

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-565-08-27</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		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Missile Defense Agency</b>			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Mr Petar Sredojevic</b>	5 TELEPHONE NUMBER <i>(719)721-8724</i>	DATE <i>4/28/11</i>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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)		<b>WITHDRAWN</b> <i>4/28/11</i>

**Category: 802****Category Title: ELECTRONIC RECORDS**

**Description:** This section pertains to certain Electronic records and specified hard-copy (paper) or microform records that are integrally related to the Electronic records.

Additionally, this section contains authorities derived from General Records Schedule 20 (Electronic Records). That portion of Section 370 applies to disposable electronic records stored on magnetic media in Central Data Processing Activities, including those operated by Agency contractors. It covers records created by computer operators, programmers, analyst, and systems administrators in order to store and maintain computer files in such facilities; certain master files, including some that are components of database management systems; and certain files created from master files for specific purposes. 370 DOES NOT COVER ALL ELECTRONIC RECORDS. Disposition instructions for non-administrative and housekeeping databases is covered in the subject matter portion of this schedule to which the database pertains or will be covered in future guidance

**File: 802-01****Title: Telecommunications Planning Files**

**Description:** A subject file of correspondence, memoranda for the record, and formal documents on the systems reflecting liaison with the Service Cryptologic elements, other government agencies, and commercial activities in current and future planning for the Cryptologic Community

**Disposition: Permanent** Place in inactive file when action is completed. Close inactive file every 2 years and transfer to the WNRC/FRC. After 5 years, transfer to the NARA

**Authority:****Privacy Act:****File: 802-02****Title: Special Projects Files**

**Description:** Files containing correspondence, layouts, schematics, and related papers received or developed in the fulfillment of Cryptologic community telecommunications requirements

**Authority:**

**Disposition: Permanent** Place completed projects in inactive file. Close inactive file every 2 years and transfer to the WNRC/FRC. After 5 years, transfer to the NARA

**Privacy Act:****File: 802-03****Title: CRITICOMM Engineering Projects**

**Description:** This file consists of reflecting development, installation maintenance, and improvements in electronic communications

**Disposition: Permanent** Place completed projects in inactive file and transfer to the WNRC/FRC 5 years after inactivation. Transfer to the NARA when no longer needed for operations

**Authority:****Privacy Act:****File: 802-04**

**Title: Technical Manuals Collection Storage and Camera Ready Copy File****Descriptions:** This file contains SIGINT and telecommunications equipment operation and maintenance manuals and camera ready copies of same

## A Master Set

**Disposition: Permanent** Transfer inactive files to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA**Authority:**

## B All Other Copies

**Disposition: Permanent** Destroy when superseded or obsolete**Authority:****Privacy Act:****File: 802-05****Title: Copies of Electro-Mechanical Drawings and Schematics****Description:** These files consist of files used by engineers and contractors in the fabrication and modification of CRITICOMM equipment**Disposition: Temporary.** Destroy when modification is made in master drawing/schematic or when of no further reference value, whichever is sooner**Authority:****Privacy Act:****File: 802-06****Title: Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records****Descriptions:**

A Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records

**Disposition: Temporary.** Close annually at the end of the fiscal year Destroy when 3 years old**Authority:**

B Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/ output records

**Disposition: Temporary.** Delete after information has been transferred to the master file and verified**Authority:** (GRS-20-1b)

C Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use

**Disposition: Temporary.** Delete/destroy when agency determines they are no longer needed for administrative, legal, audit, or other operational purposes**Authority:** (GRS-20-1c)

**Privacy Act:****File: 802-07****Title: Input/Source Records****Descriptions:**

A Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA-approved agency

**Disposition: Temporary.** Delete/destroy when no longer needed in accordance with sound business practice and agency standard operating procedures

**Authority:** (GRS-20-1c)

B Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes

**Disposition: Temporary.** Delete after information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of or, the master file, whichever is later

**Authority:** (GRS-20-2a)

C Electronic records received from another agency and used as input/ source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency

