

SERIES 500

INTELLIGENCE

500. INTELLIGENCE (NC1-330-77-9)

Files of this series pertain to the intelligence functions of the Secretary of Defense. They contain all DoD intelligence policies, programs, and activities, including those for warning, reconnaissance, and other related areas that may be designated by the Secretary of Defense. Files described herein may be further subdivided, depending upon volume, by the additions of a decimal suffix. UNLESS OTHERWISE INDICATED, PERMANENT FILES DESCRIBED HEREIN SHALL BE TRANSFERRED TO NARA WHEN 25 YEARS OLD.

501. RESERVED. (103 Common Mission Files.)

502 PROGRAMS AND RESOURCES

502-01. Programs and Resources.

502-01.1. Documents that develop, coordinate, and promulgate all documents in intelligence and intelligence-related planning and programming at the OSD level.

Disposition: Permanent. Retire to the WNRC 5 years after superseded.

502-01.2. Analyses of intelligence resources programs and supervision of their implementation.

Disposition: Permanent. Retire to the WNRC 5 years after superseded.

502-01.3. Recommendation of objectives, plans, and guidance for intelligence resources.

Disposition: Permanent. Retire to the WNRC 5 years after superseded.

502-01.4. 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: Budget estimates and fund level recommendations. Destroy when 6 years old.

502-01.5. Documents that maintain the intelligence database, fiscal and manpower databases. User manuals and data element definitions.

Disposition: User manuals. Destroy 2 years after system is discontinued. Data element definition: Destroy 2 years after superseded.

502-02. General Systems.

502-02.1. Concepts and plans for improved management of DoD intelligence activities.

Disposition: Permanent. Retire to the WNRC 2 years after superseded or no longer needed.

502-02.2. Policies for the management of intelligence operations including operational requirements and priorities.

Disposition: Permanent. Retire to the WNRC 2 years after superseded or no longer needed.

502-02.3. Correspondence with and coordination of intelligence activities within the Department of Defense and with other U.S. Government entities.

Disposition: Permanent. a. Policy correspondence with intelligence activities. b. Administrative non-policy correspondence and related documents. Destroy 5 years after coordination action is discontinued or when no longer needed.

503. INTELLIGENCE, SURVEILLANCE AND WARNING

503-01. Intelligence, Surveillance and Warning.

503-01.1. Policy direction for the development, interpretation, and operation of warning systems. Reviews and analyses to define objectives and determinations of adequacy of current and future warning systems.

Disposition: Permanent. Retire to the WNRC 2 years after superseded or no longer needed.

503-01.2. 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. Retire to the WNRC 1 year after superseded or when no longer needed.

503-02. General Defense Intelligence Program.

503-02.1. General Defense Intelligence Program (GDIP). Development, review, program issues on Government Agencies and DoD Services.

Disposition: Permanent. Retire to the WNRC 1 year after superseded or no longer needed.

503-02.2. GDIP budget submissions, evaluations, revisions, meetings, committee notes, recommendations, etc.

Disposition: Permanent. Retire to the WNRC 2 years after superseded or no longer needed.

503-02.3. GDIP resource data of Government Agencies and DoD Services.

Disposition: Destroy when obsolete or no longer required.

503-02.4. Reference files of budget justifications, defense plans, Joint Strategic Objective Programs, Joint Staff Memorandums, Defense Policy Programming Guidance Memorandum, etc.

Disposition: Destroy when obsolete or no longer required.

503-03. Space Systems. 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. Retire to the WNRC 2 years after superseded or no longer needed.

503-04. SIGINT Systems.

503-04.1. 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. Retire to the WNRC 2 years after completion of actions or when no longer needed.

503-04.2. Technical and policy direction for all reconnaissance and surveillance programs.

Disposition: Permanent. Retire to the WNRC 1 year after canceled or obsolete.

503-05. Intelligence Resources

503-05.1. Fiscal Guidance. Correspondence, issue papers, referrals, related congressional hearing data, etc.

503-05.2. Intelligence Budget Data. OSD offices' intelligence budget.

503-05.3. Consolidated Intelligence Resources Information Systems budget requirements, justification analyses, and management.

503-05.4. Contract Fund Allocation. Data by fiscal year.

Disposition: Permanent. Cut off at end of calendar year, hold in the CFA 1 year and retire to the WNRC.

503-05.5. Policy. Budget-related data on DoD Services operations.

Disposition: Permanent. Retire to the WNRC 3 years after file cut off (calendar year).

503-05.6. Congressional Fiscal Data. Policy, appropriations, presentation back-up data, House and/or Senate and/or Conference bills, correspondence, testimonies.

Disposition: Permanent. Retire to the WNRC 1 year after superseded or when no longer needed for reference.

503-05.7. Studies and exercises for DoD Services. Preparation and backup data and copies of completed documents.

Disposition: Destroy when obsolete or no longer needed for reference.

503-05.8. Budget Issue Papers. DoD Services and Government Agencies.

Disposition: Destroy when obsolete or no longer needed.

504. INTELLIGENCE (OTHER)

504-01. Contractor Files. Research and evaluation project study documents created by civilian companies, corporations, etc., per Government contract for resultant documents.

504-01.1. Interim contract reports and document volumes that are portions of complete contract requirements and contract files by contract titles.

Disposition: Destroy when above files are complete.

504-01.2. Correspondence with point of contact on contract timing, change, amendments, background data, control and dissemination of created documents.

Disposition: Permanent. Retire to the WNRC 1 year after completion or no longer needed.

504-01.3. Control, dissemination, and evaluation of contractor products by military and/or civilian professional staff.

Disposition: Permanent. Retire to the WNRC 1 year after completion or no longer needed.

504-02. General Purpose Force Reference and Planning Files. Operations plans, orders, and technical description and evaluation publications and committee meetings and evaluation minutes, issues, discussions, and conclusions.

Disposition: Reference files. Destroy when obsolete or no longer needed; committee minutes destroy 1 year following annual cut off.

504-03. Strategic Force. Strategy plans; offensive system files and intelligence committee correspondence; Strategic Arms Limitations Talks (SALT) monitoring documents, messages and papers.

Disposition: Destroy when obsolete or no longer needed (reference files).

504-04. Intelligence Collection systems. Allocations, product evaluations, perspectives, and objective files.

Disposition: Permanent. Retire to the WNRC 1 year after superseded or no longer needed.

504-05. Special Subject Files. Analysis, comparison, management, study results, and historical research of special subjects.

Disposition: Permanent. Retire to the WNRC 1 year after superseded or when no longer needed.

504-06. Intelligence Reference Documents. Memoranda, reports, reviews, and required following fact sheets and/or books and service and foreign country publications.

Disposition: Destroy when obsolete or no longer required following annual cut off of files.

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ASSISTANT SECRETARY OF DEFENSE (RESERVE AFFAIRS) (ASD(RA))