

SERIES 1100

UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE (USD(I))  
ASSISTANT SECRETARY OF DEFENSE FOR NETWORKS AND INFORMATION  
INTEGRATION (ASD(NII))

1100. COMMAND, CONTROL, COMMUNICATIONS AND INTELLIGENCE (C3I)

These files pertain to ASD(NII) and its responsibility for ensuring the reliability, survivability, security, and cost-effectiveness of C3I systems for the Department of Defense and the National Military Command System (NMCS). Unless otherwise indicated, all permanent records retired to the WNRC shall become available for transfer to the NARA when 30 years old. Depending upon volume, files may be further subdivided by the use of a decimal numerical suffix. NOTE: Those files pertaining to intelligence programs, surveillance and reconnaissance, signals intelligence, and resources shall be found under the applicable 500-series entries.

1101. SECURITY POLICY (was 306) (NC1-330-77-13)

1101-01. International Security

1101-01.1. Security policy, directives, and guidelines on NATO or other international defense treaty members.

Disposition: Permanent. Transfer to the WNRC when superseded or canceled.

1101-01.2. Directives on support for NATO classified couriers and policy supervision for the U.S. Central Registry.

Disposition: Permanent. Transfer to the WNRC when superseded or canceled.

1101-01.3. International General Security of Information and/or Industrial Security Procedures with Allied defense forces regarding security policy, operation, and arrangements of a security nature.

Disposition: Permanent. Transfer to the WNRC when superseded or canceled.

1101-01.4. International Pact Organizations (IPO) (NATO, (Central Treaty Organization, or Southeast Asia Treaty Organization) compromise cases by U.S. and non-U.S. holders.

Disposition: a. Dispose of records on the compromise of Top Secret defense information or equivalent with all associated case papers, including corrective action taken 10 years after cut off. b. Dispose of similar material relating to the compromise of Secret defense

information or equivalent 5 years after cut off. c. Dispose of all other such material 2 years after cut off. Submit SF 135 for authority to destroy. d. Retain a., b., and c., above in file 1 year after cut off. Have U.S. Central Registry microfilm for retention and disposition as above (destroy pages microfilmed after determination that film is a substitute for paper).

1101-01.5. Inspection reports by U.S. Central Registry of U.S. holders of North Atlantic Treaty Organization (NATO), Central Treaty Organization (CENTO), and Southeast Asia Treaty Organization (SEATO) information.

Disposition: Destroy 5 years after cut off.

1101-01.6. Inspection reports by NATO Office of Security of non-U.S. holders of NATO, CENTO, and SEATO information.

Disposition: Destroy 2 years after cut off.

1101-01.7. Inventory reports of U.S. holders of NATO, CENTO, and SEATO information.

Disposition: Destroy 2 years after cut off.

1101-01.8. International Pact Organizations (IPO) (NATO, CENTO, or SEATO) security policy working papers.

Disposition: Retain until superseded by final IPO regulations and/or documents, then destroy.

1101-01.9. IPO (NATO, CENTO, or SEATO) security policy directives, regulations, or guidelines on security policy.

Disposition: Retain until canceled or superseded, then destroy.

1101-01.10. Comments and/or inputs to IPO security policy directives, regulations, or guidelines on security policy.

Disposition: Retire to the WNRC 2 years after completion and or/final decision of all agenda items.

1101-01.11. IPO Committee and/or Groups - Minutes of Meetings.

Disposition: Destroy 2 years after completion and/or final decision of all agenda items.

1101-01.12. Security Policy (security clauses) comments and/or inputs to international agreements, memos of understanding (MOU), technical arrangements, etc. (another office of primary responsibility (OPR)).

Disposition: Retire to the WNRC 5 years after termination cancellation, or superseded agreement, MOU, etc. for permanent retention.

1101-01.13. Security surveys and/or assessments of foreign countries.

Disposition: Retire to the WNRC 5 years after termination of existing agreements with country for permanent retention.

1101-01.14. Security Policy comments and/or inputs to NDPC papers, including exceptions to policy, annual reviews, foreign military sales, meetings, or directives.

Disposition: Retire to the WNRC 2 years after resolution and/or publication of final document. Transfer to NARA when 30 years old.

1101-01.15. Congressional correspondence resulting from inquiries, investigations, or other action by members of Congress that establishes or defines policies, plans, program objectives, or responsibilities.

Disposition: Retire record copies for permanent preservation members to the WNRC 1 year after case is closed. Destroy duplicate copies and associated non-record material 1 year after the close of the case unless part of the case file.

1101-01.16. Travel arrangements.

Disposition: Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

1101-01.17. Discovery of Electronic Surveillance Files. Case files on those individuals and/or organizations on which to base their reply to court-approved motions for discovery of electronic surveillance. Letters of request, directives to the DoD Components to conduct search, and responses are included.

Disposition: Destroy when 15 years old. Transfer to the WNRC 2 years after completion of project.

