



SERIES 500 – USW (INTELLIGENCE AND SECURITY)

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

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

SERIES APPLIES TO THE FOLLOWING ORGANIZATIONS: File Numbers within the 500 Series reflect the mission of the Office of the Under Secretary of War for Intelligence (OUSW(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 OSW Level

FILE DESCRIPTION: Documents that develop, coordinate, and promulgate all documents in intelligence and intelligence-related planning and programming at the OSW 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FILE NUMBER: 502-02.1 – RESCINDED

FILE NUMBER: 502-02.2 – RESCINDED



OSW Records Disposition Schedules

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 DoW 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 War 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 War and with other U.S. Government entities.

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)



OSW Records Disposition Schedules

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 War. 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

PRIVACY ACT: Not Applicable



OSW Records Disposition Schedules

FILE NUMBER: 503-04.2

FILE TITLE: SIGNIT 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 DoW 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 DoW 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



OSW Records Disposition Schedules

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.

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



OSW Records Disposition Schedules

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 files.

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

PRIVACY ACT: Not Applicable

RECORDS CATEGORY: 505

CATEGORY TITLE: U.S. Unidentified Anomalous Phenomena Program

CATEGORY DESCRIPTION: Government records on Unidentified Flying Objects (UFOs) and Unidentified Anomalous Phenomena (UAPs)

FILE NUMBER: 505-01

FILE TITLE: U.S. Unidentified Anomalous Phenomena Program: UAP-Related Program /Activity Reporting

FILE DESCRIPTION: All-domain Anomaly Resolution Office (AARO) finished reports, summaries and analysis but not limited to interviews, assessments, data, analysis, contacts, or other materials or records relating to the reporting of UAP sightings or encounters. Files include but are not limited to raw or incoming reports, applicable data analysis, and final approved analysis or disposition.

DISPOSITION: Permanent. Cut off at the end of the calendar year in which the case is resolved. Transfer to NARA 25 years after cutoff.

AUTHORITY: DAA-0330-2023-0002-0001

PRIVACY ACT: Not Applicable

FILE NUMBER: 505-02

FILE TITLE: U.S. Unidentified Anomalous Phenomena Program: AARO Congressional Reports and Briefings

FILE DESCRIPTION: Includes the finished reports, cited reference materials, and any supporting transcripts or material. Reports may be summary, special requests or annual.

DISPOSITION: Permanent. Cut off after submission to Congress. Transfer to NARA 25 years after cut off.

AUTHORITY: DAA-0330-2023-0002-0002

PRIVACY ACT: Not Applicable

FILE NUMBER: 505-03

FILE TITLE: U.S. Unidentified Anomalous Phenomena Program: AARO Public Website

FILE DESCRIPTION: Contents include but not limited to copies of publicly available records, audio and video recordings, mission statement, links to open-source resources for tracking objects in the air and space domains and other items of interest. Postings are always duplicates of records from file numbers 505-01 and 505-02.

DISPOSITION: Temporary. Cut off after suppression/update. Destroy 3 years after cut off.



OSW Records Disposition Schedules

AUTHORITY: DAA-0330-2023-0002-0003

PRIVACY ACT: Not Applicable

FILE NUMBER: 505-04

FILE TITLE: U.S. Unidentified Anomalous Phenomena Program: AARO Public Response Data

FILE DESCRIPTION: Files contains all the personal contact data received via the secure mechanism. The data is intended to provide initial contact with AARO and provides sufficient data to enable AARO to contact the individual (s) for interview. Not every person who submits his/her data will be contacted or interviewed. However, the file contents include the submitted data, subsequent AARO validation of the data, adjudication and disposition of the personal information to include subsequent contacts for additional details or informational interviews. This record set will not include any of the information derived from the interview. **Note:** Data analysis includes list of individuals interviewed, no information from the interview is contained in this items. Information gathered in interviews is filed with file number 505-02.

DISPOSITION: Permanent. Cut off at the end of the fiscal year. Transfer to NARA after 25 years after the cut off.

AUTHORITY: DAA-0330-2023-0002-0004

PRIVACY ACT: Not Applicable