**Disposition: Temporary.** Delete when data have been entered into the master file or database and verified, or when no longer required to support the reconstruction of or as back up to, the master file, whichever is later

**Authority:** (GRS-20-2-b)

D Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database

**Disposition: Temporary.** Delete when data have been entered into the master file or database and verified, or when no longer required to support the reconstruction of, or serve as back up to, the master file, whichever is later

**Authority:** (GRS-20-2c)

**Privacy Act:****File: 802-08****Title: Data Files Consisting of Summarized Information**

**Description:** This file contain records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or database that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after

January 1, 1988, EXCLUDING data files that are created as disclosure-free files to allow public access to the data which may not be destroyed before securing NARA approval, or

**Disposition: Temporary.** Delete/ when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes

**Authority:** (CRS-20-4)

**Privacy Act:**

**NOTE: Data files consisting of summarized information which were created from a master file or database that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed, may not be destroyed before securing NARA approval.**

**File: 802-09**

**Title: Records Consisting of Extracted Information**

**Descriptions:** This file contains electronic files consisting solely of records extracted from a single master file or database that is disposable under GRS 20 or approved for deletion by a NARA - approved disposition schedule, EXCLUDING extracts that are

A Produced as disclosure-free files to allow public access to the data or,

**Authority:**

B Produced by an extraction process which changes the informational content of the source master file or database, which may not be destroyed before securing NARA approval For print and technical reformat files see items 370-12 and 370-31)

**Disposition: Temporary.** Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes

**Authority:** (GRS -20-5)

**Privacy Act:**

**NOTES: (1) Records consisting of extracted information that was created from a master file or database that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed may not be destroyed before securing NARA approval. (2) See item 370-34 for other extracted data.**

**File: 802-10**

**Title: CRITICOMM Advisory Files**

**Descriptions:** CRITICOMM situation reports, abnormal condition reports submitted to the Service Cryptologic Elements and Complete Outage reports Situation reports generated by CRITICOMM- CONTROL dealing with various statistics and abnormal conditions

**Disposition: Temporary.** Close annually at the end of the fiscal year Destroy when 3 years old

**Authority:**

**Privacy Act:**

**File: 802-11**

**Title: Station Background Information, Commercial System, and Trunk Changes**

**Descriptions:** These files consist of station folders containing data on each reporting station's communications background, trunk changes, and commercial systems

**Disposition: Permanent.** Place in an inactive file when station deactivated or system eliminated Transfer to the WNRC/FRC 1 year after inactivation or when no longer needed for operations After 5 years, transfer to the NARA

**Authority:**

**Privacy Act:**

**File: 802-12**

**Title: Print File**

**Descriptions:** This file contains electronic files extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulation, ledgers, registers, and statistical reports

**Disposition: Temporary.** Delete when agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes

**Authority:** (GRS-20-6)

**Privacy Act:**

**File: 802-13**

**Title: Valid CRITIC Files**

**Descriptions:** This file contains reports, messages, statistics, correspondence, etc , of both on-line and off-line transmissions relating to the handling of valid Critical Communications Messages

A Record copy of the Operations Directorate

**Disposition: Permanent.** Transfer to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

**Authority:**

B All other copies

**Disposition: Permanent.** Close annually at the end of the fiscal year Transfer to WNRC/FRC 1 year after closing Destroy when 7 years old

**Authority:**

**Privacy Act:**

**File: 802-14**

**Title: Exercise CRITIC Files**

**Descriptions:** This file contains reports, messages, statistics, correspondence, etc , of both on-line and off-line transmissions relating to the handling of exercise Critical Communications Messages

A Record copy of the Operations Directorate

**Disposition: Permanent.** Transfer to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

**Authority:**

B All other copies

~~**Disposition: Temporary.** Close annually at the end of the fiscal year Transfer to the WNRC/FRC 1 year after closing Destroy when 7 years old~~

