

This document was requested and posted by AltGov2

www.altgov2.org/records-destruction-requests



NATIONAL ARCHIVES *and*
RECORDS ADMINISTRATION
8601 ADELPHI ROAD
COLLEGE PARK, MD 20740-6001
www.archives.gov

Date: December 13, 2016
Appraiser: Meredith Scheiber, ACRA
Agency: National Reconnaissance Office
Subject: N1-525-12-5

LC 1130117

INTRODUCTION

Schedule Overview

Bucket: Executive Level Files and Governance

Administrative History

The National Reconnaissance Office (NRO), one of 16 Intelligence Community (IC) agencies, was officially established in September 1961 as a classified agency in the Department of Defense (DoD). The existence of the NRO and its mission were declassified in September 1992.

NRO develops and operates overhead reconnaissance systems and conducts intelligence-related activities for U.S. National Security. Their key customers and mission partners include: policy makers, the Armed Services, the IC, Departments of State, Justice and Treasury, and civil agencies. These customers and partners depend on NRO systems to transmit data that supports their various missions.

NRO does not receive, maintain, nor is the owner of data captured by their satellites. They are tasked to provide an established infrastructure and the physical equipment (satellites, launch equipment, etc.) that in turn allows their customers and partners to access and/or request data.

Additional Background Information

After the declassification of NRO, a comprehensive scheduling initiative was undertaken by NARA in cooperation with the agency. This process started in 1995 and was completed in 1998 under job number N1-525-95-1.

The submission of NRO's bucket schedules marks the first major scheduling initiative undertaken by the agency since the completion of their comprehensive schedule. Interest in the creation of these bucket schedules for the agency started back in 2008. The agency subsequently initiated their Records Control Schedule (RCS) revision project in 2009 as preparation for, and an essential piece toward the creation of, the bucket schedules. The completion of this project, along with subsequent years of planning, allowed NRO to successfully submit their agency wide bucket schedules to NARA in the first quarter of FY12.

NRO made the decision to create bucket schedules for several reasons. Their comprehensive schedule was originally designed to be used by trained NRO points of contact in a mostly paper world. Most of their records are now born-digital in high volume, thereby making existing schedules increasingly difficult to implement and meet the business needs of NRO. A simplified, streamlined approach to the retention schedule will make records management implementation easier for the records office, as well as all other employees, in addition to ensuring records management compliance. Streamlined, aggregate, items will make a RCS that is understandable by an average employee and create less confusion with a reduced scope of valid authorities.

The following applies to the buckets on this schedule:

- Proposed items do not change the temporary status of previously approved authorities with the exception of working files and copies of records used to produce products on NRO, its history, or reconnaissance aspects
- GRS items have been included in NRO's proposed bucket schedules. This is to aid in NRO's overall goal with this project, which is to simplify and streamline understanding and implementation of their disposition authorities.
- The MARS schedules, will remain stand-alone schedules for use at Aerospace Data Facility-Colorado. NRO is aware that some of the MARS items will ultimately be kept for a shorter period of time than Headquarters records when the bucket schedule is implemented.
- NRO has carefully considered and developed an implementation plan complete with a goal, strategy, and communication piece. It addresses such areas as their file plans, forms & privacy, disposition and Information Management Operations Application, and declassification. This schedule is NRO's mechanism for disposition authority. NRO end users will receive a file plan similar to the crosswalk for use in their records management responsibilities.
- NRO has stated that they will not pre-accession any permanent electronic records in the bucket schedules. They are aware of the requirement to migrate and maintain their permanent records until transfer to NARA.

Overall Recommendation

I recommend approval with proposed changes to one or more items, as provided below.

APPRAISAL

Given the large scope of superseded records series, the agency submitted crosswalk is attached and referenced in this report where appropriate. The crosswalk contains the current authorized authority, the new corresponding bucket number, retention length changes, and titles and descriptions for all items.

Records covered in this schedule pertain to overall policy formulation and program management within the NRO. Included are records of the Director and other high level officials; records of intra and inter-agency committees, task forces, and boards, directives and other issuances that establish NRO policies and procedures; inter-agency agreements; strategic planning records; studies and other records that assess the effectiveness of NRO programs; official histories; public affairs; and other administrative management records.

