

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0565-2020-0001

Status: APPROVED
Date Approved: 10/09/2024

General Information

Agency or Establishment	Missile Defense Agency
Record/Scheduling Group	0565 - Records of the Missile Defense Agency
Records Schedule Applies To	Agency Subdivision
Major Subdivision	CounterIntelligence
Schedule Subject	Counterintelligence Records
Additional Schedule Information	Consists of information on activities threatening the security or involving the disruption or subversion of DoD military and civilian personnel, functions, activities, installations, Information, communications, equipment, and supplies; counterintelligence operational material, and investigative and informational data documenting other types of investigations or activities consistent with MDA's mission. This should occupy the space of the currently reserved 300 series under NARA Job number N1-565-12-1.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 16

Number of Temporary disposition items: 10

Number of Permanent disposition items: 6

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0565-2020-0001

Item #	Title	Disposition
0001	Counterintelligence Investigations : Reports of a Routine Nature. : Counterintelligence (CI) Files.	Temporary
0002	Counterintelligence Investigations : Reports of a Routine Nature. : Case Files	Temporary
0003	Major Counterintelligence Investigations. : Case Files	Permanent
0004	Major Counterintelligence Investigations. : Other copies.	Temporary
0005	Briefings : Counterintelligence Defensive Briefings.	Permanent
0006	Briefings : Counterintelligence Briefings.	Permanent
0007	Briefings : Threat Assessment (General).	Permanent
0008	Studies. : Requested Leadership Threat Briefing	Temporary
0009	Studies. : Technical inspections and surveys.	Temporary
0010	Espionage hotline records. : Information not referred.	Temporary
0011	Espionage hotline records. : Information referred.	Permanent
0012	Espionage hotline records. : Records of allegations warranting further documentation, but not investigation.	Temporary
0013	Espionage hotline records. : Local Security and Special Inquiries.	Temporary
0014	Intelligence Training Records. : Training for counterintelligence	Permanent
0015	Intelligence Training Records. : Administrative Files.	Temporary
0016	Intelligence Training Records. : Materials used for training	Temporary

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Records Schedule Items

Group Title	Counterintelligence Investigations : Reports of a Routine Nature.
Group Description	Reports of CI investigations (including requests for and results of forensic laboratory examinations, copies of evidence custody documents and other related material), Informational reports and special inquiries into actual, potential or suspected violations of laws, regulations, and directives (excluding investigations covered under GRS 5.6-230. Also includes security violations, to include investigations of subversion and espionage resolved favorably.
DAA-0565-2020-0001-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Counterintelligence (CI) Files.
Item Description	Working files containing information on individuals, companies, associations, and other collective groups of individuals that may be involved in hostile foreign intelligence activities. Exclude investigative and Missile Defense Agency (MDA) records filed under CRS 300-02.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0565-2020-0001-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Case Files

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Item Description	Counterintelligence Investigations (CI) case files. Reports of CI investigations (including requests for and results of forensic laboratory examinations, copies of evidence custody documents and other related material), Informational reports and special inquiries into actual, potential or suspected violations of laws, regulations, and directives (excluding investigations covered under GRS 5.6-230. Also includes security violations, to include investigations of subversion and espionage resolved favorably.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 25 year(s) after case closes.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

Group Title	Major Counterintelligence Investigations.
Group Description	Investigations of actual, potential or suspected espionage, subversion, sabotage, treason, terrorism, or security issues or other major investigations or special inquiries of a counterintelligence nature. Includes requests for forensic laboratory examinations, evidence custody documents and other related material.
DAA-0565-2020-0001-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Case Files

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Item Description	Major CI Investigations. Investigations of actual, potential or suspected espionage, subversion, sabotage, treason, terrorism, or security issues or other major investigations or special inquires of a counterintelligence nature. Includes requests for forensic laboratory examinations, evidence custody documents and other related material.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:unknown
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/---- To: --/--/----
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(1) National Security
DAA-0565-2020-0001-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Other copies.
Item Description	Are copies of Major Counterintelligence case files.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 3 year(s) after case closes or when no longer needed, whichever is earlier.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

Group Title	Briefings
DAA-0565-2020-0001-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Counterintelligence Defensive Briefings.
Item Description	Requests for and records of briefings of Missile Defense Agency personnel who intend to travel or have traveled, either officially unofficially, to foreign areas.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:Unknown
End year of records covered by this authority	Still being created
Frequency of transfer	1

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Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(1) National Security
DAA-0565-2020-0001-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Counterintelligence Briefings.
Item Description	Consists of requests for, records of and copies of CI briefings covering topics such as threat, technology transfer and counterterrorism.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:Unknown
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(1) National Security
DAA-0565-2020-0001-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Threat Assessment (General).
Item Description	Contains reports on the collection and assessment of threat information pertaining to naval operations or geographic locations.
Is this item media neutral?	No

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Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:Unknown
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(1) National Security

Group Title	Studies.
Group Description	Contains all-source information on various Counterintelligence topics of interest to the Missile Defense Agency.
DAA-0565-2020-0001-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Requested Leadership Threat Briefing
Item Description	Contains all-source information on various Counterintelligence I topics of interest to MDA leadership.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	

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Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 25 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

DAA-0565-2020-0001-0009 STATUS: Active

ITEM GENERAL INFORMATION

Item Title	Technical inspections and surveys.
Item Description	Inspections to determine the efficiency of security measures and surveys to determine the measures necessary to protect a command, installation, or site from penetration for purpose of technical surveillance. Also includes related information such as requests for inspections and surveys.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

DISPOSITION INSTRUCTION

Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 5 year(s) after record date.

ADDITIONAL INFORMATION

Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

Group Title	Espionage hotline records.
Group Description	Information, correspondence, preliminary inquiries, audiotape recordings and memoranda of telephone conversations relating to information received by MDA nab-a-spy hotline.

DAA-0565-2020-0001-0010 STATUS: Active

ITEM GENERAL INFORMATION

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Item Title	Information not referred.
Item Description	Records of vague or other allegations not warranting investigation or further documentation.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No
DAA-0565-2020-0001-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Information referred.
Item Description	Records of allegations warranting investigation.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after case closes.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:Unknown

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End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(1) National Security
DAA-0565-2020-0001-0012 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Records of allegations warranting further documentation, but not investigation.
Item Description	Espionage hotline records. Information, correspondence, preliminary inquiries, audiotape recordings and memoranda of telephone conversations relating to information received by MDA hotline, whose viability does not warrant an investigation.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 15 year(s) after case closes.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No
DAA-0565-2020-0001-0013 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Local Security and Special Inquiries.
Item Description	Files documenting inquiries conducted concerning US persons and foreign nationals for base access or employment purposes.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 5 year(s) after inquiry closes.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

Group Title	Intelligence Training Records.
DAA-0565-2020-0001-0014	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Training for counterintelligence
Item Description	Records that relate to training for specific counterintelligence operations or special intelligence operations. Exclude investigator training.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Textual data:Unknown
End year of records covered by this authority	Still being created

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Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(1) National Security
DAA-0565-2020-0001-0015	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Administrative Files.
Item Description	Records of the day to day administration and operations of training institutions sponsored by MDA and records of training conducted at the local level by commands and activities with an intelligence mission. Included are class lists, rosters, records of attendance and completion, instructor reports, attrition reports and similar records.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0565-2020-0001-0016	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Materials used for training
Item Description	Course syllabi, lesson plans, examinations, instructional materials, and reference publications used in general intelligence training. Exclude records for specialized training.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: superseded or obsolete
Retention Period	Destroy when no longer needed
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/09/2024