

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

Job Number
NI-525-06-4

1. From: (Agency or establishment)

Date Received
8/21/06

National Reconnaissance Office

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

(b)(3)

3. Minor Subdivision

(b)(3)

4. Name of Person with whom to confer

(b)(3)

5. Telephone (include area code)

Date

6/5/08

Archivist of the United States

Mr. W. W. ...

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 4 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

(b)(3)

Title

(b)(3)

Date (mm/dd/yyyy)

5/05/2008

7. Item Number	8. Description of Records and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p>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.</p> <p>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.</p> <p>See attached for description of records that pertain to Inspector General inspections, investigations, and audits.</p>		

8/6/12/08 Copies sent to Agency, NWMD, NWCT

(5/23/08)

Inspector General and Audits

Series Description: Records covered in this series pertain to Inspector General (IG) inspections, investigations, and audits. Records covered in this series will, in most cases, belong to the IG Office or the Audits staff.

Item Number: 01

Item Title: Inspector General Operating Files

Disposition: Permanent. Cut off every 3 years and send the records to the Records Center. Transfer to the National Archives when declassified, but not later than when 50 years old.

Authority: N1-525-95-1

Office of Record: Office of Inspector General
(Covers former RCSs 202, 202-1, 202-1-a)

Item Description:

Correspondence, memoranda, instructions, manuals, and other records that pertain to the organization, functions, policies, and activities of the NRO Office of Inspector General.

Note: *Excluded are routine administrative functions that could be produced by any other office (e.g., Human Resources, Budget and Finance, Security, etc.).*

Item Number: 02

Item Title: Significant Investigative Case Files

Disposition: Permanent. Send the records to the Records Center at close of case. Transfer to the National Archives when declassified, but not later than when 50 years old.

Authority: N1-525-95-1

Office of Record: Office of Inspector General
(Covers former RCSs 202-2, 202-2-a)

Item Description:

Case files, including reports of investigation, interview reports, and other case related records for investigations that attract Congressional attention, pertain to alleged violations of the laws, executive orders, and directives that govern the scope of U.S. intelligence activities, develop into investigations of espionage, sabotage, or subversion, or pertain to systemic problems in NRO administration, result in a recommendation for the modification or creation of a law, executive order, or directive, or that relate to matters adjudicated through criminal or civil proceedings of the federal or state systems.

Item Number: 03

Item Title: Inspection Files

Disposition: Permanent. Send the records to the Records Center at close of file. Transfer to the National Archives when declassified, but not later than when 50 years old.

Authority: N1-525-95-1

Office of Record: Office of Inspector General
(Covers former RCSs 202-3, 202-3-a)

Item Description:

Inspector General records relating to inspections of NRO offices and activities conducted by the inspection staff (included are inspection reports and related papers pertaining to annual, special, and other inspections).

Item Number: 04

Item Title: Routine Investigative Case Files

Disposition: Temporary. Send the records to the Records Center at close of file. Destroy when 10 years old.

Authority: N1-525-95-1

Office of Record: Office of Inspector General
(Covers former RCS 202-2-b)

Item Description:

Case files including reports of investigation, interview reports, and other case related records for investigations that do not attract Congressional attention, do not pertain to alleged violations of the laws, executive orders, and directives that govern the scope of U.S. intelligence activities, do not develop into investigations of espionage, sabotage, or subversion, or do not pertain to systemic problems in NRO administration, do not result in a recommendation for the modification or creation of a law, executive order, or directive, or do not relate to matters adjudicated through criminal or civil proceedings of the federal or state systems.

Item Number: 05

Item Title: Audit Files

Disposition: Temporary. Send the records to the Records Center at close of file. Destroy when 15 years old.

Authority: N1-525-02-1

Office of Record: Office of Inspector General
(Covers former RCS 202-4, 202-4-a)

Item Description:

Records relating to audits performed by the Audits Staff, General Accounting Office, and similar oversight bodies.

Item Number: 06

Item Title: Inspections, Investigations, Audits, and Related Records Held by Other Offices.

Disposition: Temporary. Do not send the records to the Records Center. Destroy when 1 year old, after next inspection, or when all required follow-up actions are completed, as applicable.

Authority: N1-525-95-1, N1-525-02-1

(Covers former RCSs 202-1-b, 202-3-b, 202-4-b, 202-4-c)

Item Description:

For offices outside of the Office of Inspector General: Copies of inspections, investigations, audits, and related records.

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/>