As agreed upon in other NRO bucket schedules, the agency will be required to add the following sentence in the heading under the “500 EXECUTIVE LEVEL FILES AND GOVERNANCE” to link the SF115 schedule to the crosswalk document; “For specific types of records included in these items, please see crosswalk.”

Information on the records in this appraisal memo are the representation of the agency at the time of appraisal. Appraisal conclusions and recommendations are based on this representation.

Item 500-01: Historical Files

The records in this item contain historical files that document the history, organization, functions, and mission activities of NRO along with produced history products and their associated working files. These records are the main basis of this proposed bucket item but have also been combined with mission related still pictures, video, film and posters.

The underlying historical file record series for this bucket item was first approved in N1-525-95-1, item 105-1. At the time, the item was created to account for collections of records held by offices that documented NRO’s past, particularly its early years as an agency and could not be easily separated, or were not appropriate to separate into other items by content or topic being approved on N1-525-95-1. It was also created to address products produced about NRO and its history. This item as approved was trying to meet two functions; account for the collections of older records maintained in various offices about NRO’s earlier history, and products that are produced by the agency on aspects of NRO mission and programs that were often derived from these older collections. During the current appraisal of this bucket item, however, it was determined that this item, which is the main underlying group of records, no longer meets the current process and needs of the agency. It also causes implementation issues for the agency as well as creates large amounts of duplicate records.

Currently, the historical file series consists primarily of the records of and records sent to by other NRO offices to the Center for the Study of National Reconnaissance. It was unclear during the appraisal whether only copies or record copies are sent to this office. This Center, through history, lessons learned, analytical studies, and outreach programs supports NRO Leadership and the IC on the discipline of national reconnaissance. Records received and maintained by this Center are used to write histories or documents on program activities or topics related to satellites. An example is a history on GAMBIT, which details the program from beginning to end.

These records constitute 1,394 cubic feet and contain a mix of paper and other physical media and formats. This includes cassette tapes, open reel film, DVDs, CDs, data cartridges, Bernoulli disks, 3.5 floppy disks, 3.5 optical disks, 5.25 optical disks, zip disks, 127mm film, 168 film, 16mm film, 241mm film, 35mm film, 70mm film, film negatives, microfiche, microfilm, photographs, mini DV tapes, 4mm tape cartridge, 8mm video tapes, syquest 5.25 tape, beta tapes, umatic tapes, VHS tapes, viewgraphs, and 7” vinyl records. Date span of these records is 1920 to present and contains both classified and unclassified records. Volume for electronic records is classified.

Based on the differences noted above between historical collections of records and the current function to produce products on NRO mission and program aspects, the agency will be required to split this bucket into two items to more clearly define and separate current business process

from previous business process. Additionally, this will stop the up till now ongoing creation of an artificial collection of records. The first, item 500-01, will be historical records prior to 2016 and will largely keep the description of the language of the approved 1995 schedule item. The second new item will be numbered 500-02 and will reflect current NRO process and business needs and focus on capturing only the produced historical products by the Center. Copies of records received from other offices and working files used to produce historical products will be required to be added to item 500-05 of this schedule. This will reduce vast amounts of redundancy and also ensure that record copies are captured under their appropriate approved authorities. This division date is being used because it is extremely difficult to determine at what point changes in NRO processes took place and an earlier date could result in the loss of permanent records that are not captured in other series.

The agency will be required to remove audiovisual records; including motion picture and video, still photos, and posters, from the new item, which will be added to the schedule (addressed in NEW ITEM below). Grouping audiovisual records with historical files and historical products erroneously associates them as being created or collected for “historical” purposes rather than records that were created because of other business needs and but that happen to document the design, production, launch, and running of satellites. Because of this, the agency will be required to move these records (items 206-1-a, 206-3-a, and 206-7-a) to the 600 series schedule (N1-525-12-6, Reconnaissance and Mission). Additional description of these records and justification for their retention can be found in the appraisal memo for that schedule.

The agency will be required to revise the item as follows below. The agency will also be required to modify the existing item in the crosswalk, 105-1, to reflect the below changes and also add a row for the new item that reflects what is outlined below.

Item 500-01 Historical Files through 2016 [CLOSED]

Disposition: Cut off at close of activity or on an annual basis. Transfer to NARA 50 years after cutoff. Where feasible, earlier transfers may be negotiated with NARA.

