

**Request for Records Disposition Authority**  
(See Instructions on reverse)

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

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

2. Major Subdivision  
**Acquisitions, Technology, and Facilities**

3. Minor Subdivision  
**Intelligence Advanced Research Projects Activity**

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

5. Telephone (include area code)  
**703-874-8085**

**Leave Blank (NARA Use Only)**

Job Number  
**N1-576-12-2**

Date Received  
**7/31/12**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
**7 July 14**

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 7 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  
*[Signature]*

Title  
**Director of Information Management**

Date (mm/dd/yyyy)  
**7/31/2012**

Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1	<b>Records of the Intelligence Advanced Research Projects Activity.</b>  <b>See attached 7 pages</b>		

**Office of the Director of National Intelligence**

**INTELLIGENCE ADVANCED RESEARCH PROJECTS ACTIVITY (IARPA)**

**Records Control Schedule (RCS)**

**Mission Description**

IARPA, a component of the Office of the Director of National Intelligence (ODNI), invests in high-risk/high-payoff research programs that have the potential to provide the nation with an overwhelming intelligence advantage over future adversaries.

IARPA's research programs are currently aligned within three research program offices: (1) Office of Smart Collection, (2) Office of Incisive Analysis, and (3) Office of Safe and Secure Operations. There is significant collaboration among program managers within and across offices.

**Purpose**

The purpose of this RCS is to describe and provide disposition instructions for IARPA records. All federal records must be covered by a National Archives and Records Administration (NARA)-approved records disposition authority (36 CFR 1225.10).

**Application of the RCS Disposition Instructions**

The disposition instructions in this RCS are mandatory (36 CFR 1226.10). Any federal records created or received by IARPA personnel or contractors not specifically covered by this RCS or the GRS 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 recordkeeping, 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.

Legal records related to IARPA are addressed in the RCS of the ODNI Office of General Counsel.

Human Resource records related to IARPA are addressed in the RCS of the ODNI Office of Human Resources.

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

**Note on Sensitivity of Records**

Some of the records addressed in this RCS are classified as national security information in accordance with statutory and national policy directives. Some of the records series may contain law enforcement information, commercially sensitive information, information about individuals, and other sensitive information potentially exempt from disclosure under the Privacy Act or the Freedom of Information Act. Sensitive materials must be protected, stored, and maintained in accordance with applicable law and policy.

**Note on Vital Records**

Records management personnel should be alert to the need to identify vital records so that they can be accessed quickly when needed. Vital records are that (1) specify how IARPA will operate in case of an emergency or disaster, (2) are necessary to ODNI's continued mission critical operations during and after an emergency or disaster, and (3) must be preserved to protect the legal and financial rights of IARPA and of persons affected by IARPA.

UNCLASSIFIED  
17 June 2014

**Note on Electronic Records**

The IARPA Director and staff may 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 the standard operating procedure is that files of substantive, enduring value are to be saved on the shared drive. Records kept on both the network and local individual drives that are not disposable under the GRS are to be moved or copied to the network shared drives or kept in paper files, as appropriate, to be retained and disposed of in accordance with an approved ODNI disposition authority.

**Records Descriptions and Disposition Instructions**

Item	Title & Description	Disposition
<p>I-1</p> <p>I-1a</p> <p>I-1b</p>	<p><b>Records Relating to the Activities of Senior IARPA Officials.</b></p> <p><b>Substantive Senior Officials' Materials.</b> Records of the Director, Deputy Director, Chief Acquisition Officer, and senior officials who serve as the heads of IARPA's Research Program Offices, consisting of reports, speeches, congressional testimony, talking points, briefing papers, letters, memorandums, e-mail messages, and other internal and external communications and meeting agendas, attendee lists, and minutes/summaries.</p> <p><b>Routine Materials.</b> Calendars, schedules, itineraries, meeting agendas, and attendee lists, including the Director's calendars, schedules, and travel itineraries.</p>	<p><b>Permanent.</b> Paper records. Retain in current files until no longer needed, and then transfer to ODNI storage area. Transfer to the National Archives in five year blocks when most recent file in block is 30 years old.</p> <p><b>Electronic Records:</b> Maintain in active system until no longer needed for current business, and then 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>Temporary.</b> Delete or destroy when two years old in accordance with GRS 23, Items 5a and 5b.</p>
<p>I-2</p>	<p><b>Organization and Management Records.</b> These are records created and issued under the authority or signature of the IARPA Director, Deputy Director, Chief Acquisition Officer, and senior officials who serve as the heads of IARPA's research program offices. Records include but are not limited to organizational charts, reorganization studies, mission and functions statements, IARPA histories, delegations of authority, and internal directives, and other substantive, high-level IARPA management issuances and communications.</p>	<p><b>Permanent.</b> Paper records. Retain in current files until no longer needed for current IARPA business, 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 in active system until no longer needed for current IARPA business, and then 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</p>

