the fiscal year Transfer to the WNRC 1 year after closing

Authority: (GRS-16-1)

B All others

Disposition: Temporary. Destroy when superseded or obsolete

Authority:**Privacy Act:**

WITHDRAWN

File: 104-08**Title: Operational Summaries/Status Reports**

Description: Performance, actual progress, accomplishments, deficiencies, or problems in relation to functional program goals. These summaries usually are originated at subordinate levels and progressively consolidate at each higher level.

A Feeder summaries

Disposition: Temporary. Destroy when 3 years old or sooner if of no further reference value

Authority:

B Final summaries

Disposition: Permanent. Cut off at the end of the fiscal year. Transfer to the WNRC when 5 years old and no longer needed for operations. Transfer to the NARA when 15 years old

Authority:

Privacy Act:

File: 104-09**Title: Key Component Reports**

Description: Activity reports which summarize an organization's activity (e.g., the performance, actual progress, accomplishments, important decisions, actions or problems in relation to the accomplishment of its primary mission.)

A Feeder reports

Disposition: Temporary. Destroy when 3 years old or sooner if of no further reference value

Authority:

B Final reports

Disposition: Permanent. Cut off files at the end of the fiscal year. Transfer inactive files to the WNRC when 5 years old and no longer needed for operations. Transfer to the NARA when 20 years old

Authority:

Privacy Act:

File: 104-10**Title: Staff and Official Visit Files**

Description: Records on scheduled or special visits included are

- Staff visits (but not inspections, surveys, or audits) for performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case that should be filed with documentation of the case or process. Records consist of requests for permission to visit, reports of visit, recommendations, and other directly related records
- Foreign and domestic visitors but not consultants, contractors, or the officials of other Government Agencies visiting in connection with special projects or other mission-related matters. Records may consist of letters, memorandums or other correspondence, schedules or itineraries, lists of points of contact, information on clearances and liaison activities required to

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obtain official approval for visits, duplicate copies of travel orders, papers accumulated in the process of arranging billeting, transportation, messing and other purely logistical arrangements to support visitors, and information relating to the selection and activities of escort officers

Disposition: Temporary. Destroy/Delete when 5 years old, except files on recurring staff visits will be destroyed on completion of the next visit Earlier destruction is authorized for Official Visits records, if no longer needed for reference purposes

Authority:

Privacy Act:

File: 104-11

Title: Not Used

File: 104-12

Title: Organization Mission Files

Description: These files contain correspondence that documents policy making, program management functions, and agreements from which the activity has primary mission

Disposition: Refer to File Series No 302-01

Authority:

Privacy Act:

File: 104-13

Title: Fund-Raising Campaign Records

Description: These files consist of correspondence, receipts, invoices, and related records used to facilitate and control the collection of monies for fund-raising campaigns of charitable, health, welfare, and similar organizations

Disposition: Temporary. Destroy 1 year after campaign completion or completion of next equivalent campaign

Authority:

Privacy Act:

File: 104-14

Title: Quarterly Management Review Periodicals

Description: Includes Agency summary of management data during the previous quarter

A Office of Primary Responsibility

Disposition: Permanent. Cut off at the end of the fiscal year Transfer inactive files to the WNRC when 5 years old and no longer needed for operations Transfer to the NARA when 20 years old

B All others

Disposition: Temporary. Destroy when 3 years old or sooner if of no further reference value

Authority:

Privacy Act:

File: 104-15

Title: Not Used

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File: 104-16**Title:** Not Used**File: 104-17****Title: Tracking and Control Records****Description:** Logs, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records**Disposition: Temporary:** Destroy or delete with the related records or sooner if no longer needed**Authority:** (GRS-23-8)**Privacy Act:****File: 104-18****Title:** Not Used**File: 104-19****Title:** For Electronic Spreadsheets see File Series No 800**File: 104-20****Title: Schedules of Daily Activities****Description:** Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal

A Records containing substantive information relating to official activities, the substance of which has not been incorporate into official files, excluding records relating to the official activities of high government officials (see note)

Disposition: Temporary. Destroy or delete when 2 years old**Authority:** (GRS-23-5)

(NOTE: High level officials include the heads of departments and independent agencies, their deputies and assistants, the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners, directors of offices, bureaus, or equivalent, principal regional officials, staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants, and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA)

B Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files

Disposition: Temporary. Destroy or delete when no longer needed

Authority: (GRS-23-5)

Privacy Act:

File: 104-21

Title: Suspense Files

Description: Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date

A A note or other reminder to take action

Disposition: Temporary. Destroy after action is taken

Authority: (GRS-23-6)

B The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected

Disposition: Withdraw documents when reply is received

(1) If suspense copy is an extra copy, destroy immediately

(2) If suspense copy is the file copy, incorporate it into the official files

Authority: (GRS-23-6)

Privacy Act:

File: 104-22

Title: Transitory Files

Description: Documents of short-term interests which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below

A Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply

B Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material

C Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records

Disposition: Temporary. Destroy when 3 months old, or when no longer needed, whichever is sooner

Authority: (GRS-23-7)

Privacy Act:

File: 104-23

Title: Administrative Databases

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Description: Databases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA approved SF 115

A When hard copy records are retained in order to meet record keeping requirements

Disposition: Temporary. Delete information in the database when no longer needed

Authority: (GRS-23-3a)

B When the database takes the place of hard copy records

Disposition: Temporary. Delete after the expiration of their retention period authorized for the hard copy file, or when no longer needed, whichever is later

Authority: (GRS-23-3b)

C Hard copy printouts created for short-term administrative purposes

Disposition: Temporary. Destroy when no longer needed

Authority: (GRS-23-3c)

Privacy Act:

File: 104-24

Title: Installations and Logistics Project Tracking Database

Description: The I&L Project Tracking Database records pertinent information gathered from Agency decision documents relating to system development, acquisition and life-cycle support

Disposition: Permanent. Cut off at the end of fiscal year. Transfer inactive files to the WNRC when 5 years old and no longer needed for operations. Transfer to the NARA when 20 years old

Authority:

Privacy Act:

File: 104-25

Title: Interservice Support Agreement Database

Description: This database contains information on MDA interservice support agreements

Disposition: Temporary. Destroy on 6 year cycle at the end of the fiscal year

Authority:

Privacy Act:

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