Description: Records that document the history, organization, functions, and activities of the NRO and related activities of other agencies. (Included are histories of specific programs, substantive correspondence with other agencies, briefing papers, minutes of inter- and intra-agency committees and boards, vehicle and launch histories, selected samples of collected intelligence data, still pictures, interviews with former officials, and materials. (Including videos, accumulated for display at anniversary celebrations.) These files are accumulated by officials tasked with preparing histories but also may consist of files retained by offices because of their perceived historical value.)

Note: This item does not include physical objects such as models or plaques.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

* High potential research value. For files through 2016, the records contain key documentation concerning NRO’s organization, history, functions, and activities, in particular from its early years, which is not captured in other permanent NRO series. Regarding products produced on NRO history, they provide an aggregate resource on topics that are not found elsewhere in the agency and which will be of great interest to researchers.

* Previously approved as permanent. (see crosswalk column C).

Adequacy of Proposed Transfer Instructions: Requires Change. NARA requires that the transfer instructions be revised to read, "Cut off at close of activity or on an annual basis. Transfer to NARA 50 years after cutoff. Where feasible, earlier transfers may be negotiated with NARA." This statement has previously met internal agreement between all of the stakeholder units and is the same statement used for permanent items in all other NRO bucket series.

Media Neutrality: Approved

NEW ITEM: Historical Files 2017 to the Present

Disposition: Cut off at close of activity or on an annual basis. Transfer to NARA 50 years after cutoff. Where feasible, earlier transfers may be negotiated with NARA.

Description: Products produced that describe the history, organization, functions, and activities of the NRO and related activities of other agencies. They may cover such topics as histories or overviews of specific programs, work with other agencies, vehicle and launch histories, information on former officials, other distinctive programs and activities such as development and deployment of reconnaissance systems, and other topics related to national reconnaissance. This item does not include working files or copies of other records used to create the products.

Note: This item does not include physical objects such as models or plaques.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

* High potential research value. For files 2017 and going forward, the records are unique products produced by NRO on NRO's organization, history, functions, activities, and topics related to national reconnaissance. They provide an aggregate resource on topics that are not found elsewhere in the agency and which will be of great interest to researchers.

* Previously approved as permanent. (see crosswalk column C).

Adequacy of Proposed Transfer Instructions: Requires Change. NARA requires that the transfer instructions be revised to read, "Cut off at close of activity or on an annual basis. Transfer to NARA 50 years after cutoff. Where feasible, earlier transfers may be negotiated with NARA." This statement has previously met internal agreement between all of the stakeholder units and is the same statement used for permanent items in all other NRO bucket series.

Media Neutrality: Approved

Item 500-02: Policy, Agreements, Public Affairs and NRO Senior's Files

This item contains high level overall documentation on NRO missions, programs, and Senior Officials. This includes high level policies, formulation of NRO plans and programs, relations with the White House, Congress and other agencies, participation in inter-agency committees, and changes in NRO organization structure.

Electronic record volume for all records in item 500-02 is classified and has not been notated in the discussions of records proposed in this item below.

Records of the Director, Deputy Director, and the Director's staff pertain to high level formulation of policy and procedures and to major NRO functions and activities. This includes documents received for review and documents created. The types of things found in these records are policy reports, correspondence—including between partners and other organizations, designation of duties, comments on DoD reports, IC reporting and responses, records

documenting decisions on programs and other mission aspects, etc. The records span from 1945 to the present and consist of 184 cubic feet. Formats and media include paper, Microsoft office products, film negatives, photographs, and viewgraphs.

Director's calendars do not contain personal appointments, but contain information on meetings with foreign partners, the Director of National Intelligence, Congress and staff, military organizations, IC leadership and ceremonial events. The records span 1998 to the present and contain 12 cubic feet of paper records. Electronic is the current recordkeeping media. The platform used is Microsoft Outlook calendars which often contains calendar appointment attachments. Attachments are not included in the paper calendars. Calendars prior to 1998 were regularly maintained in the records of the Director series (discussed in the paragraph above) rather than the Director's calendars series. The Director's calendar series was not approved by the National Archives until 1998.