#### 1101-02. Industrial Security Clearance Review

1101-02.1. Policy, directives, and general administrative documents on the Industrial Security Clearance Program.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for files maintained in accordance with series 103-01.

1101-02.2. Reviews and investigates reports on issuance of, or continuation of clearance.

Disposition: Retire to the WNRC 5 years after no longer active. Destroy 20 years later (NC1-330-77-13).

1101-02.3. Adverse action on investigative reports.

Disposition: Retire to the WNRC 5 years after no longer active. Destroy 20 years later (NC1-330-77-13).

1101-02.4. Hearings from applicants for supporting eligibility for access authorization.

Disposition: Retire to the WNRC 5 years after no longer active. Destroy 20 years later (NC1-330-77-13).

1101-02.5. Redacted copies of final Screening Board (opinions, Examiners, and Appeal Board opinions and motions).

Disposition: Retain in the OSD. Review for disposition in 20 years (NC1-330-77-13).

#### 1101-03. Security Plans and Programs

1101-03.1. Policy and procedures in the form of directives and guidance to the military and civilian security programs of the DoD Components including investigative and physical security matters.

1101-03.2. Liaison documents with other U.S. security agencies coordinating policy and procedures.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for files maintained in accordance with the provisions of series 103-01.

#### 1101-04. Information Security

1101-04.1. Policy, standards, and criteria for security classification, classification downgrading, and declassification of information within the Department of Defense and industry, and for identification of military technological information requiring security protection.

1101-04.2. Directives for management documents that administer the DoD Classification Management Program.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete,

as prescribed for documents maintained in accordance with the provisions of series 103-01.

1101-04.3. Documents on DoD participation in the Interagency Classification Appeals Panel.

Disposition: Permanent. a. Cut off documents described above when no longer needed for current operations and retire to the WNRC 5 years after cut off, or when the committee is abolished, as prescribed for documents maintained in accordance with the provisions of series 103-06. b. Routine feeder reports, destroy when no longer needed.

## 1102. COMMAND AND CONTROL FILES

### 1102-01. Concepts and Strategy

1102-01.1. Documents that develop and coordinate command and control policies in implementing directives that define the functional, organizational, operational relationship between all elements of the Worldwide Military Communications System (WWMCCS) and establish responsibilities for the management, development, acquisition, and operation of WWMCCS.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1102-02. WWMCCS 4 Architecture. Documents providing policy and guidelines, compatible interfaces between systems, and computerized data format standards. Networks configuration and systems designs.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1102-03. Combat Support Plans for the allocation of development and acquisition resources between the various areas comprising Combat Support. Documents managing the preparation and coordination of major development activities in Combat Support. Reviews of development and production programs. Documents of the Research and Development Subgroups of the DoD Advisory Committee on Federal Aviation, which coordinates programs of interest to the FAA, Department of Defense and the Military Departments. Committee agenda and minutes of meetings.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

## 1103. COMMUNICATIONS

1103-01. Development and Acquisition

1103-01.1. Documents developing telecommunications objectives, policies, plans and programs. These are in the form of National Communications System (NCS) instructions pertaining to the unified technical planning and operational guidance. Procedural arrangements and reports necessary to develop the NCS.

1103-01.2. Development of a 10-year DoD plan to implement the NCS plan including the budgetary requirement to acquire equipment and operate the system.

1103-01.3. The development of evaluation criteria to measure the effectiveness of the equipment (hardware), the programs which operate the equipment (software), and the system from the standpoint of reliability, survivability, and security.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with file series 103-01.

1103-02. RESERVED

1103-03. RESERVED

1103-04. RESERVED

1103-05. Teleprocessing

1103-05.1. Policy on the computer science aspect of teleprocessing. Data terminal standards and operational procedures. Modem or Data Set criteria and selection. Networking (the technique of optimizing service through the intelligent linking or remote stations by communications lines).

Disposition: Permanent. Cut off and retire to WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with file series 103-01.

1103-05.2. Informal Liaison with Teleprocessing Industry. (The 1600. series in this Instruction for additional information.) Technical literature, pamphlets, price lists, and similar data.

Disposition: Destroy when superseded, obsolete, or no longer required for reference, as prescribed for documents maintained in accordance with file series 103-01.3.

1104. TECHNICAL POLICY OPERATIONS

1104-01. Technical Policy Operations

1104-01.1. Documents that establish DoD policy with respect to overall aspects of telecommunications besides WWMCCS. This includes such telecommunications matters as camp, post, base, and station telecommunications; fixed and/or transportable non-DCS telecommunications not organic to military forces, telecommunications security (COMSEC), radio navigation, and special cases.

1104-01.2. Files documenting contact on telecommunications matters with organizations external to the Department of Defense such as the FCC. These documents include such matters as assignment of frequencies, interference, availability of commercial networks, policy and procedures for national communications and similar matters.

1104-01.3. Reviews, evaluations, and coordinations of DoD operations plans and programs in all areas or telecommunications.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with file series 103-01.