



OSD Records Disposition Schedules

SERIES 500 – USD(INTELLIGENCE AND SECURITY)

SERIES TITLE: UNDER SECRETARY OF DEFENSE (INTELLIGENCE AND SECURITY) (OUSD(I&S)), DEPARTMENT OF DEFENSE

SERIES DESCRIPTION: Records described in this series relate to the intelligence functions of the Secretary of Defense. Includes, but is not limited to, DoD intelligence policies, programs, and activities, including those for warning, reconnaissance, and other related areas that may be designated by the Secretary of Defense.

SERIES APPLIES TO THE FOLLOWING ORGANIZATIONS: File Numbers within the 500 Series reflect the mission of the Office of the Under Secretary of Defense for Intelligence (OUSD(I&S)).

RECORDS CATEGORY: 501 – RESERVED

RECORDS CATEGORY: 502

CATEGORY TITLE: Programs and Resources

CATEGORY DESCRIPTION: Program and resource records pertaining to the U.S. Intelligence Community.

FILE NUMBER: 502-01

FILE TITLE: Programs and Resources – Intelligence Planning at OSD Level

FILE DESCRIPTION: Documents that develop, coordinate, and promulgate all documents in intelligence and intelligence-related planning and programming at the OSD level.

DISPOSITION: Permanent. Cut off upon completion. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-009, item 502-01a

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 502-01.1

FILE NUMBER: 502-01.1 – Moved to 502-01

FILE NUMBER: 502-01.2 – Moved to 502-02

FILE NUMBER: 502-01.3 – Moved to 502-03

FILE NUMBER: 502-01.4 – Consolidated into 206-04.3

FILE NUMBER: 502-01.5a – Moved to 502-04

FILE NUMBER: 502-01.5b – Moved to 502-05

FILE NUMBER: 502-02

FILE TITLE: Analysis of Intelligence Resource Programs

FILE DESCRIPTION: Analyses of intelligence resources programs and supervision of their implementation.

DISPOSITION: Permanent. Cutoff annually. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-009, item 502-01b

PRIVACY ACT: Not Applicable

FILE NUMBER: 502-02.1 – RESCINDED

FILE NUMBER: 502-02.2 – RESCINDED

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FILE NUMBER: 502-03

FILE TITLE: Recommendations for Intelligence Resources

FILE DESCRIPTION: Recommendation of objectives, plans, and guidance for intelligence resources.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-009, item 502-01c

PRIVACY ACT: Not Applicable

FILE NUMBER: 502-04

FILE TITLE: Intelligence Budget Recommendations

FILE DESCRIPTION: Formulation of budget estimates, fiscal and manpower, for the intelligence positions of the DoD budget. Reviews of intelligence programs and recommendations for funding levels.

DISPOSITION: Temporary. Cut off annually. Destroy 6 years after cutoff.

AUTHORITY: NC1-330-77-009, item 502-01d

PRIVACY ACT: Not Applicable

FILE NUMBER: 502-05

FILE TITLE: Intelligence, Fiscal, and Manpower Databases: User Manuals

FILE DESCRIPTION: User manuals on the intelligence database, fiscal and manpower databases.

DISPOSITION: Temporary. Cut off when system is discontinued. Destroy 2 years after cutoff.

AUTHORITY: NC1-330-77-009, item 502-01e(1)

PRIVACY ACT: Not Applicable

FILE NUMBER: 502-06

FILE TITLE: Intelligence, Fiscal, and Manpower Databases: Data Dictionaries

FILE DESCRIPTION: Data element definitions that maintain the intelligence database, fiscal and manpower databases.

DISPOSITION: Temporary. Cut off when superseded. Destroy 2 years after cutoff.

AUTHORITY: NC1-330-77-009, item 502-01e(2)

PRIVACY ACT: Not Applicable

FILE NUMBER: 502-07

FILE TITLE: General Systems – Policy Correspondence and Coordination

FILE DESCRIPTION: Policy correspondence with and coordination of intelligence activities within the Department of Defense and with other U.S. Government entities.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-009, item 502-02c(1)

PRIVACY ACT: Not Applicable

FILE NUMBER: 502-08

FILE TITLE: General Systems – Administrative and Non-Policy Correspondence and Coordination

FILE DESCRIPTION: Correspondence with and coordination of intelligence activities within the Department of Defense and with other U.S. Government entities.



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DISPOSITION: Temporary. Cut off when coordination action is discontinued or when no longer needed. Destroy 5 years after cutoff.

AUTHORITY: NC1-330-77-009, item 502-02c(2)

PRIVACY ACT: Not Applicable

RECORDS CATEGORY: 503

CATEGORY TITLE: Intelligence, Surveillance and Warning

CATEGORY DESCRIPTION: Records pertaining to development, interpretation, and operation of intelligence gathering, surveillance and warning systems, including budget and resource material.

FILE NUMBER: 503-01.1 – RESCINDED

FILE NUMBER: 503-01

FILE TITLE: Intelligence, Surveillance and Warning – ELINT

FILE DESCRIPTION: Technical and policy Directives for all programs involving electronic intelligence (ELINT) within the Department of Defense. Reviews and analyses of adequacy of current or future ELINT systems. Cost and/or value evaluations of such systems.

