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*"Rummaging in the government's attic"*

Description of document: Defense Intelligence Agency (DIA) Records Transfers to the National Archives 2011-2012

Requested date: 02-January-2013

Release date: 04-February-2026

Posted date: 23-February-2026

Source of document: FOIA Request  
Defense Intelligence Agency  
ATTN: IMO-2 (FOIA)  
7400 Pentagon  
Washington, DC 20301-7400  
[DIA FOIA Request Form](#)  
Email: [foia1@dodiis.mil](mailto:foia1@dodiis.mil)

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DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-5100



U-26-9023/IMO-1B (FOIA)

FOIA-00119-2013  
February 04, 2026

This responds to your Freedom of Information Act (FOIA) request, dated January 02, 2013, that you submitted to the Defense Intelligence Agency (DIA) for information concerning: *Any correspondence from the DIA to the NARA regarding record transfer to the NARA, between January 1, 2011 to January 1, 2013.* DIA apologizes for the delay in responding to your request.

A search of DIA's systems of records located 16 documents (54 pages) responsive to your request.

Upon review, while considering the foreseeable harm standard, DIA has determined that some portions of the documents must be withheld in part from disclosure pursuant to the FOIA. The withheld portions are exempt from release pursuant to Exemptions 3 and 6 of the FOIA, 5 U.S.C. § 552 (b)(3) and (b)(6). Exemption 3 applies to information specifically exempted by a statute establishing particular criteria for withholding. The applicable statutes are 10 U.S.C. § 424 and 50 U.S.C. § 3024(i). Statute 10 U.S.C. § 424 protects the identity of DIA employees, the organizational structure of the agency, and any function of DIA. Statute 50 U.S.C. § 3024(i) protects intelligence sources and methods. Exemption 6 applies to information which if released would constitute an unwarranted invasion of the personal privacy of other individuals. DIA has not withheld any reasonably segregable non-exempt portions of the records.

If you have any questions/concerns you may:

Contact the DIA FOIA Service Center	Email: <a href="mailto:FOIA1@dodiis.mil">FOIA1@dodiis.mil</a> Phone: 301-394-6253
File an administrative appeal (must be submitted within 90 days of the date on the letter) please contact us via one of the following and use FOIA-00119-2013 when referencing your case)	Email: <a href="mailto:FOIA1@dodiis.mil">FOIA1@dodiis.mil</a> Mail: Defense Intelligence Agency ATTN: IMO-1B (FOIA) 7400 Pentagon Washington, DC 20301-7400

For mediation services, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire

Email: [ogis@nara.gov](mailto:ogis@nara.gov) Phone: 202-741-5770  
Toll-Free 1-877-684-6448 Facsimile: 202-741-5769  
Mail: Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, MD 20740-6001

Sincerely,



(for)

C. C. Davison

Chief, Records and Open Government

Enclosures: a/s



DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20340-5100



**FACSIMILE COVER SHEET**

DATE/TIME: 20 July 2011

FROM (b)(3), 10 USC 424; (b)(6)

OFFICE SYMBOL: DAN-1C

PHONE # (b)(3), 10 USC 424; (b)(6)

FAX#: (b)(3), 10 USC 424; (b)(6)

TO: (b)(3), 5 USC 3024(i); (b)(6)

PHONE: (b)(3), 5 USC 3024(i); (b)(6)

FAX#: (b)(3), 5 USC 3024(i); (b)(6)

Number of pages – including cover sheet: \_\_\_\_\_  
"THIS IS AN UNCLASSIFIED FAX".

(b)(3), 10 USC 424; (b)(6)  
SIGNATURE \_\_\_\_\_

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NOL 3-2-78 1
DATE RECEIVED	1 FEB 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-2-78 Date	(b)(3) 10 USC 424, (b)(6)

**GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT) <b>Defense Intelligence Agency (DIA)</b>	
2. MAJOR SUBDIVISION <b>Coordination Staff</b>	
3. MINOR SUBDIVISION <b>Foreign Liaison Division</b>	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
(b)(3) 50 USC 3024(i), (b)(6)	