~~**Authority:**~~

~~**Privacy Act:**~~

~~**File: 802-15**~~

~~**Title: CRITIC Collaborator Files**~~

~~**Descriptions:** This file contains reports, messages, statistics, correspondence, etc , concerning participation by other than critical communications Stations in the Critical Intelligence Program~~

~~**Disposition: Temporary.** Close annually at the end of the fiscal year Transfer to the WNRC/FRC 1 year after closing Destroy when 7 years old~~

~~**Authority:**~~

~~**Privacy Act:**~~

~~**File: 802-16**~~

~~**Title: Reference Publications**~~

~~**Descriptions:** This file contains JANARIs, ACP's directives, publications, regulations and etc , governing the operations of communications operations, stations and systems Fixed stations call signs distribution lists~~

~~**Disposition: Temporary.** Destroy 2 years after the publication is revised or cancelled~~

~~**Authority:**~~

~~**Privacy Act:**~~

~~**File: 802-17**~~

~~**Title: Problem and Error Files**~~

~~**Descriptions:** This file contains correspondence and messages relating to station problems, systems errors routing indicator and etc , relating to problems and errors encountered in the operations of communications facilities and systems~~

A OPR

~~**Disposition: Temporary.** Close when stations are deactivated or systems eliminated Transfer to WNRC/FRC 2 years after closing Destroy when 4 years old~~

~~**Authority:**~~

B All Others

~~**Disposition: Temporary.** Destroy when 4 years old or when of no further reference value~~

~~**Authority:**~~

~~**Privacy Act:**~~

~~**File: 802-18**~~

~~**Title: Equipment Files**~~

~~**Descriptions:** This file contains correspondence and message inquiries relating to communications center processing equipment, BIX, computers, by-pass equipment and related station operational equipment~~

~~**Disposition: Temporary.** Close when equipment is obsolete or removed from station Destroy 2 years after closing~~

**Authority:**  
**Privacy Act:**

**File: 802-19**

**Title: Telecommunications System Projects/ Planning**

**Descriptions:** This file consists of documented information relating to SPINTCOMM, DSSCS, IDDF, AUTODIN, AUTOSEVOCOMM, STRAWHAT and similar electronic communications systems **Disposition: Permanent.** Retain locally until action is completed Transfer inactive files to WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

**Authority:**  
**Privacy Act:**

**File: 802-20**

**Title: Organizations and Systems Communications Files**

**Descriptions:** Messages and correspondence relating to associations with the Whitehouse, special units, JCS, CIA, DEFSMAC, NCS and similar association **Disposition: Permanent.** Close annually at the end of the fiscal year Transfer to WNRC/ FRC 3 years after closing Transfer to the NARA

**Authority:**  
**Privacy Act:**

**File: 802-21**

**Title: Communications Operations Instructions (COI)**

**Descriptions** Publications and correspondence and suggestions relating to COI

A OPR

**Disposition: Permanent.** Close when superseded and transfer to WNRC/FRC 5 years after closing when no longer needed for operations Transfer to the NARA

B All Others

**Disposition: Permanent.** Destroy when 5 years old or when of no further reference value, whichever is sooner

**Authority:**  
**Privacy Act:**

**File: 802-22**

**Title: All CRITICOMM Files**

**Descriptions** Messages and background information relating to all critical communications instructions

**Disposition: Permanent.** Close when superseded and transfer to WNRC/FRC 2 years after closing Transfer to the NARA

**Authority:**  
**Privacy Act:**

WITHDRAWN

**File: 802-23**

**Title: Special Project Circuit Files**

**Descriptions** This record contains Special Project Circuit records and total circuit support records used to determine the utilization of the special on-call OPSCOMM circuits for various MDA elements

**Disposition: Temporary.** Destroy when 2 years old

**Authority:**

**Privacy Act:**

**File: 802-24**

**Title: Daily Operational Files**

**Descriptions:** This record contains daily record of events maintained by the controllers of each watch to provide continuous information of all situations

