



DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-



24 NOV 1998

U-4897

Ms. Marie Allen
Director, Life Cycle Management Division
8601 Adelphi Road
College Park, Maryland 20740

Dear Ms. Allen:

First of all, I would like to belatedly call to your attention the outstanding assistance provided by Ms. Margaret Hawkins during her visit with us to DIA's Missile and Space Intelligence Center (MSIC) in Huntsville, AL in late September. Her advice and assistance was invaluable in assessing the situation with regard to MSIC's unscheduled records.

It became all too clear to us, on our visit, that the situation is of such magnitude and complexity as to be beyond the capabilities of anyone in our organization to resolve. Therefore, I would like to officially request Ms. Hawkins' further assistance in this matter. We have had informal conversations with her, which I believe she has also talked with you about.

I understand that NARA will allow her to go TDY to Huntsville at DIA's expense in order to assist MSIC personnel in scheduling these files. The DIA fund cite that should be used for her TDY expenses is: 97901004479 14-0000P 000000.0 21T2 S01021 914DIA/TL914DIAD0/140000.

I regret having waited so long to provide you with this information. Please let me know what else I may do to assist with this endeavor.

Sincerely,

ANNE C. WINNER
Chief, Archives and Records Management
Division

JAN 29 1999

Ms. Anne Winner.
Defense Intelligence Agency
Archives and Records Management Division
Washington, DC 20340

Dear Ms. Winner:

Thank you for your letter of November 24, 1998 commending Margaret Hawkins for the assistance she provided in assessing the status of the Missile and Space Intelligence Center's unscheduled records. You have also requested additional assistance from Ms. Hawkins in scheduling these records.

Federal regulations make it clear that it is an agency's responsibility to inventory and prepare disposition schedules for its records. NARA's small staff of appraisal archivists already have an enormous work load with the review and appraisal of the disposition schedules for all of the agencies of the Federal government, as well as providing records management training, evaluation, and regulations.

We recognize and commend, however, your commitment to resolving significant problems with the MSIC schedule. As a result, I would like to propose that we work together in partnership to accomplish these scheduling objectives, putting together our agencies' resources and expertise to achieve the most effective and successful result from on-site visits by Ms. Hawkins. I have asked Ms. Hawkins to draft a list of milestones and commitments from both our agencies (see attachment) that would be required for an effective scheduling effort. Please review this draft and contact Ms. Hawkins on 301-713-7110, x245 to discuss any omissions or additions. Please confirm your acceptance of the final project plan in writing to me.


We look forward to working with you to ensure good management of MSIC records.

Sincerely,

MARIE ALLEN
Director
Life Cycle Management Division

Attachment

cc: Hawkins
Official File-NWML s:\wpfiles\diatrip.ltr
Day File-NWML
mh/sg/1/26/99
File: Defense Intelligence Agency
Drafted by: Hawkins/Allen

REC -
DAL 1/27/99


MILESTONES
MSIC Scheduling Project

Prior to On-Site Visit

DIA provides copies of organization charts, organization and functions manuals, annual reports, etc., that describe MSIC's functions.

MSIC personnel briefly identify and describe key series of records, key databases, and key products that they produce, including information about how these records relate to their organizational structure.

During On-Site Visit

DIA provides staff list of those available for participation during on-site visit.

DIA provides full access to MSIC records, including but not limited to those identified as key series.

NARA reviews records and gathers information for schedule.

After On-Site Visit

NARA drafts schedule.

DIA reviews and concurs with schedule.

NARA approves schedule.

DIA implements schedule prior to their building move.

If necessary, NARA conducts a follow-up visit to schedule any remaining records not covered by the first schedule.



DEFENSE INTELLIGENCE AGENCY
MISSILE AND SPACE INTELLIGENCE CENTER
REDSTONE ARSENAL, AL 35898-5500



U-191,011/00/MSM-1

27 January 2000

TO: National Archives and Records Administration
National Archives at College Park
8601 Adelphi Road
ATTN: Lifecycle Management Division (Margaret Hawkins)
College Park, MD 20740-6001

SUBJECT: Review of Report and SF 115 Drafts

Reference: NARA letter, 26 October 1999.

