

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

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

Job Number  
**N1-576-11-10**

Date Received  
**5/10/11**

1. From: (Agency or establishment)  
**Office of the Director of National Intelligence**

2. Major Subdivision  
**Program Manager, Information Sharing Environment**

3. Minor Subdivision

4. Name of Person with whom to confer  
**John F. Hackett**

5. Telephone (include area code)  
**703-275-2215**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **8 August 13** Archivist of the United States 

### 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 5 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       is attached       has been requested

Signature of Agency Representative



Title

**Director of Information Management**

Date (mm/dd/yyyy)

**5/5/2011**

Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1.	Records of the Office of the Program Manager for the Information Sharing Environment. See attached 5 pages.		

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**Office of the Director of National Intelligence  
Program Manager for the Information Sharing Environment**

**Records Control Schedule**

The Intelligence Reform and Terrorism Prevention Act of 2004, which directed the establishment of the Information Sharing Environment, also required the President to designate a Program Manager with government-wide authority to manage the ISE and assess its implementation by Federal agencies. The primary focus of the PM-ISE is any mission process, anywhere in the United States, that is intended or is likely to have a material impact on detecting, preventing, disrupting, responding to, or mitigating terrorist activity. The core mission processes include terrorism watch listing; screening and related homeland security, intelligence, and law enforcement activities; and weapons of mass destruction-related information sharing and access.

**Application of the Records Control Schedule Disposition Instructions**

The disposition instructions in the records control schedule are mandatory. Any Federal records received or created by ISE personnel or contractors not specifically covered by this schedule or the General Records Schedules are to be retained until such time as an applicable disposition authority approved by the National Archives and Records Administration (NARA) is obtained. To take into account the fluid nature of electronic filing, those responsible for implementing this schedule should be aware that record copies of record types described in this schedule are to receive the prescribed disposition wherever they are filed.

The Information Management Technical Officer with responsibility for the records of the ISE will support effective implementation of the disposition requirements of this schedule through the development and issuance of appropriate operational guidance and supplementary instructions necessary to assure adequate and proper documentation of the official mission, responsibilities, and actions of the component.

**Note on Sensitivity of ISE Records**

Many of the records addressed in this schedule are classified as national security information in accordance with statutory and national policy directives. Many of the records series described in this schedule contain information classified to the highest levels, requiring planning for their continued security until they are declassified or destroyed. The user of this schedule should assume the subject records are highly classified unless noted otherwise. In addition, certain series may contain material covered by Privacy Act or Freedom of Information Act restrictions other than National Security, such as law enforcement information or commercially sensitive ("trade secrets") information. An effort has been made to note these series.

**Note on Vital Records**

Although no vital records are currently identified in this schedule, records management personnel should be alert to the need to identify such records so that they can be accessed quickly when needed. Vital records are (1) those that specify how the ODNI will operate in case of an emergency or disaster, (2) those necessary to the ODNI's continued mission critical operations during and after an emergency, and (3) those that must be preserved to protect the legal and financial rights and interests of the ODNI and of persons affected by the ODNI.

**Note on Electronic Records**

The ISE and staff maintain record copies of many official files in electronic form on both shared and individual network drives. In addition, some staff members may keep some files on their individual local drives, although this is discouraged. Records kept on both the network and local individual drives that are not disposable under the General Records Schedules (GRS) are to be

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moved or copied to the network shared drives or systems or kept in paper files, as appropriate, to be retained or destroyed in accordance with an approved ODNI disposition authority.

**Records Descriptions and Disposition Instructions**  
**Information Sharing Environment**

<b>Item</b>	<b>Title &amp; Description</b>	<b>Disposition</b>
<b>ISE 1</b>	<b>Implementation Plan for ISE.</b> Documentation of the development, updating, and current approved version of the Implementation Plan for ISE, which provides guidance for the PM-ISE mission. Background materials used to produce the plan are covered by ISE 10.	<b>Permanent.</b> Paper Records: Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old.  Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.
<b>ISE 2</b>	<b>ISE Final Reports.</b> Reports on Suspicious Activity Reporting Initiatives, the Enterprise Architecture Program, Common Terrorism Information Sharing Standards, ISE Reports, ISE Recommendations to the President, and similar reports required by the Implementation Plan, the White House, or Congress. Includes Annual Report to Congress. Background materials used to produce the ISE Final Reports are covered by ISE 10.	<b>Permanent.</b> Paper Records: Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old.  Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.
<b>ISE 3</b>	<b>Final Information Sharing Agreements with Partners.</b> Final Agreements on information sharing with Federal, State, Tribal, Local, Private, and Foreign Partners. Background materials used to produce the Information Sharing Agreements are covered by ISE 10.	<b>Permanent.</b> Paper Records: Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old.  Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued

