

This document was requested and posted by AltGov2

www.altgov2.org/records-destruction-requests

Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NARA)
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

(b)(3)

5. Telephero (include area code)

(b)(3)

Leave Blank (NARA Use Only)

Job Number

N1-525-12-5

Date Received

1-17-2012

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Archivist of the United States

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

(b)(3)

Title

(b)(3)

Date (mm/dd/yyyy)

1/11/2012

7. Item Number

Description of Item and Proposed Disposition

9. GRS or Superseded Job Citation

10. Action taken (NARA Use Only)

Bucket RCS 500 series - see attached.

Last Revised: 28 June 2017

NRO RCS Buckets

500 Executive Level Files and Governance

*For Specific types of records included in these items, please see the crosswalk.

500-01: Historical Products 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. These files are accumulated by officials tasked with preparing histories. 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.

500-02: High Level Policy, Agreements, Public Affairs, and Senior Leader's Files

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: High level policy, memoranda, corporate communication, and senior level files relating to the formulation of NRO policies, procedures, functions and activities. These files include, but are not limited to: records of NRO seniors, records of committees, task forces, board, councils, and similar inter- and intra-agency panels in which NRO serves 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 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; NRO enterprise-wide publications such as newsletters; and legislative program records.

B-500-03 Operational Management Files

Disposition: Temporary – Destroy or delete when 10 years or when no longer needed, whichever is longer.

Description: 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 requests 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 and 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 should be dispositioned under item 500-02*).

B-500-04 Operational Management for Internal Controls, Office-Level Management, and Strategic Planning Working Files of Shorter Term Business Use

Disposition: Temporary: Destroy or delete when 5 years or when no longer needed, whichever is longer.

Description: Internal control and other planning documents used to evaluate accounting and administrative controls, office-level planning files, and working files used to create strategic planning files described in item 500-02, 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 internal program 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.

B-500-05 Management Control Plans, Public Affairs Administration, and Copies and Working Files of other 500 Series Records

Disposition: Temporary – Delete superseded, obsolete, or no longer needed whichever is longer

Description: 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 and copies and working files used to produce historical products from 2017 to present, and limited distribution newsletters that are not covered elsewhere in the 500 series.

500-10: Historical Files through 2016

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