UNCLASSIFIED  
17 June 2014

Item	Title & Description	Disposition
		accordance with standards set forth in federal regulations.
<p>I-3</p> <p>I-3a</p> <p>I-3b</p>	<p><b>Publications and Outreach Records.</b> Files created by offices for outreach, sharing/marketing, or internal events. Information includes, but is not limited to: brochures, posters, and information briefing presentations.</p> <p><b>Unique Events Records.</b> Final materials and content created to commemorate historical events, events with executive-level officials, external VIP visits and other unique mission-related events..</p> <p><b>Routine Materials.</b> Materials and content created for routine internal events, or outreach information related to IARPA's mission roles and responsibilities, projects, or programs. Examples include: posters, brochures, and pamphlets.</p>	<p><b>Permanent.</b> Paper records. Retain in current files until no longer needed for current IARPA business, 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 in active system until no longer needed for current IARPA business, and then 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>Temporary.</b> Delete or destroy when 3 years old or when superseded.</p>
I-4	<p><b>Research Program Files.</b> A research program file includes records documenting the complete history of an IARPA research program, from the pre-seedling/program approval phase through program's establishment, execution, and closeout/transition.</p> <p>Records include seedling/study and pre-program approval documents; program approval documents; new start briefings and other records documenting or commemorating program starts or launchings; interim program performance and financial reports and briefing documents, such as monthly, quarterly, and annual performance and financial progress reports, and semiannual program review briefings; final contract deliverables, including the final program report and presentation; program closeout documents; and other similar materials.</p>	

UNCLASSIFIED  
17 June 2014

Item	Title & Description	Disposition
I-4a1	<p><b>Program Files.</b> These research programs often result in significant developments, such as "first-of-its-kind" processes or products. These files include the records of the program, including the Seedlings Files that lead to the program described in Item I-4a2.</p>	<p><b>Permanent.</b> Paper records. Retain in current files until close of program, and then transfer to ODNI storage area. Transfer to NARA 30 years after close of program.</p> <p>Electronic records. Maintain in active system until close of program, and then copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA 30 years after close of program in a medium and format acceptable to NARA in accordance with standards set forth in federal regulations.</p>
I-4a2	<p><b>Seedling Files.</b> A seedling is a research effort or study that IARPA invests in, usually for 9-12 months, to determine whether a full program is warranted. Seedlings may also include studies conducted by FFRDCs, UARCs, or other government agencies.</p>	<p><b>Temporary.</b> Paper records. Retain in current files until close of program, and then transfer to ODNI storage area. Destroy 10 years after close of program.</p> <p>Electronic records. Maintain in active system until close of program, and then copy to verified accessible format and medium as required for preservation and continued reference. Destroy 10 years after close of program.</p>
I-4b	<p><b>Interim Reports.</b> Periodic (weekly, monthly, and quarterly) program performance, financial reports and briefing documents.</p>	<p><b>Temporary.</b> Paper records. Retain in current files until close of program, and then transfer to ODNI storage area. Destroy 5 years after close of program.</p> <p>Electronic records. Maintain in active system until close of program, and then copy to verified accessible format and medium as required for preservation and continued reference. Destroy 5 years after close of program or when no longer needed, whichever is longer.</p>
I-4c	<p><b>Source Selection Evaluation Pre-Consensus Worksheets.</b> These records are worksheets used by individual employees serving as members of source selection evaluation boards to document their ratings of proposals submitted in response to IARPA solicitations. The individual ratings reflected in these worksheets are used to prepare the consensus selection decision memorandum for the Source Selection Authority's approval.</p>	<p><b>Temporary.</b> Delete or destroy when no longer needed.</p>