Executive Committee files are created in connection with meetings of the Director and principal assistants and pertain to overall organization and management of NRO. These are regularly scheduled meetings that could address any topic of relevance to NRO, but generally are topics that need highest level of concurrence within the agency and/or are considered contentious. Issues from lower level executive meetings, the deputy director and senior staff level, are topics that feed the topics of the executive committee meetings. Topics could include launch issues, the R&D approval process, satellite frequency band management, presentations or reports on technology or other work that is occurring, etc. Records consist of PowerPoint presentations, agendas, video, and meeting minutes. Copies of reports or other handouts may be included, but this is usually not the case. The records span from 1978 to the present and consist of 36 cubic feet. Formats and media include Microsoft Office products, 3.5" floppy disk, VHS, DVDs, paper, and viewgraphs.

Records of committees, task forces, boards, councils, and similar inter- and intra-agency panels include those in which NRO is the sponsor or secretariat. NRO is not the sponsor or secretariat for inter-agency groups unless the topic is related directly to reconnaissance. Often these groups concern topics such as interoperability aspects or broad IC related topics, and counterintelligence and security. Intra-agency groups focus on a specific program or mission aspect and may or may not result in decisions depending on the group and the task. Records include correspondence, documents detailing questions, concerns, and responses, presentations and copies of documents, such as contracts, reports, etc. used to make determinations. The records span 1942 to the present and consist of 181 cubic feet. Formats and media include Microsoft Office products, paper, CDs, DVDs, 3.5" floppy disk, photographs, beta tapes, VHS, and viewgraphs.

Directives and other policy and procedural issuances include those that are of a high level and have NRO wide applicability. Examples include "Research, Analysis, & Assessments (for lessons learned and policy analysis)", and "Collaborative scholarly partnerships". The records span 1971 to the present and consist of 28 cubic feet. Formats and media include Microsoft Office products, paper, and 3.5" floppy disk.

Organization planning records pertain to proposed and actual changes to overall organization of the NRO and components. It includes org charts, but also documents any data collected and what and why something changed. Report and study examples include resource requirements and full time equivalent employees, changes in flow of work and communications, which may have

resulted in changes, customer studies, and roles and responsibilities of the NRO and their customers. The records span 1986 to the present and consist of 37 cubic feet. Formats and media are Microsoft Office products and paper.

Directorate level policy and subject files are records that are one level down from and are similar to directives and other policy and procedural issuances that are of a high level and have NRO wide applicability. These records are records that pertain only to or are focused on one particular organization and don't require signoff by a higher level. When this item was previously approved, the agency was much more siloed and each silo had a lot of autonomy. While the silos have largely disappeared, directorate level policies are still issued which apply to only parts of the organization. Topics of these records often concern budget and resources and other direct launch and mission activities. The records span 1958 to the present and consist of 387 cubic feet. Formats and media are Microsoft Office products, paper, CDs, DVDs, Bernoulli disks, 3.5" floppy disks, 127mm film, 35mm film, film negatives, microfiche, microfilm, photographs, 5.25" syquest tape, 8mm tape, beta tape, umatic tape, VHS, and viewgraphs.

NRO policy files are different from other policy files mentioned so far in that they pertain only to policies regarding NRO's relations with other agencies. NRO is only charged with building, operating, and maintaining reconnaissance satellite systems, however, it is a chief supporter to intelligence gathering and interpreting missions and goals of other agencies or entities, which is reflected in aspects of daily business and operations. The records include the policies themselves, but also NRO and DoD comments on the policies. Topics include NRO site sharing policies on space, housing, vehicles, staffing, and threat assessments for travel visas. The records span 1977 to the present and consist of 15 cubic feet. Formats and media include paper, Microsoft Office products, and 3.5" floppy disks. Many of these records concern what seem like fairly administrative matters, however, site sharing with other entities, sometimes foreign, is a critical mission function for NRO and these records detail how these relationships work.

Agreement files relating to NRO programs executed with representatives of foreign governments contain both the agreement and any related correspondence. These agreements concern NRO's presence in a given country. The records span 1946 to the present and consist of 2 cubic feet. Formats and media include paper, Microsoft Office products, and photographs.

Agreement files executed with other domestic agencies are also sometimes executed between offices and programs at NRO. These agreements are often superseded or active for only a specific time period. These are not agreements that have to do with taskings or data gathering, but rather logistics, communication services, policies, procedures, and operational aspects. Many of these records concern what might seem like administrative matters, however, these records document interactions with others that have mission specific implications rather than administrative implications and give insight to mission operations at sites. The records span 1976 to the present and consist of 20 cubic feet. Formats and media include paper and Microsoft Office products.