DISPOSITION: Permanent. Cut off upon completion. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-009, item 503-01b

PRIVACY ACT: Not Applicable

FILE NUMBER: 503-02.1 – RESCINDED

FILE NUMBER: 503-02.2 – RESCINDED

FILE NUMBER: 503-02.3 – RESCINDED

FILE NUMBER: 503-02.4 – RESCINDED

FILE NUMBER: 503-03

FILE TITLE: Space Systems

FILE DESCRIPTION: Evaluations of programs for new systems and devices related to intelligence functions. Determinations on the needs for intelligence programs based on analyses of threats, resource priorities, requirements, trends, strategic objectives, and innovations in technology. Studies and technical guidance on specialized intelligence systems.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-009, item 503-03

PRIVACY ACT: Not Applicable

FILE NUMBER: 503-04.1

FILE TITLE: SIGINT Systems – Policy Directives for Development, Integration, and Operation

FILE DESCRIPTION: Policy directives for the development, integration, and operation of reconnaissance and surveillance programs. Reviews and analyses of existing and planned systems to determine adequacy and objectivity.

DISPOSITION: Permanent. Cut off upon completion of actions or when no longer needed. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-009, item 503-04a



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PRIVACY ACT: Not Applicable

FILE NUMBER: 503-04.2

FILE TITLE: SIGINT Systems – Technical and Policy Direction

FILE DESCRIPTION: Technical and policy direction for all reconnaissance and surveillance programs.

DISPOSITION: Permanent. Cut off upon completion. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-009, item 503-04b

PRIVACY ACT: Not Applicable

FILE NUMBER: 503-05.1 – RESCINDED

FILE NUMBER: 503-05.2 – RESCINDED

FILE NUMBER: 503-05.3 – RESCINDED

FILE NUMBER: 503-05.4 – RESCINDED

FILE NUMBER: 503-05.5 – RESCINDED

FILE NUMBER: 503-05.6 – RESCINDED

FILE NUMBER: 503-05

FILE TITLE: Intelligence Resources - Studies and Exercises for DoD Services

FILE DESCRIPTION: Preparation and backup data and copies of completed documents.

DISPOSITION: Temporary. Cut off and destroy when obsolete or no longer needed for reference.

AUTHORITY: NC1-330-77-009, item 503-05h

PRIVACY ACT: Not Applicable

FILE NUMBER: 503-06

FILE TITLE: Intelligence Resources - Budget Issue Papers

FILE DESCRIPTION: Budget issue papers for DoD Services and Government Agencies.

DISPOSITION: Temporary. Cut off and destroy when obsolete or no longer needed.

AUTHORITY: NC1-330-77-009, item 503-05i

PRIVACY ACT: Not Applicable

RECORDS CATEGORY: 504

CATEGORY TITLE: Intelligence (Other)

CATEGORY DESCRIPTION: Records pertaining to Intelligence, not otherwise described in a Records Category within the 500 Series.

FILE NUMBER: 504-01.1

FILE TITLE: Contractor Files – Interim Contract Reports

FILE DESCRIPTION: Interim contract reports and document volumes that are portions of complete contract requirements and contract files by contract titles. Complete Contract files are defined as research and evaluation project study documents created by civilian companies, corporations, etc., per Government contract for resultant documents.

DISPOSITION: Temporary. Cut off and destroy when contract report files are complete.

AUTHORITY: NC1-330-77-009, item 504-01a

PRIVACY ACT: Not Applicable



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FILE NUMBER: 504-01.2

FILE TITLE: Contractor Files – Correspondence

FILE DESCRIPTION: Correspondence with point of contact on contract timing, change, amendments, background data, control and dissemination of created documents.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-009, item 504-01b

PRIVACY ACT: Not Applicable

FILE NUMBER: 504-01.3

FILE TITLE: Contractor Files – Contract Products

FILE DESCRIPTION: Control, dissemination, and evaluation of contractor products by military and/or civilian professional staff.

DISPOSITION: Permanent. Cut off upon completion. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-009, item 504-01c

PRIVACY ACT: Not Applicable

FILE NUMBER: 504-02

FILE TITLE: General Purpose Force Reference and Planning Files

FILE DESCRIPTION: Operations plans, orders, and technical description and evaluation publications and committee meetings and evaluation minutes, issues, discussions, and conclusions.

DISPOSITION: Temporary. Cut off annually. Destroy 1 year after cutoff. **NOTE:** Destroy reference files when obsolete or no longer needed.

AUTHORITY: NC1-330-77-009, item 504-02

PRIVACY ACT: Not Applicable

FILE NUMBER: 504-03

FILE TITLE: Strategic Force

FILE DESCRIPTION: Reference file of strategy plans; offensive system files and intelligence committee correspondence; Strategic Arms Limitations Talks (SALT) monitoring documents, messages and papers.

DISPOSITION: Temporary. Cut off and destroy when obsolete or no longer needed.

AUTHORITY: NC1-330-77-009, item 504-03

PRIVACY ACT: Not Applicable

FILE NUMBER: 504-04

FILE TITLE: Intelligence Collection systems

FILE DESCRIPTION: Allocations, product evaluations, perspectives, and objective files.

DISPOSITION: Permanent. Cut off upon completion. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-009, item 504-04

PRIVACY ACT: Not Applicable

FILE NUMBER: 504-05

FILE TITLE: Special Subject Files

FILE DESCRIPTION: Analysis, comparison, management, study results, and historical research of special subjects.



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DISPOSITION: Permanent. Cut off upon completion. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-009, item 504-05

PRIVACY ACT: Not Applicable

FILE NUMBER: 504-06

FILE TITLE: Intelligence Resource Documents

FILE DESCRIPTION: Memoranda, reports, reviews, and required following fact sheets and/or books and service and foreign country publications.

DISPOSITION: Temporary. Cut off annually. Destroy when obsolete or no longer required following annual cut off of files.

AUTHORITY: NC1-330-77-009, item 504-06

PRIVACY ACT: Not Applicable