

# Request for Records Disposition Authority

(See Instructions on reverse)

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

1. From: (Agency or establishment)

National Reconnaissance Office (NRO)

2. Major Subdivision

3. Minor Subdivision

4. Name of Person with whom to confer

5. Telephone (include area code)

## Leave Blank (NARA Use Only)

Job Number

NL-525-14-1

Date Received

12/17/13

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

17 Dec 15

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 \_\_\_\_\_ 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

Title

Date (mm/dd/yyyy)

Records Officer

12/4/2013

7. Item Number

8. Description of Item and Proposed Disposition

9. GRS or Superseded Job Citation

10. Action taken (NARA Use Only)

Bucket RCS permanent item 300-01 (new disposition language) - see attached

**300 INFORMATION TECHNOLOGY AND COMMUNICATIONS**

\*For specific types of records included in this item, please see crosswalk.

**300-01: IT, Communications, Architecture and Collaboration Files**

**Disposition:** Temporary - 25 years

**Instructions:** Finalize files at the end of the CY. Files can be retired to the NRC after one calendar year.

**Description:** Reports, studies, memoranda, and other information relating to the formulation and implementation of enterprise NRO IT and communications policy, procedures, and architecture such as records documenting overall requirements and standards, frequency management, the preparation and management of integrated information technology and other administrative IT and COMM functions.

*Note: This section applies to business and enterprise IT, which includes the basic systems and services used to supply the NRO and its staff with access to computers and data telecommunications, such as hardware, software, and shared applications, as well as the services necessary to design, implement, test, validate, and maintain such component. For reconnaissance mission-related IT, see the 600 section. For substantive policy records, see the 500 section.*

National Reconnaissance Office  
N1-525-14-1 Crosswalk

New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current/Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary	Y	N1-525-95-1	300-01	601-1-a	<p>(U) Communications - General.</p> <p>(U) <u>Communications Policy Files</u> - Reports, studies, substantive memoranda, and other substantive records relating to the formulation and implementation of overall NRO communications policy and procedures. Records documenting overall requirements and standards, frequency management, the preparation and management of integrated information technology architectures (both ground and space), and similar matters.</p>	(U) Office of record (Communications Acquisition & Engineering Group/Architecture Group).	(U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

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/>