Planning and analysis subject files of the Director, Deputy Director, Chief of Staff, Senior Scientist, and Senior Analyst of the Chief Operating Officer contain technical program information. They are more program specific than the previously mentioned organization planning records and topics include payload launches, program aspects, technology, and/or project overviews. The records span 1948 to the present and consist of 214 cubic feet. Formats

and media include paper, Microsoft Office products, CDs, sip disks, 16mm film, 35mm film, film negatives, microfiche, microfilm, photographs, 8mm tape, umatic tapes, VHS, viewgraphs, and 10" vinyl records. These records are classified largely at the TS/SCI level.

Baseline agreements specify missions, capabilities, and how missions are to be implemented by defining the responsibilities within NRO and between offices. Satellites often perform more than one function or have more than one capability, so the baseline agreement will include this information. Because of the amount of money involved and the length of time involved to complete mission aspects, these documents are designed to keep everyone on the same page and prevent scope creep. The records span 1984 to the present and consist of 10 cubic feet. Formats and media include paper and Microsoft Office products.

Strategic planning files are high level NRO long range planning records that are updated on an annual basis. They evaluate information on how NRO is meeting its mission and customers, budget and/or cost reduction matters, and specific mission and program strategies. The records span 1979 to present and consist of 8 cubic feet. Formats and media include paper, CDs, and Microsoft Office products.

Assessment and evaluation files of NRO programs and operations relate to aspects such as appropriateness of expended funds, recommendations for future NRO program priorities, evaluations of outside technology that could be used and discussion of continuation or cancellation of programs. The records could include small amounts of reference material; program overviews, requirements, acquisition status, program risks, and alternatives; reports and summaries or abstracts detailing the assessment of a project, etc. The evaluation or assessment could occur at the program, technology, or smaller level and could occur at any point. There is no set time requirement for these to occur. The records span 1983 to the present and consist of 75 cubic feet. Formats and media include paper, CDs, 3.5" floppy disks, zip disks, Bernoulli tape, 5.25" syquest disk, VHS, viewgraphs, and Microsoft Office products.

Public affairs directives set guidance or policy at specific sites and generally communicate what information for specific programs or sites can be released publicly and/or the information's change in classification. This is especially important for sites or programs that are classified. The records span 1960 to the present and consist of 16 cubic feet. Formats and media include paper, photographs, viewgraphs, Microsoft Office products, CDs, and 3.5" floppy disks.

NRO issued press releases include those for both the public and those only IC wide. Much of these records are unclassified, however, some are classified--generally those that speak on specific technologies or mission activities. An example is a quarterly newsletter that publishes articles on various topics such as "Advancing Imagery Intelligence", "Joint Ventures with NRO Mission Partners", and "Training for Mission Success". The records span 1994 to the present and consist of 32 cubic feet. Formats and media include paper, CDs, and Microsoft Office products. Press releases issued prior to 1994 were distributed by DoD and would be found in their records.

NRO produced newsletters as currently written for this item includes all newsletters produced by the agency regardless of content whether administrative or mission focused. It appears the intent in the previous appraisal was to ensure newsletters that contain information on mission and program aspects in particular were captured, however, at the time there were not enough examples to determine if newsletters existed that were of a temporary nature. During the current appraisal of these records, it is very clear that there is a permanent group of newsletters created,

those produced for NRO wide distribution and generally discuss reconnaissance and mission topics among others, and a temporary group, those produced for limited distribution and/or concern administrative (non-mission or program) matters. Newsletters proposed for temporary retention are discussed in item 500-05 of this schedule. The records span 1982 to the present and consist of 8 cubic feet. Formats and media include paper and Microsoft Office products.

Speeches by the Director or by Senior Officials for the Director are of a very low volume as a separate series, although NRO was unable to give any volume on it or the date span. NRO Directors rarely give public speeches, but if they do it's often within the IC. It's highly likely that some of these records were captured in the files of the Director rather than this series.

Press interviews by the Director or by Senior Officials for the Director span 1977 to the present and consist of 2 cubic feet. Formats and media paper, Microsoft Office products, and CDs. The records include transcripts, correspondence, and submitted questions from press. Topics are often on a specific site, technology, or program.