UNCLASSIFIED  
17 June 2014

Item	Title & Description	Disposition
I-5	<b>Budget Records.</b> Annual budget plans, reports and other budget records (e.g., correspondence and apportionment files) related to budget preparation and apportionment.	
I-5a1	<b>IARPA Budget Planning Documents.</b> Reports and other records (e.g., correspondence and apportionment files) related to planning and allocation of budget resources across the IARPA research offices or budget execution records that are reported external to IARPA to ODNI, OMB or Congress.	<b>Permanent.</b> Paper records. Retain in current files until no longer needed for current IARPA business, and 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> Maintain in active system until no longer needed for current IARPA business, and then 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.
I-5a2	<b>Internal Budget Planning Documents.</b> Reports and other records (e.g., correspondence and apportionment files) related to internal planning and allocation of budget resources to support internal IARPA processes and policies.	<b>Temporary.</b> Delete or destroy when 5 years old for annual reports per GRS 5, Item 3.
I-5b	<b>Records that address "Planned versus Actual" budget execution.</b>	<b>Temporary.</b> Delete or destroy 2 years after the close of the fiscal year covered by the budget. GRS 5, Items 2 and 4.

UNCLASSIFIED  
17 June 2014

Item	Title & Description	Disposition
<p>I-6</p> <p>I-6a</p> <p>I-6a1</p> <p>I-6b</p>	<p><b>Working Papers.</b></p> <p><b>Substantive Working Papers.</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 significant community impact, public visibility, initiate change, or set precedent.</p> <p><b>Drafts and Associated Materials</b> related to final decisions, actions, products, or policies of transitory or routine significance.</p> <p><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.</p>	<p><b>Permanent.</b> Paper records. Retain in current files until no longer needed for current IARPA business, 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 in active system until no longer needed for current IARPA business, and then 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>Temporary.</b> Delete or destroy when 3 years old or when no longer needed, whichever is later.</p> <p><b>Temporary.</b> Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.</p>
<p>I-7</p> <p>I-7a</p> <p>I-7b</p>	<p><b>Common IARPA Administrative Records.</b> Daily interoffice operating files that relate to routine internal administration or housekeeping activities of the office rather than the functions for which the office exists.</p> <p><b>General Administrative Operations.</b> General administrative subject files, including, but not limited to routine activity/workload reports, action item tracking databases, suspense files, staff information (e.g., biographies), telephone lists and directories, office graphics, and document/briefing templates.</p> <p><b>Travel and Transportation.</b> Databases or hard copy</p>	<p><b>Temporary.</b> Destroy or delete when 2 years old per GRS 23, Item 1.</p> <p><b>Temporary.</b> Delete or destroy when 2</p>

UNCLASSIFIED  
17 June 2014

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I-7c	<p>files, wherever kept, containing records documenting the travel of employees under government order or the movement of goods.</p> <p><b>Supply Management Files.</b> Procurement and supply records, including reports and spreadsheets, related to the acquisition of goods and non-personal services, including reporting and other daily matters that are part of procurement operations.</p>	<p>years old per GRS 9, Item 4.</p> <p><b>Temporary.</b> Delete or destroy when 2 years old per GRS 3, Item 4.</p>
I-8	<p><b>Supervisors' Human Resources Management Files.</b> Supervisors' personnel files and other materials related to day-to-day supervision of personnel, such as correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for inclusion in employees' official personnel folders (OPF).</p>	<p><b>Temporary.</b> Review annually and delete or destroy superseded or obsolete documents. Delete or destroy file relating to an employee within 1 year after separation or transfer per GRS 1, Item 18.</p>
I-9	<p><b>Office and Personal Reference Documents.</b> Copies of records and other documents in all media and formats maintained by an office or individual solely for the convenience of reference.</p>	<p><b>Temporary.</b> Destroy or delete when no longer needed or when superseded.</p>
I-10	<p><b>Calendars.</b> Databases or hard copy appointment books, wherever kept, containing the schedule and activities of officials below the Director level.</p>	<p><b>Temporary.</b> Delete or destroy when two years old in accordance with GRS 23, Item 5a.</p>
I-11	<p><b>IARPA Web Pages.</b> Materials posted on the ADNI/AT&amp;F/IARPA internal and external Web pages. Items posted to these sites are for informational purposes and include internal official administrative and program documents or portions thereof that are covered under other items in this schedule (e.g. issuances, instructions, directives).</p>	<p><b>Temporary.</b> Dispose of when superseded or no longer needed for business purposes.</p>