**Disposition: Temporary.** Destroy when 2 years old

**Authority:**

**Privacy Act:**

**File: 802-25**

**Title: Command Center Alert Files**

**Description:** This file contains files kept on all alert affecting the world- wide network

**Disposition: Temporary.** Destroy when 2 years old

**Authority:**

**Privacy Act:**

**File: 802-26**

**Title: CRITICOMM Station Files**

**Description:** This file contains monthly volume reports from each station having CRITICOMM circuits

**Disposition: Temporary.** Destroy when 1 year old

**Authority:**

**Privacy Act:**

**WITHHELD**

**File: 802-27**

**Title: CRITICOMM Circuit Backup Files**

**Description:** This file contains worksheets and related papers developed from analysis of monthly volume reports whichever used to produce the Monthly CRITICOMM Operational Summary and Directory

**Disposition: Temporary.** Destroy 3 months after information is incorporated in the monthly CRITICOMM Operation Summary and Directory

**Authority:**

**Privacy Act:**

**File: 802-28**

**Title: Master File of Monthly CRITICOMM Operational Summaries and Directories**

**Descriptions**

A OPR

**Disposition:** **Permanent** Close annually at the end of the fiscal year Transfer to the WNRC/FRC 2 years after closing Transfer to the NARA

**Authority:**

B Feeder Reports and All Others

**Disposition:** **Temporary** Destroy when 5 years old or when of no further reference value, whichever is sooner

**Authority:**

**Privacy Act:**

**File: 802-29**

**Title: CRITICOMM Circuit Files**

**Description:** This file contains folders arranged numerically and alpha- numerically by circuit number which show the information data of each CRITICOMM circuit (routing, restoration priority, cryptographic equipment, etc )

**Disposition:** **Temporary.** Destroy 6 months after circuit is deactivated

**Authority:**

**Privacy Act:**

**File: 802-30**

**Title: Baseline Data Base**

**Description:** This database consists of system architecture and technical information for site communications and ADP concerning each overhead site

**Disposition:** **Temporary.** Transfer to the WNRC/FRC when no longer active Destroy when no longer needed for operations

**Authority:**

**Privacy Act:**

**File: 802-31**

**Title: Technical Reformat File**

**Description:** This electronic file consisting of data copied from a complete or partial master file or database for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives

**Disposition:** **Temporary.** Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes

**Authority:** (GRS-20-7)

**Privacy Act:**

**File: 802-32**

**Title: Backups of Files**

**Descriptions:** This file contains electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently

A File identical to records scheduled for transfer to the Nation Archives

**Disposition: Temporary.** Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the Nation Archives and successfully copied

**Authority:** (GRS-20-8a)

B File identical to records authorized for disposal in a NARA approved records schedule

**Disposition: Temporary.** Delete when the identical records have been deleted, or when replaced by a subsequent backup file

**Authority:** (GRS-20-8b)

**Privacy Act:**

**File: 802-33**

**Title: Documentation**

**Descriptions:**

A Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database that has been authorized for destruction by the GRS or a NARA-approved disposition schedule

**Disposition: Temporary.** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest

**Authority:** (GRS-20-11a)

B Copies of records relating to system security, including records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No A-130

**Disposition: Temporary.** Destroy or delete when superseded or obsolete

**Authority:** (GRS-20-11b)

**Privacy Act:**

**(NOTES: (1) Software and documentation which relates to permanent or unscheduled master files and databases is not authorized for destruction by the GRS. (2) See item 370-06 of this schedule for documentation relating to system testing.)**

**File: 802-34**

**Title: Downloaded and copied Data**

**Descriptions:** Derived data and data files which are copied, extracted, merged and/or calculated from other data generated within the agency, when the original data is retained

A Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review

**Disposition: Temporary.** Delete when the agency determines that they are no longer needed for administrative, legal audit, or other operational purposes

**Authority:** (GRS-20-12a)

B Derived data that provide user access in lieu of hard copy reports that are authorized for disposal

**Disposition: Temporary.** Delete when the agency determines that they are no longer needed for administrative, legal audit, or other operational purposes