Legislative program records include formal correspondence, requests to attend hearings, talking points, testimonies, opening statements, reports, questions and answers for the record, and appeals to committee. NRO most often receives inquiries on information of budget aspects. NRO's responses are often then on validating, justifying, and defending program budgets. All inquiries are handled through legislative office liaisons who then work with the appropriate offices and programs for responses. The records span 1964 to the present and consist of 100 cubic feet. Memorandums and correspondence since 2004 are maintained in electronic format. Formats and media include CDs, photographs, paper, PDF and Microsoft Office products.

Records of the National Commission for the Review of the National Reconnaissance Office in accordance with Public Law 106-120 will be removed from this item (500-02) as well as the crosswalk (item 2000-1-a). These records were scheduled as a discrete, closed series and is not needed as an ongoing item. The agency will be required to continue to use the current approved authority for these records, N1-220-01-2, Congressionally Authorized Commission Records of the NRO.

The agency will be required to revise the item title to read, "High Level Policy, Agreements, Public Affairs, and Senior Leader's Files" to add clarity on where these records hierarchically reside in the agency.

The agency will be required to revise the item number to read, "500-03" because of the division of item 500-01 into two items.

The agency will be required to revise the item description to read, "High level policy, memoranda, corporate communication, and senior level files relating to the formulation of NRO policies and procedures, functions, and activities. These files include, but are not limited to, records of NRO Seniors; records of committees, task forces, boards, councils, and similar inter- and intra-agency panels in which NRO services as a sponsor or secretariat; policy and procedural issuances with NRO-wide applicability; organization planning records at the Directorate or equivalent Staff Office level; NRO and directorate-level policy and subject files; agreements executed with other domestic agencies or representatives of foreign governments; planning and analysis files, including baseline agreements and other internal agreements between the Director

and major program offices and assessment and evaluation files prepared to assess and evaluate NRO programs and operations; Continuity of Operations (COOP) final plans; public affairs files such as press releases and periodic publication of information releases NRO enterprise-wide, such as newsletters; and legislative program records.” The item description revision requires NRO to remove records of the National Commission for the Review of the National Reconnaissance Office and update the language for newsletters and other released information.

The agency will be required to revise the description in column F in the crosswalk for item 203-3-a “NRO-Produced Newsletters” to include only newsletters for NRO wide dissemination and to incorporate various formats and dissemination vehicles. The new language will read, “NRO Wide Information Releases - Periodic publication of information releases relating to or reporting on various NRO programs and activities produced for NRO wide distribution. (Including RECON and similar issuances.) These are not used to promulgate official policy”. Revisions and justification for information releases designated as temporary will be addressed in item 500-05 below.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

* Previously approved as permanent. (see crosswalk column C). The reappraisal of these records confirmed the records are still of permanent value and conforms to NARA’s long standing practice of scheduling records of high level functions, officials, public affairs, and policies as permanent.

* Documents significant actions of Federal officials. / High potential research value. The records detail policy decisions and significant matters related to policy, programs, and mission related aspects of the agency and provide substantive informational and evidential value of the work of NRO and the actions and decisions of high level officials, which will be of interest to researchers. Information, decisions and assessments documented in these records directly affect projects and programs that are scheduled in the 600 series bucket (N1-525-12-6). Records in this bucket, however, provide greater explanation and detail of the “why” and “how” versus just the “what” that is created in the 600 series.

Adequacy of Proposed Transfer Instructions: Requires Change. NARA requires that the transfer instructions be revised to read, "Cut off at close of activity or on an annual basis. Transfer to NARA 50 years after cutoff. Where feasible, earlier transfers may be negotiated with NARA." This statement has previously met internal agreement between all of the stakeholder units and is the same statement used for permanent items in all other NRO bucket series.

Media Neutrality: Approved

Item 500-03: Operational Management Files

This item includes high level operational management records relating to configuration management, resource management, and management structures and methodology for all NRO activities other than those relating to reconnaissance systems, which are covered in the 600 series bucket (N1-525-12-6). Subjects include changes to physical facilities, routine procedures, software used by the agency, and other non-mission related matters.

This item also includes the Director’s correspondence and action tracking system. This system, while still called the same, now has a wider scope than when previously scheduled. The system still contains documents created for the Director’s signature or taskings they have requested, but it now also contains all high level taskings or documents routed for review, such as policy

documents and Freedom of Information Act and Privacy Act taskings. As when this system was previously appraised, the record copy of the product, or response to the tasking, is maintained by the office creator. Any comments or tasking data that is included in the system is of low informational value and is often not substantial. Additionally, there are size restrictions on the system that prohibit some documents or information from being uploaded, so the taskings, or correspondence, or documents for review can be incomplete in the system.

