

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 National Reconnaissance Office

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 5. TELEPHONE  
 (b)(3)

LEAVE BLANK (NARA use only)  
 JOB NUMBER NI-525-02-1

DATE RECEIVED 11/26/01

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3-8-02 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; or  has been requested.

DATE 10/26/01 SIGNATURE OF AGENCY REPRESENTATIVE Brian A. Malone [Signature] TITLE (b)(3)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GFS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached		

Item Numbers	Description of Records	Authorized Disposition	Retirement Instructions	Cutoff
202-4	<u>Audit Files</u> - Records relating to audits performed by the Audits Staff, General Accounting Office, and similar oversight bodies.			
202-4-a	Office of record (Office of Inspector General/Audits Staff).	<b>Temporary.</b> Destroy when 15 years old.	Hold in current file area for 1 year before transferring to the Records Center.	Cutoff files at the end of the CY.
<del>202-4-b</del>	<del>All other offices.</del>	<del><b>Temporary.</b> Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)</del>	<del>These files cannot be retired to the Records Center. They must be held in current program until they are destroyed.</del>	<del>N/A</del>
202-4-c	Electronic mail and word processing records used to generate records covered by Items a and b.	<b>Temporary.</b> Destroy/delete within 180 days after the record copy has been produced.	These files cannot be retired to the Records Center. They must be held in current program until they are destroyed.	N/A

Item Numbers	Description of Records	Authorized Disposition	Retirement Instructions	Cutoff
206-7	<u>Posters</u> - Consists of printed and illustrated announcements produced in support of NRO activities for display in NRO facilities. Note: This item does not exclude the requirement to maintain a copy of the poster with the corresponding subject file.			
206-7-a	Posters relating to NRO officials, facilities, operations, achievements, historical commemorations, and other mission-related subjects.	<b>Permanent.</b> Transfer two copies of each finished poster in original form upon publication to MS&O/IMD/RMC.	Posters will be sent by IMD/RMC to NARA on an as needed basis.	N/A
206-7-b	Posters relating to routine events and subjects common to most agencies, such as savings bond campaigns, CFC campaigns, blood drives, and health and safety education programs.	<b>Temporary.</b> Destroy when two years old. Earlier disposal is authorized if records are no longer needed for NRO business.	These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	N/A
206-7-c	Poster production materials, including negatives, routine artwork, layouts, and other preparatory graphic material.	<b>Temporary.</b> Destroy when two years old. Earlier disposal is authorized if records are no longer needed for NRO business.	These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	N/A

402	<b>Property Accounting, Inventory Control, and Supply Records</b>			
402-1	<u>Government Furnished Equipment and Property Accounting Files</u> - Audit and accounting records for government equipment, property, and supplies furnished to contractors.			
402-1-a	Recordkeeping copies when filed separate from contract file.	<b>Temporary.</b> Destroy 6 years 3 months after related contract is terminated.	Hold in current file area 1 year before transferring files to the Records Center.	Cutoff files at the end of the CY.
402-1-b	When filed with contract files	<b>Temporary.</b> Destroy 6 years 3 months after final settlement of claims and final audit action on the related contract. (Refer to Item 401-6.)	Hold in current file area for 1 year before transferring files to the Records Center.	Cutoff files at the end of the CY.
402-1-c	All others.	<b>Temporary.</b> Destroy when superseded, obsolete, or no longer needed.	These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	N/A
402-1-d	Electronic mail and word processing records used to generate records covered by Items a, b, and c.	<b>Temporary.</b> Destroy/delete within 180 days after the record copy has been produced.	These files cannot be retired to the Records Center. They must be held in current program until they are destroyed.	N/A

Item Numbers	Description of Records	Authorized Disposition	Retirement Instructions	Cutoff
603-5	<i>Certification Authority Records</i> – Consists of monthly backup tapes and hard copy printouts created for system recovery and long-term audit purposes. (Including, but not limited to, System Files Certificates, Compromised Key Lists, Certificate Revocation Lists, and other files associated with creation of FORTEZZA cards from Certification Authority Workstations.) (Vital Records)	<b>Temporary.</b> Destroy 20 years 6 months after creation.	These files must be transferred to the Records Center at the end of each month. Tapes and hard copy printouts must be archived as individual archive jobs.	Cutoff at the end of each month.

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1901-11	Application Documentation.			
<del>1901-11-a</del>	<del>Data systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database that has been authorized for destruction by this schedule.</del>	<del><b>Temporary.</b> Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (Authorized GRS 20 Item 11-a.)</del>	<del>These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.</del>	<del>N/A</del>
1901-11-b	Recordkeeping copies of computer center records relating to system security. (Including records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis.)	<b>Temporary.</b> Destroy when 5 years old.	Hold in current file area for 1 year before transferring to the Records Center.	Cutoff files at the end of the CY.
1901-11-c	Electronic mail and word processing records used to generate records covered by Items a and b.	<b>Temporary.</b> Destroy/delete within 180 days after the record copy has been produced.	These files cannot be retired to the Records Center. They must be held in current program until they are destroyed.	N/A

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/>