**Authority:** (GRS-20-12a)

C Metadata or reference data, such as format, range or domain receiving system or specifications, which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations

**Disposition: Temporary.** Delete from the system or device when no longer needed for processing

**Authority:** (GRS-20-12-c)

**Privacy Act:**

(NOTE See item 802-09 for other extracted data )

**File: 802-35**

**Title: Word Processing Files**

**Description:** This file contains documents such as letters, memoranda, reports, handbooks, directives, and manuals no longer needed for recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes

**Disposition: Temporary.** Delete from word processing system when no longer needed for updating or revision

**Authority:** (GRS-20-13)

**Privacy Act:**

**File: 802-36**

**Title: Data Processing Instruction/Policy**

**Description:** This file contains documents relating to the preparation, review, issuance, and interpretation of directive regulations and circulars concerning the establishment of procedures and criteria for the application of ADP systems to the Agency operations

**Disposition: Permanent.** Transfer inactive to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

**Authority:**

**Privacy Act:**

**File: 802-37**

**Title: ADP Systems Development Project**

**Description:** This file contains studies conducted to develop ADP systems and procedures for programming use in developing input for computers

**Disposition: Temporary.** Destroy 10 years after date of last action

**Authority:**

**Privacy Act:**

**WITHHELD**

**File: 802-38****Title: ADP Acquisition Case File**

**Descriptions:** This file contains documents associated with the acquisition of ADP resources (equipment, software, and maintenance services) The file may include but is not limited to the following documentation System Specification and Evaluation Package (SSEP), Key Component Executive Brief (KCEB) , Senior ADP Policy Official (SADPPO) Staff Technical Memorandum, cost/ benefit analysis, Purchase Request, Review Memorandum, Alternate SADPPO Certification, D/DIRfs written approval, and other documentation supporting the acquisition

A Acquisition requiring SADDPO approval

**Disposition: Permanent.** Maintain as current file for 5 years, and then Transfer to the WNRC/FRC Transfer to the NARA when no longer needed for operations

**Authority:**

B Acquisition **not** requiring SADDPO approval

**Disposition: Temporary.** Maintain as current file for 5 years, and then Transfer to WNRC and retain for additional 10 years, then destroy.

**Authority:****Privacy Act:****File: 802-39****Title: Finding Aids (or Indexes)**

**Descriptions:** This file contains electronic indexes, lists, registers, and other finding aids 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.** Delete with related records or when the agency determines that they are no longer needed for administrative, legal audit, or other operational purposes, whichever is later

**Authority:** (GRS-20-9)

**Privacy Act:****File: 802-40****Title: Electronic Versions of Records Scheduled for Disposal****Descriptions:**

A Electronic versions of records that are scheduled for disposal under one or more items in GRS 1- 16 (Personnel Operations Statistical Reports), 18 (Supervisors' Personnel Files and Duplicate OPF Documentation), 22 (Statistical Summaries), or 23 (Employee Performance File System Records), EXCLUDING those that replace or duplicate the following GRS items GRS 1, items 21 (employee Medical Folder), 22 (Statistical summaries), 25f (EEO Records - Employment Statistics file), GRS12, item 3 (Telecommunications Operational Files), and GRS 18, item 5 (Top Secret Accounting and Control Files)

**Disposition: Temporary.** Delete after the expiration of the retention period authorized by the GRS or when no longer needed, whichever is later

**Authority:** (GRS-20-3a)

B Electronic records that support administrative housekeeping functions when the records are derived from or replace hard copy records authorized by NARA for destruction in an agency-specific records schedule

(1) When hard copy records are retained to meet recordkeeping requirements

**Disposition: Temporary.** Delete electronic version when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes

**Authority:** (GRS-20-3b1)

(2) When the electronic record replace hardcopy records that support administrative housekeeping functions

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

**Authority:** (GRS-20-3b2)

(3) Hard copy printouts created for short-term administrative purposes

**Disposition: Temporary.** Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes

**Authority:** (GRS-20-3b3)

**Privacy Act:**

**File:** 802-41

**Title:** Electronic Mail Records

**Description:** This file contains senders' and recipients' versions of electronic mail messages that meet the definition of Federal Records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes

**Disposition: Temporary.** Delete from e-mail system after copying to a recordkeeping system

**Authority:** (GRS-20-14)

**Privacy Act:**

(NOTE: Along with the message text, the recordkeeping system must capture the names of the sender and recipients and date (transmission data for recordkeeping purpose) and any receipt data when required.)

