

**REQUEST FOR RECORDS POSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-373-81-2
DATE RECEIVED	February 3, 1981
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	7-16-82 <i>Mark W...</i> An Agent of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)  
Defense Intelligence Agency

2 MAJOR SUBDIVISION

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
10 SEP 1980	[Redacted]	[Redacted]

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	550 PRODUCTION RECORDS. Records reflecting the record of actions taken in and for the fulfillment of specific requests for information on any phase of intelligence operations. Requests may be a one-time action or a continuing project. Records include studies, photographs, projects, evaluations, correspondence and reports. Portions of this material go into intelligence products. a. RECORD COPY - TEMPORARY; cut off annually; hold 2 years; retire to WNRC; destroy when records are 10 years old. b. REFERENCE/INFORMATION COPY - TEMPORARY; destroy when obsolete or no longer needed. Annual Accumulation: 10 cubic feet.		SITING

115-107 MASS DATA CHANGE SHEET ATTACHED

*Closed out: 7-30-82: cm*  
*Copies to Agency, NNS, WNRC; NAM*

STANDARD FORM 118  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
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1(cont'd)

550 PRODUCTION RECORDS

c. Unique series of Collection records selected by Agency. PERMANENT. Offer for transfer to the National Archives when national security considerations do not preclude their use for historical or other research.

2.

550/1 PROJECT ASSIGNMENT RECORDS

Complete file of all major actions assigned to fulfill intelligence production requirements, for use in preparing reports, internal capabilities studies, manpower utilization, and to reflect scope of production activity.

TEMPORARY. a. Offices of record: Destroy after 5 years.

b. ACT Assignment Offices and others: Destroy after 2 years.

(NN-171-12)T/15 yrs

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 Defense Intelligence Agency." 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/>