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		reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.
ISE 4	<b>Calendars.</b> Electronic or hard copy calendars or appointment books, wherever kept, containing the schedule and activities of the ISE leadership and staff.	
ISE 4a	Program Manager's Calendar. Includes documentation of activities of individuals serving as Program Manager in an acting capacity.	<p><b>Permanent.</b> Paper Records: Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old.</p> <p>Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
ISE 4b	Staff Calendars	<del>Temporary. Delete or destroy when 2 years old in accordance with GRS 23, Item 5a.</del>
ISE 5	<del>ISE Administrative Records. Office Operating Files and Facilitative Records, includes administrative subject files, suspense files, tracking and control records, transactional databases, travel records, and other transitory documents kept for convenience of reference and which relate to routine internal administration or housekeeping activities of the office rather than the mission functions for which the office exists. Includes routine office administrative files containing standard operating procedures and resulting products relating to orientation, paperwork, and system privileges for arriving and departing employees and detailees, including copies of materials maintained as record by the Office of the ISE.</del>	<del>Temporary. Delete or destroy when 2 years old or when no longer needed per GRS 23, Item 1 or, for personnel-related records, delete or destroy as specified for type of record per GRS 1.</del>
ISE 6	<b>ISE Presentations.</b>  Briefings, Speeches, and associated materials given to the various constituencies addressed as part of the PM-ISE mission. Includes web communications (blogs) produced or hosted by PM-ISE	<b>Permanent.</b> Paper Records: Retain in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file is 30 years old.

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		<p><b>Electronic Records:</b> Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
<p><b>ISE 7</b></p>	<p><b>ISE Records of Boards and Working Groups.</b> Minutes, agendas, decision documentation, and copies of materials circulated at meetings, taken and collected by ISE staff in course of executive secretariat functions. Filed under the name of the working group or board.</p>	<p><b>Permanent. Paper Records:</b> Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file is 30 years old.</p> <p><b>Electronic Records:</b> Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
<p><b>ISE 8</b></p>	<p><b>ISE Web Pages.</b> Materials posted on the ISE's internal and external Websites. Items posted to these sites are for informational purposes and include internal official administrative and program records covered under other items in this schedule (e.g. issuances, instructions, directives). These Web pages duplicate materials stored on the ISE electronic shared drives.</p> <p><i>Note: Blogs and associated comments from the public are permanent records under Item ISE 6.</i></p>	<p><b>Temporary.</b> Dispose of when superseded or no longer need for business purposes.</p>
<p><b>ISE 9</b></p>	<p><b>ISE Legislation Recommendations to Congress.</b> Materials documenting ODNI recommendations to Congress for legislation relating to the ISE. Included are Legislative Review Memoranda and other Congressional correspondence. Background materials used to produce the ISE Legislation Recommendations are covered by ISE 10.</p>	<p><b>Permanent. Paper Records:</b> Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old.</p> <p><b>Electronic Records:</b> Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>

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<b>ISE 10</b>	<b>Working Papers.</b>	
<b>ISE 10a</b>	<b>Substantive Working Papers.</b>	
<b>ISE 10a1</b>	Drafts and other work papers that were coordinated outside the unit of origin and contain information that adds to a proper understanding of the formation and development of final products that embody significant policies, decisions, or actions. Such products have Community-wide reach, public visibility, initiate change, or set precedent.	<b>Permanent. Paper Records:</b> If possible, file working papers with the final version of the document to which they relate. Or, retain in current files until no longer needed, then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old.  <b>Electronic records:</b> If possible, file working papers in appropriate recordkeeping systems with the final version of the document to which they relate. Or, maintain in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.
<b>ISE 10a2</b>	Drafts and associated materials related to final decisions, actions, products, or policies of transitory or routine significance.	<b>Temporary.</b> Delete or destroy when 3 years old or when no longer needed, whichever is later.
<b>ISE 10b</b>	<b>Non-Substantive Working Papers.</b> Collected and created materials not coordinated and/or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These drafts and working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion, reference or consultation, and associated transmittals, notes, reference and background materials.	<b>Temporary.</b> Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.