**File:** 802-42

**Title:** Electronic Spreadsheets

**Descriptions:** This file contains electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports

A When used to produce hard copy that is maintained in organized files

**Disposition: Temporary.** Delete when no longer needed to update or produce hard copy

~~Authority: (GRS-20-15a)~~

~~B When maintained only electronic form~~

~~**Disposition: Temporary.** Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 11. If the electronic version replaces hard copy records with differing retention periods and agency software does not readily permit selective deletion, delete after the longest retention period has expired.~~

~~Authority: (GRS-20-15b)~~

~~Privacy Act:~~

**WITHDRAWN**

**Category: 804****Category Title: TELECOMMUNICATIONS SERVICE FILES**

**Description:** These records reflect the operation of MDA Telecommunications Operations, which includes: transmission and physical and cryptographic security of Agency communications, controlling and coordinating assignment of Delivery Distribution Indicators and instructional material required for telecommunications with MDA and other governmental agencies. They reflect: the receipt, control, processing and transmission of outgoing staff messages; the receipt, control routing, reproduction and dissemination of incoming staff messages; operation of the Automatic Message Processing System (AMPS); formulation of message policy, publication of the MDA Message Manual and related communications management documents.

**File: 804-01****Title: Telecommunications Planning General Information Files**

**Description:** This file contains operating guidelines for handling communications problems or taking action on abnormal situations which arise that are not specifically covered in existing communications operating procedures

**Disposition: Temporary** Destroy individual item when incorporated in appropriate general operating procedures

**Authority:**

**Privacy Act:**

**File: 804-02**

**Title: Not Used**

**File: 804-03****Title: Master Routing Information Files**

**Description:** This file contains all DSSCS Address Groups (DAGs) and spot routing distribution data, with related working aids

**Disposition: Temporary** Destroy individual item when superseded

**Authority:**

**Privacy Act:**

**File: 804-04****Title: Communication Publications**

**Description:** This file contains registered and non-registered publications of the Army, Navy, Air Force, maintained for operation of the communication Center

**Disposition: Temporary** Destroy individual publications when superseded or cancelled

**Authority:**

**Privacy Act:**

**File: 804-05**

**Title: Not Used**

**File: 804-06**

**Title: Telecommunications Center Operations and Special Purpose Procedures**

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**Description:** This file contains papers reflecting teleconference support, circuit information, planning for CommCenter expansion, and new equipments. Includes background material developed for publication of CommCenter operations procedures and related memoranda.

**Disposition:** **Temporary** Destroy 1 year after date incorporated in final operational memorandum or procedure.

**Authority:**

**Privacy Act:**

**File:** 804-07

**Title:** Not Used

**File:** 804-08

**Title:** Customer Service Work Files

**Description:** This file contains paper records related to secure transmission receipt and delivery of electrical messages. Includes page copies of communications service and official messages necessary in satisfying complaints arising from non-delivery or delayed delivery of electrical traffic, plus any necessary back-up data.

**Disposition:** **Temporary** Destroy when 6 months old.

**Authority:**

**Privacy Act:**

**File:** 804-09

**Title:** Not Used

**File:** 804-10

**Title:** Telecommunications Center Technical Files

**Description:** This file contains correspondence, memorandas, operational summaries, training material, and other data reflecting handling, processing, distribution, and control of traffic.