**6. CERTIFICATE OF AGENCY REPRESENTATIVE:**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>1-31-78</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE (b)(3) 50 USC 3024(i), (b)(6)	E. TITLE <b>Management Analyst</b>
---------------------------	--	---------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
01	<p><b>Foreign Liaison Policy Files</b></p> <p>Records relating to the formulation, implementation, interpretation, and revision of DIA policies concerning relationships with foreign nationals, including the release of information, contacts between DIA personnel and foreigners, briefings, tours, and visits.</p> <p>Record copies: PERMANENT. Retire to WNRC when file becomes inactive; offer to the National Archives when <b>20</b> years old.</p> <p>Other copies: TEMPORARY. Destroy when superseded, obsolete, or no longer required for reference.</p> <p>Record copies are maintained by the Foreign Liaison Division. Annual accumulation is approximately one to three inches and records are arranged by subject and chronologically thereunder.</p>	501 1225	

109  
*Agency, NEW, NATIONAL & NARS 3/1/78*  
*8 items*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7. N NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
570/1	<p>Foreign Liaison Files (Country Files)</p> <p>Records relating to DIA's responsibilities for coordinating the foreign liaison activities of DoD components (excluding the military services). Records relate almost entirely to the release of information to foreign nationals and to visits by foreigners to DoD facilities and include request forms, biographical data, transmittals, concurrences, and related correspondence and memorandums.</p> <p>Record copies: TEMPORARY. Retire to WNRC when 3 years old; destroy when 10 years old.</p> <p>Other copies: TEMPORARY. Destroy when 1 year old.</p>	1235	
570/2	<p>Foreign Liaison Files (General)</p> <p>Records relating to DIA liaison activities with foreign nationals, exclusive of records filed under 570/1. Records relate to such matters as special projects, briefings, accreditations, awards, the attendance of DIA personnel at foreign embassy social functions, and activities involving the Director of DIA.</p> <p>Record copies: PERMANENT. Retire to WNRC when 3 years old; offer to the National Archives when 20 years old.</p> <p>Other copies: TEMPORARY. Destroy when 1 year old.</p> <p>Record copies are maintained by the Foreign Liaison Division. Annual accumulation is one to three inches and the arrangement is by subject and chronologically thereunder.</p>	1235	
570/3	<p>Foreign Liaison Files (VIP Files)</p> <p>Records relating to DIA liaison activities involving prominent foreign nationals, high ranking figures, or those with whom DIA maintains sustained relations. Records relate to such matters as visits, briefings, and the exchange of information.</p>	1235	

03

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

**Request for Records Disposition Authority—Continuation**

JOB NO.

PAGE OF

NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Record copies: PERMANENT. Retire to WMRC when file becomes inactive; offer to National Archives when 20 years old.</p> <p>Other copies: TEMPORARY. Destroy when 1 year old.</p> <p>Record copies are maintained by the Foreign Liaison Division. Annual accumulation is approximately six inches and the arrangement is alphabetically by name of VIP.</p>		

SECTION I - APPROVED FOR DISPOSAL

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE ~~XXXXXX~~ (THEY DO) NOT HAVE SUFFICIENT VALUE FOR PURPOSES OF HISTORICAL OR OTHER RESEARCH, FUNCTIONAL DOCUMENTATION, OR THE PROTECTION OF INDIVIDUAL RIGHTS WARRANT PERMANENT RETENTION BY THE FEDERAL GOVERNMENT.

All copies of records, other than the record copy, filed under FNs 501, 570/2, and 570/3 and all records filed under FN 570/1

GENERAL ACCOUNTING OFFICE CONCURRENCE

NA

SEE COMMENTS OR ATTACHED LETTER.

SECTION II - APPROVED FOR PERMANENT RETENTION

ITEM(S) THAT IS (ARE) APPROVED FOR PERMANENT RETENTION, FOR THE REASONS INDICATED IN SECTION VII. THE AGENCY WILL OFFER THESE RECORDS TO THE NATIONAL ARCHIVES AND RECORDS SERVICE AS SPECIFIED IN THE SCHEDULE.

Record copies of documents filed under FNs 501, 570/2, and 570/3.

SECTION III - APPROVED FOR DISPOSAL AFTER CONVERSION TO MICROFORM

ITEM(S) FOR WHICH DISPOSAL AUTHORITY IS REQUESTED, IS (ARE) DISPOSABLE BECAUSE THE RETAINED MICROFORM IS AN ADEQUATE SUBSTITUTE FOR THE ORIGINAL RECORDS. THE AGENCY CERTIFIES COMPLIANCE WITH THE STANDARDS SET FORTH IN FPMR 101-11.504.

SECTION IV - DISPOSAL NOT APPROVED

ITEM(S) THAT IS (ARE) NOT APPROVED FOR DISPOSAL AT THIS TIME. THE AGENCY WILL RESUBMIT THIS (THESE) ITEM(S) WHEN SUFFICIENT INFORMATION IS AVAILABLE TO DETERMINE THE VALUE OF THESE RECORDS FOR AGENCY AND ARCHIVAL PURPOSES. IF NOT RESUBMITTED WITHIN SIX MONTHS NARS WILL CONTACT THE AGENCY.