While it is clear in the crosswalk that this item does not include operational management records associated with reconnaissance systems, this is not clear in the item description. The agency will be required to revise the series description to read, “Operational management records accumulated in connection with configuration management, resource management, management structures, and methodology other than those related to reconnaissance systems, including, but not limited to, the electronic system used for tracking internally created documents and tracking the status of actions requested by the Director or the Deputy Director or other high level office to office taskings or reviews (Note: The final, senior level signed documents will be dispositioned under item 500-03); Request for Change (RFCs); configuration control boards records; meeting agendas and minutes for groups such as the Technical Exchange and Resource Management Board RFC Technical Reviews; and other reports and related support documentation that is not part of the RFC package.” to add clarity on what is and is not included in this item.

Crosswalk item (101-2 in column F) will be required to be revised by the agency to “Director's Action and Correspondence Tracking System - Electronic system used for tracking internally created documents, prepared for the signature of the Director or Deputy Director, and tracking the status of actions requested by the Director of Deputy Director and other high level office to office taskings or reviews.” to account for changes in the use of the system.

The agency will be required to revise the item number to read, “500-04” because of the division of item 500-01 above into two items.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Previously approved as temporary (see crosswalk).

*Has little or no research value. While these records are high level and important for the administration of the agency, they ultimately document routine and facilitative matters that are not directly related to the NRO's primary mission and are of low informational or evidential value.

* Captured elsewhere in permanent records. Records which capture all high level records as it relates to policy, organization, mission, and to some degree administration aspects are scheduled as permanent in item 500-02 (which will be changed to 500-03) of this schedule. **Adequacy of**

Proposed Retention Period: Inadequate. To add clarity, the agency will be required to revise the disposition statement to read, “Destroy or delete when 10 years old, or when no longer needed, whichever is longer”.

Media Neutrality: Approved

Item 500-04: Internal Controls, Office-Level Management, and Strategic Planning Working Files

The records in this item are operational management records that are functionally the same as records in item 500-03 above. However, the agency does not have a business need to retain the records for as long as in item 500-03.

The agency will be required to revise the item title to read, “Operational Management Records for Internal Controls, Office-Level Management, and Strategic Planning Working Files of Shorter Term Business Use.” to clarify the function of the records and differentiate them from item 500-03.

The agency will be required to revise the description to read, “Internal control and other planning document used to evaluate accounting and administrative controls, office-level planning files, and working files used to create strategic planning files described in item 500-03. This includes, but is not limited to, internal control records, including evaluations of accounting and administrative controls to prevent waste, fraud, and mismanagement, such as annual reports and assurance statements; records that identify program internal weaknesses, and corrective actions taken to resolve such problems, risk analyses, and tracking files; contingency, support, planning, and administrative files used to create COOP directives; records accumulated by individual NRO components in connection with the establishment/modification of program priorities, resource allocations, cost analyses of proposed changes in activities, and similar matters; and routine audiovisual records that do not relate to distinctive NRO programs and activities that are scheduled in the 600 series.” to remove redundancy and account for changes in other items of this schedule.

The agency will be required to make the following revisions to the crosswalk:

- Crosswalk item 1101-11-d will be revised in column C to GRS 16, item 14d, which is the correct disposition authority.
- Crosswalk item 206-4 will be revised in column C to GRS 6.4, item 050, which is the correct disposition authority due to the recent issuance of GRS Transmittal 27.
- Crosswalk item Emergency Planning Administrative Correspondence Files will be revised in column C to GRS 5.3, item 010, which is the correct disposition authority due to the recent issuance of GRS Transmittal 27.
- Crosswalk item Emergency Planning Case Files will be revised in column C to GRS 5.3, item 010, which is the correct disposition authority due to the recent issuance of GRS Transmittal 27.
- Crosswalk item 103-4 will be revised to read, “Office-Level Internal Management Records - Minutes of meetings, studies, briefing charts, memoranda, instructions, SOPs and other records accumulated by individual NRO components in connection with the establishment/modification of program priorities, resource allocations, cost analyses of proposed changes in activities, and similar matters.” to more explicitly include for standard operating procedure records.
- A column will be added to the crosswalk to add cutoffs for all items in 500-04 as many of the records require events in order to trigger retention lengths that meet agency business needs.