**Disposition:** **Temporary** Close annually at the end of the fiscal year. Destroy when 2 years old.

**Authority:**

**Privacy Act:**

**File:** 804-11

**Title:** Not Used

**File:** 804-12

**Title:** Communication General Files

**Descriptions:**

A Correspondence and related records pertaining to internal administration and operations.

**Disposition:** **Temporary** Destroy when 2 years old.

**Authority:** (GRS-12-2a)

**WITHDRAWN**

B. Telecommunication's general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters

**Disposition: Temporary.** Destroy when 3 years old.

**Authority:** (GRS-12-2b)

C. Telecommunication's statistical reports including cost and volume data.

**Disposition: Temporary.** Destroy when 1 year old

**Authority:** (GRS-12-2c)

D. Copies of agreements with background data and other records relating to agreements for telecommunications services

**Disposition: Temporary.** Destroy 2 years after expiration or cancellation of agreement.

**Authority:** (GRS-12-2e)

**Privacy Act:**

**File: 804-13**

**Title: Telecommunications Operational Files**

**Descriptions:**

A. Message registers logs, performance reports, daily load reports, and related and similar records.

**Disposition: Temporary.** Destroy when 6 months old

**Authority:** (GRS-12-3)

B. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Messages maintained by communications offices or centers, and EXCLUDING the copies maintained by the originating program office

**Disposition: Temporary.** Destroy when 2 years old.

**Authority:** (GRS-12-3)

**Privacy Act:**

**File: 804-14**

**Title: Not Used**

**File: 804-15**

**Title: Not Used**

**File: 804-16**

**Title: Not Used**

**File: 804-17**

**Title: Telephone Directory**

**Descriptions:** This file contains a directory of MDA employees listing both his/her secure and outside telephone numbers, building to which assigned, and organizational designator

A. OPR

**REMOVED**

**Disposition: Permanent.** Retain one master set as a permanent record. Transfer inactive files to the WNRC/FRC when no longer needed for operations. After 5 years, transfer to the NARA  
**Authority:**

B. Feeder Reports and All Other Copies

**Disposition: Permanent.** Destroy when superseded, or upon receipt of a new edition

**Authority:**

**Privacy Act:**

**File: 804-18**

**Title: Intersite Missions/Historic and General Files**

**Description:** These files contain information on varied overhead site projects that require expert communications knowledge and additional historic/reference records

**Disposition: Permanent.** Transfer inactive files to the WNRC/FRC when no longer needed for operations. After 5 years, transfer to the NARA.

**Authority:**

**Privacy Act:**

**File: 804-19**

**Title: Overhead Collection Project File**

**Description:** These files contain mission operational material for the Overhead Collection Projects

**Disposition: Permanent.** Transfer inactive files to the WNRC/FRC when no longer needed for operations. After 5 years, transfer to the NARA

**Authority:**

**Privacy Act:**

**File: 804-20**

**Title: Foreign Partners Budget File**

**Description:** These files contain records documenting external financial relationships with foreign partners, including procurement records, history records, budget documentation and related records.

**Disposition: Permanent.** Transfer inactive files to the WNRC/FRC when no longer needed for operations. After 5 years, transfer to the NARA

**Authority:**

**Privacy Act:**

**File: 804-21**

**Title: CRITICOMM Operational Summaries and Directories File**

**Description:** This file contains circuit and station profiles, charts and network connections for the Critical Intelligence Communications System.

**Disposition: Permanent.** Transfer inactive files to the WNRC/FRC when no longer needed for operations. After 5 years, transfer to the NARA

**Authority:**

**Privacy Act:**

WITHDRAWN

**File:** 804-22

**Title:** Ciphony Equipment Replacement Files

**Description:** This file consists of folders containing information on current Ciphony equipment, technology, costs, replacement programs, budget estimates, and related policies.

**Disposition: Permanent.** Transfer inactive files to the WNRC/FRC when no longer needed for operations. After 5 years, transfer to the NARA.

**Authority:**

**Privacy Act:**

**WITHDRAWN**