1. MSIC management has reviewed subject drafts, and comments are provided herein.

a. Report Item 2, MSIC Reference Repository: MSIC has no control over the fact that our reports have not been catalogued by the DIA HQ library and that not all finished production makes it to the library. A set number of copies of all our products that are disseminated by mail (this just excludes products that are online-only products) are indeed addressed to B348 (DIA/SVI-4 CLASS LIB CATLOGING) and B737 (DIA/SVI-4 CLASS LIB).

b. Attachment I: Agree. Implementation will be completed by 28 Feb 00.

c. Attachment II:

(1) MSIC Open Source Collection: Agree

(2) MSIC Reference Repository: Agree

(3) Threat Simulator Validation Reports and Approval Letters: T-Destroy when 3 years old

(4) Threat System Representations Program Management Files: Disagree change to – T-Destroy when 5 years old

(5) DODIPP Product Folders: Disagree change to – T-Destroy when 3 years old

(6) Equipment Tracking Files: Agree

(7) Non-Proliferation Files: Agree

(8) Scientific and Technical Assessment Project Files: T-Destroy when 6 years old or when of no further value, whichever is sooner

(9) Foreign Materiel Exploitation Project Files: T-Destroy 30 years after project completion

(10) Characteristics and Performance Databases: T-Destroy 2 years after project completion

(11) Contractor Reports: T-Destroy when 25 years old

(12) Military Equipment Parametric and Engineering Database: Agree

3. POC for this action is Ms. Susan Smith, MSM-1, 256-313-7624.

FOR THE DIRECTOR:



RICHARD L. STAMPS

Chief, Office for Program Management



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date : February 7, 2000

Reply to
Attn of : Margaret Hawkins, NARA

Subject : MSIC, Draft SF-115

To : MSIC

We read over MSIC's response to NARA's proposed SF-115. We have concerns about one item: Scientific and Technical Assessment Project Files. MSIC proposes that the disposition for this item be "TEMPORARY. Destroy when 6 years old or when of no further value, whichever is sooner."

We would like MSIC to consider one of the following two options for the disposition of these files:

Option #1)

Scientific and Technical Assessment Project Files

TEMPORARY. Destroy when 6 years old or when of no further value, whichever is *later*.

OR

Option #2)

Scientific and Technical Assessment Project Files

a. Substantive records. Includes any records necessary to re-create finished products, or which substantially support a final report or other product. TEMPORARY. Destroy when 6 years old.

b. Non-substantive records. Includes rough notes, reference material, calculations, and other non-substantive material. TEMPORARY. Destroy when no longer needed.

Either one of these dispositions would ensure that MSIC had, for six years, any important records that may be needed to re-create or justify any final products, or that may be needed for other purposes, such as declassifying reports.

Please let me know what you think about this, and we will take it from there. I can be reached at the phone number below.

Thank you,
MARGARET HAWKINS
NARA

msic chose
OPTION #1.
Per phone conversation
w/ Susan Smith,
DIA/MSIC
02108100

missie / Dave



DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-



U-5602/SVI-1

13 April 00

gm

MEMORANDUM FOR THE DIRECTOR NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION, ATTENTION: LIFE CYCLE MANAGEMENT
DIVISION

SUBJECT: SF 115 for Missile and Space Intelligence Center records schedules

1. Enclosed please find SF 115, Request for Records Disposition Authority, for the scheduling of Missile and Space Intelligence Center (MSIC) records. Upon final NARA approval the Defense Intelligence Agency (DIA) will implement these schedules ensuring records are maintained as required.
2. DIA would also like to acknowledge the fine job done by Ms. Margaret Hawkins in reviewing and scheduling records at MSIC. The service she provided was both helpful and very useful to DIA allowing us to receive expert advice on the scheduling of important records. DIA looks forward to working with her in the future.
3. If further information is required, the DIA point of contact is the undersigned at (202) 231-4291.

Enclosure a/s

Melissa L. Folz
 MELISSA L. FOLZ
 Records Management Officer

Targeted Assistance Project Input Form

373	99	A	8/1/1999	10/1/1999	7/6/2000
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Department of Defense - Defense Intelligence Agency
Missile and Space Intelligence Center
MSJC Schedule

Margaret Hawkins

Job No. N1-373-00-1 Note: Target Completion Dates not required at time this project developed

Project ID: 13

Start Date	End Date	Priority	Category
4/19/2000	7/6/2000	22	21

REQUEST FOR RECORDS DISPOSITION AUTHORITY	Job Number N1-373-00-1
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To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED 04/19/00
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1. FROM (Agency or establishment) Defense Intelligence Agency	<p style="text-align: center;">NOTIFICATION TO AGENCY</p> <p>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.</p>
2. MAJOR SUBDIVISION Missile and Space Intelligence Center	
3. MINOR SUBDIVISION	

4. NAME OF PERSON WITH WHOM TO CONFER Melissa Folz	5. TELEPHONE 202-231-4291	DATE 7-6-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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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; or has been requested.

DATE 4/11/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Melissa Folz</i>	TITLE <i>Records Management Officer</i>
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7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED LIST.		

1. MSIC Open Source Collection. Includes copies of articles, reports, and other documents gleaned from trade journals and other open sources.

TEMPORARY. Destroy when of no further value.

2. MSIC Reference Repository. Collection of MSIC-produced reports and other documents as well as copies of documents produced by other DOD components, Federal agencies, and foreign countries. Includes paper and electronic copies. A record copy of all finished production will be maintained by the Production Library at DIA HQ.

