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# Request for Records Disposition Authority

(See Instructions on reverse)

To: **National Archives and Records Administration (NIR)**  
**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. Telephone (include area code)  
**(b)(3)**

## Leave Blank (NARA Use Only)

Job Number  
**N1-525-12-6**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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)  
**1/17/2012**

7. Item Number	Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1	Bucket RCS 600 series - see attached.		

Last Revised: 28 June 2017

NRO RCS Buckets

**600 Reconnaissance and Mission**

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

**600-01:** Research and Development, System Development, Acquisition, Operations, and Launch; Final and High level documentation.

**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:** Final high level and other significant files relating to major approval, finished products or projects, final stages of launch and operation, or significant anomalies or mishaps in the design, development, and operation of reconnaissance systems. This includes records such as R&D program technical reports, internally created conference proceedings, and similar internally created publications, approved R&D projects proposals and consolidated plan, environmental subject files, final sets of charts, specifications, drawings, systems requirements, and configuration management plans for reconnaissance systems as well as records that denote major modifications that occurred after the final set is produced, motion picture and video, still photos and posters that pertain to distinctive and key points in the development and deployment of reconnaissance systems and other mission-related subjects, semi-annual reports on system operation, systems operation anomaly reports, launch safety records of mishaps/failures, post launch analysis files, training materials for users, and operational support analysis files.

**600-02:** Interim Documentation on Major Stages of Research and Development, System Development, Acquisition, Operations, and Launch

**Disposition:** Temporary – Destroy or delete when 70 years old.

**Description:** Records relating to interim and/or major stages of research and development, system development, acquisition and operation of reconnaissance systems including quarterly and monthly reports on system operations; contingency planning files; exploitation system specifications; and final reports, videos, and still pictures of R&D program files of the Contract Officer Technical Representatives (COTR).

Records exclude: technical reports, internally created conference proceedings and similar internally created publications associated with R&D program and project files. Also excluded are the final set of charts, specifications, drawings, system requirements and configuration management plans, and any major modifications that occurred after the final set is produced for reconnaissance systems. These records are scheduled as permanent under 600-01.

**B-600-03 Command and Control, and Interim Low Level documentation on Research and Development, System Development, and Acquisition**

**Disposition:** Temporary – Delete/Destroy when superseded, obsolete, or no longer needed, whichever is later.

**Description:** Command and control records used to support reconnaissance systems and mission activities as well as low level interim documents related to system research, development, and acquisition. This includes, but is not limited to: suspended pages of

requirements and specifications, non-substantial COTR and project/program documentation, daily system mission and operations plans, ground site procedural issuances, weather functional manager requirements relating to weather support activities, training materials prepared to train operating personnel at mission control and ground processing, site logs, telemetry data, operational command data, electronic systems used to support the mission tasking process, raw reconnaissance data, records relating to pre-launch tests and successful launches, ground site technical analysis reports, tests of systems and exercises carried out to evaluate the effectiveness of contingency plans, contract management and administration records held in program offices as a reference, working files used to create other documents described in this section, and copies of documents described in this section held by offices as a reference.

### **B-600-04 System Lifecycle Files**

**Disposition:** Temporary – Destroy/Delete when 5 years old, or when no longer needed whichever is later.

**Description:** System development records and other records for operating and maintaining reconnaissance exploitation systems needed until the end of a program or system. These records include, but are not limited to: performance requirements and specifications held by non-program offices, configuration management records, drawings and specifications not held in the program/project files, system acquisition records such as engineering designs, tests, drawings, and specifications, and management of the contract, problems and malfunctions in a system's operations that did not have a major impact on the system, system operation discrepancy reports and related records, system pre-launch test records and data whose retention is governed by FAR requirements, launch readiness review records, exploitation system specifications, manuals and other issuances that describe procedures for operating and maintaining reconnaissance exploitation systems,