The agency will be required to revise the item number to read, “500-05” because of the division of item 500-01 into two items.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Previously approved as temporary (see crosswalk).

*Has little or no research value. The records are routine administrative operational management records which do not directly relate to mission activities. Many records series are deviations from the GRS and outlined in the crosswalk.

Adequacy of Proposed Retention Period: Inadequate. To add clarity, the agency will be required to revise the disposition statement to “Destroy or delete when 5 years old, when no longer needed, whichever is longer”.

Media Neutrality: Approved

Item 500-05: Management Control Plans, Public Affairs Administration, and Copies and Working Files

This item contains newsletters or other similar types of information conveyances that concern various NRO (non-mission or program) administrative or operational aspects for limited distribution within the agency. Newsletters for NRO wide distribution are proposed for permanent retention in item 500-02 of this schedule. An example of records in this item include publications from media services (often distributed in hardcopy and left on lunchroom tables) on a variety of administrative issues anywhere from recycling to email management. Another is issuances from the Information Management Office on reminders on records management responsibilities.

The agency will be required to remove the item “Email correspondence on topics on covered elsewhere in this schedule.” in the crosswalk as the agency will be following a Capstone Approach for their email and using GRS 6.1.

The agency will also be required to remove records of the National Commission for the Review of the National Reconnaissance Office in accordance with Public Law 106-120 from this item and in the crosswalk (items 2000-1-b and 2000-1-c). These records were scheduled as a discrete, closed series and is not needed as an ongoing item. The agency will be required to continue using the current approved authority for these records, N1-220-01-2, Congressionally Authorized Commission Records of the NRO.

To account for records removed from item 500-01 into this item, the agency will be required to add a row in the crosswalk for records not included in new proposed item 500-02 of this schedule. The item description should read “Copies of records received from other offices and working files used to produce historical products from 2017 to the present that are scheduled in new proposed item 500-02 of this schedule.”

To better reflect the scope of records in this item, the agency will be required to revise the title to read, “Management Control Plans, Public Affairs Administration, and Copies and Working Files of other 500 Series Records”.

The agency will be required to revise the description to read, “Management control plans; public affairs administrative files; copies of records maintained by offices outside the office of record

for reference, convenience, and/or for which no action was taken; and working files and other administrative records, such as correspondence for management reviews, community service program files, copies of records working files used to produce historical products from 2017 to the present, and limited distribution newsletters, not covered elsewhere in the 500 series.” to account for additional records series added to this item.

The agency will be required to revise item 203-3-b in the crosswalk in column F to read, “Publication of information for limited distribution within the agency - Periodic Information released for limited distribution within the agency relating to or reporting on various NRO non-mission or program administrative or operational matters. These are not used to promulgate official policy.” to modernize the language and more fully account for administrative related information releases. The agency will also be required to remove “Other Offices” from column G to align to the changes in column F.

The agency will be required to revise the item number to read, “500-06” because of the division of item 500-01 above into two items.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

*Previously approved as temporary (see crosswalk).

*Has little or no research value. The records are largely working files, copies of records held outside of the office of record, records that are superseding GRS items, and/or are records that barely rise to the level of a record. Other records in this item are administrative in nature. Working files and copies of records received from other offices to produce historical products from 2017 to the present are either redundant of other records already scheduled in other series or are of little value after a product is produced. The appraisal of these records as temporary will also greatly reduce the amount of duplicate records transferred to NARA.

* Captured elsewhere in permanent records. NRO Produced Historical Products from 2017 to the present are scheduled in new proposed item 500-02 of this schedule. Historical Files through 2016 are scheduled in item 500-01 of this schedule. A newsletter that is not distributed agency wide has low informational value. Additionally, many of these concern routine and administrative matters and are not used to promulgate policy.

Adequacy of Proposed Retention Period: Inadequate. To add clarity, the agency will be required to revise the disposition statement to “Destroy or delete when superseded, obsolete, or no longer needed, whichever is longer”.

Media Neutrality: Approved

MEREDITH L. SCHEIBER
Senior Appraisal Archivist
Records Appraisal and Agency Assistance