- a. Official Files. TEMPORARY. Destroy when of no further value.
- b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

3. Threat Simulator Validation Reports and Approval Letters. Copy of report submitted to DIA/MSIC by the Services for validation of the design and operation of threat simulators. File includes copy of MSIC response.

- a. Official Files. TEMPORARY. Destroy when 3 years old.
- b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

4. Threat System Representations Program Management Files. Files used to track and oversee the disbursement of funds to various organizations for the development of threat systems representations. Includes copies of contract, summary sheets that list projects and allocated funds, Military Interdepartmental Purchase Requests, monthly obligation reports, memorandums, and other related records.

- a. Official Files. TEMPORARY. Destroy when 5 years old.
- b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

5. DODIP Product Folders. Files used to track the completion of DODIP PRODUCTS. Includes various forms, distribution lists, document release form, cover of finished report, correspondence, and other related records.
 - a. Official Files. TEMPORARY. Destroy when 3 years old.
 - b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

6. Equipment Tracking Files. Receipts, such as DD Form 1149, used to track missiles, missile parts, and other equipment that MSIC has distributed.
 - a. Official Files. TEMPORARY. Destroy when 20 years old.
 - b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

7. Non-Proliferation Files. Files related to the transfer and proliferation of technologies associated with ballistic missiles.
 - a. Official Files. PERMANENT. Retire to FRC when 5 years old. Transfer to National Archives when 30 years old.
 - b. Electronic records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

8. Scientific and Technical Assessment Project Files. Files developed in response to a production requirement or other tasking. Typically these projects result in a finished production report. Files include reports, memorandums, copies of articles, photographs, analysts' notes, other background material, and "author's copy" of report.
 - a. Official Files. TEMPORARY. Destroy 6 years after project completed.
 - b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

9. Foreign Materiel Exploitation Project Files. Files related to the exploitation of a foreign weapons, communications, or other systems. Includes interim reports, memorandums, funding documents, exploitation plans, lab studies, test results, and other records related to these projects.
 - a. Official Files. TEMPORARY. Destroy 30 years after completion of project.
 - b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

10. Characteristics and Performance Databases. Raw data regarding scientific and technical assessments of foreign weapons systems or a foreign nation's capabilities. Data taken from SAFE, Intellink, CIRC, and other sources. Databases developed by analysts in response to a production requirement or other tasking.
 - a. Official Files. TEMPORARY. Destroy 2 years after project completed.
 - b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

11. Contractor Reports. Reports prepared by contractors related to technical and scientific assessments of foreign weapons systems.
 - a. Official Files. TEMPORARY. Destroy when 25 years old.
 - b. Electronic version of records created by electronic mail and word processing applications. TEMPORARY. Destroy/delete within a 180 days after recordkeeping copy has been produced.

12. Military Equipment Parametric and Engineering Database. Contains scientific and technical assessments of foreign weapons systems that has been reviewed and made available for customers, including DOD and the intelligence community.

DISPOSITION NOT AUTHORIZED.

Final Report
Targeted Assistance Program
National Archives and Records Administration

Project Designation
NWML-373-99-1A

Agency
Defense Intelligence Agency
Missile and Space Intelligence Center

Project Title
MSIC Schedule

Management Summary
Defense Intelligence Agency requested assistance with scheduling the records of their field facility, the Missile and Space Intelligence Center. NARA appraiser Margaret Hawkins visited there in September of 1999, and scheduled the records under Job No. N1-373-00-1. The agency provided the funds for the travel, a POC at the facility, background information, and access to staff and records.

Customer Satisfaction
See customer letter. This project helped close out recommendations pending under a 1996 NARA evaluation of DIA's production element: *Disposition of Intelligence Production Records at the Defense Intelligence Agency*.

Future Services
Need to ensure that DIA prepares a chapter in their Records Control Schedule reflecting this new schedule.

Schedule
No issues.

Resources
1 NARA person, approximately 75 hours.

Appendices
Customer remarks, letters, etc.

S:\targeted assistance\final reports\373fin.doc

**Agency: Defense Intelligence Agency/Missile and Space Intelligence Center
Schedule**

NWML-373-99-01/A

Purpose: At the request of the agency, assist DIA with the scheduling of the paper and electronic records of its Missile and Space Intelligence Center (MSIC). Records document the preparation of intelligence related to foreign missile systems.

NARA Role: Review records at field site. Prepare report of findings and schedule to cover unscheduled records.

Agency Role: Pay for NARA personnel to travel to field site (Redstone Arsenal). Provide cooperation at field site and review and approve draft schedule. Implement signed schedule.

Products: Report of findings and schedule covering any currently unscheduled records.

Progress: Review of records at field site complete. Report of findings and draft schedule sent to agency. Agency provided initial response to report. Schedule reviewed by SHUs; no problems. Schedule sent to agency for signing.

Concerns: None at this time.

Project lead: Margaret Hawkins 08/2000 FY00

Status: Closed