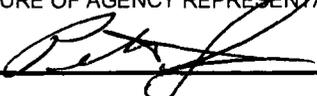


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-565-08-5</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/24/08</i>	
1 FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY In accordance with the provisions 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Missile Defense Agency			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Mr Petar Sredojevic	5 TELEPHONE NUMBER (719)721-8724	DATE <i>4/28/11</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Missile Defense Agency records series (see attached)		WITHDRAWN <i>4/28/11</i>

Category Number: 110**Category Title: Archival and Historical Files**

Description: These files are accumulated by the Visual Information Production Center (VIPIC) and the Historian to document the history of the Missile Defense Agency for operational and historical purposes.

File: 110-01**Title: Historical Program Files**

Description: Correspondence, directives, and other documents which directly contribute to the development, direction, and supervision of the Agency Historical Program

Disposition: Permanent. Place items into an inactive file upon supersession or obsolescence and transfer to the WNRC/FRC After 7 years transfer files to the NARA when no longer needed for operations

Authority:**Privacy Act:****File: 110-02****Title: Historian's Source Files**

Description: Documents collected and used as source data in the writing of histories or special historical studies Also, includes duplicates or photocopies of correspondence, reports, directives, publications, or other significant official papers, and may include photographs

Disposition: Permanent. Place items in an inactive file on publication of related history Transfer files to the WNRC/FRC after three years or when no longer needed for operations After 5 years, transfer to the NARA

Authority:**Privacy Act:****File: 110-03****Title: Historical Background Materials**

Description: Documents created or accumulated as the basis for published histories or special historical studies Included are critiques, drafts of manuscripts, charts, and statistical compilations, transcripts of interviews, memoirs, and similar materials

Disposition: Permanent. Place items in an inactive file on publication of related history Transfer to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

Authority:**Privacy Act:****File: 110-04****Title: Historical Inquiry Files.**

Description: Data accumulated for the purpose of answering inquiries about historical events or persons

Disposition: Permanent. Retain in Historian's files for 5 years and then transfer to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

Authority:**Privacy Act:**

WITHDRAWN

File: 110-05

Title: Special Historical Studies

Description: Histories of unique operational and/or administrative crypto logic, test and evaluation matters or events

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: 110-06

Title: Official Agency Histories

Description: Organizational histories (Agency or Key Components) compiled as official 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: 110-07

Title: Archives Source Files

Description: Historic materials of intrinsic or subject matter value which have been received from retirees or from temporary record files kept by elements that were often not the creators or users of record (In some instances, these will form the basis of substituting a signed original for a carbon copy found in a permanent file)

Disposition: Permanent. Retain in Historian's files for 5 years and then transfer to the WNRC/FRC when no longer needed for operations After 5 years, transfer to the NARA

Authority:

Privacy Act:

File: 110-08

Title: Archival Locator Files

Description: Indexes and other finding aids used to locate permanent record copies held in a Federal Records Center (FRC) or at the NARA

Disposition: Permanent. Maintain a hardcopy in the MDA Records Management Officer's office and an electronic copy in the MDA Electronic Management System (EMS)

Authority:

Privacy Act:

File: 110-09

Title: Archival Reference Files

Description: Non-record reference materials used to provide background data preparing and assembling crypto logic collections, reviewing items for declassification, and responding to historically based questions posed by researchers or policy staff personnel preparing official MDA responses to FOIA/Privacy Act inquiries

WITHDRAWN

Disposition: Temporary. Retain in the Historian's files until superseded or until of no further operational value, and then destroy

Authority:

Privacy Act:

File: 110-10

Title: Oral History Files

Description: Audio tapes of interviews with individuals (MDA Deputies, Direct Reports, Program Elements, and Special Staff) documenting their knowledge of the organizations, functions, policies, decisions, procedures, operations, events, or personalities deemed to be of historical value

A Official Record Copies

Disposition: Permanent. Retain in Historian's files for 5 years and then transfer to the WNRC when no longer needed for operations After 5 years, transfer to the NARA

Authority:

B All Other Copies

Disposition: Temporary. Destroy when no longer needed, required for current reference or when no longer usable

Authority:

Privacy Act:

File: 110-11

Title: Museum Archival Collection File

Description: This museum archival collection consists of museum reference materials and documentation of museum artifacts, original code books, historical documents used for museum purposes, photographs, and the MDA rare book collection

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