SECTION V - WITHDRAWN

ITEM(S) THAT HAS (HAVE) BEEN WITHDRAWN AT THE REQUEST OF THE AGENCY.

NATURE OF APPROVAL	<p>(b)(3); 50 USC 3024(i); (b)(6)</p>	DATE	2-21-78
APPROVAL		DATE	2/24/78
		DATE	3/21/78
CONCURRENCES		DATE	
		DATE	

SECTION VII - APPRAISER'S RECOMMENDATION

COMMENTS:

Records proposed for permanent retention document DIA liaison activities with foreign nationals.

203/20

**From:** (b)(3) 1 USC 424; (b)(6)  
**To:**  
**Subject:** Re: Classified records checklist  
**Date:** Tuesday, May 08, 2012 3:16:18 PM

---

Hello (b)(3) 1 USC 424; (b)(6)

Questions concerning the form should be directed to (b)(3) 5 USC 3024(i); (b)(6)

(b)(3) 5 USC 3024(i); (b)(6)

Sincerely,

(b)(3) 5 USC 3024(i); (b)(6)

>>> (b)(3) 1 USC 424; (b)(6) 5/8/2012 8:43 AM >>>

Good Morning (b)(3) 5 USC 3024(i); (b)(6)

Do you have further guidance concerning the Classified Records Checklist, specifically question 2. All the boxes are labeled with certifying Kyl-Lott review was conducted. Is this sufficient documentation for question two on the checklist?

Thank you

(b)(3) 1 USC 424; (b)(6)

**From:** (b)(3) 5 USC 3024(i); (b)(6)  
**To:** (b)(3) 1 USC 424; (b)(6)  
**Subject:** SF-258; New Checklist  
**Date:** Friday, May 04, 2012 11:40:06 AM  
**Attachments:** Dia\_258.pdf  
[Records Check Sheet Transfer 373-67A-4994.docx](#)  
[Records Check Sheet Transfer 373-70A-1743.docx](#)  
[Records Check Sheet Transfer 373-71A-3987.docx](#)  
[Records Check Sheet Transfer 373-90-0034.docx](#)  
[Records Check Sheet Transfer 373-05-0065.docx](#)  
[Records Check Sheet Transfer 373-65A-3363.docx](#)  
[Records Check Sheet Transfer 373-67-4993.docx](#)

---

Good morning

(b)(3) 1 USC 424; (b)(6)

Please find attached the new checklist forms (7). The attached forms confirm Kyl-Lott review was conducted by certified Historical Record RD (HRRD) reviewers. It is unclear why NARA is requesting documentation at the accession or box level, if the records were identified and labeled and/or reviewed by trained HRRD reviewers.

-----Original Message-----

**From:** (b)(3) 1 USC 424; (b)(6)  
**Sent:** Thursday, May 03, 2012 8:50 AM  
**To:** (b)(3) 5 USC 3024(i); (b)(6)  
**Subject:** SF-258; New Checklist

(b)(3) 5 USC 3024(i); (b)(6)

Forwards as mentioned in JWICS email.

New form for all transfers (SF-258) and copies of the ones submitted that need form completion.

(b)(3) 1 USC 424; (b)(6)

**Agency Classified Records Transfer/Collection Check Sheet**

**Agency:** \_\_\_\_\_

**FRC Transfer Number:**

**Agency ID #:**

**Series/Collection Title:** 1095(1)a/Intell Information Reports

**Box Numbers:** 2

**Disposition Authority:** N1-373-79-04, Item 1(a)

**Agency Declassification Manager:** [b)(3); 1 USC 424; (b)(6)]

**Phone Number:** [b)(3); 1 USC 424; (b)(6)]

1. Have these records been reviewed for declassification in accordance with section 3.3 of E.O. 13526 and 32 CFR section 2001.30j?

Yes X No \_\_\_ (If no, please provide your agency's plan for compliance below)

2. Do these records have Kyl-Lott certification (see Special Historical Records Review Plan (Supplement))?

Yes X (documentation attached) No \_\_\_ (If no, please provide your agency's plan for compliance below)

3. Have any documents been tabbed for exemption from declassification using an SF 715 (or equivalent for special media or electronic records)?

Yes X No \_\_\_

Note, that unless properly exempted, your agency's equity is automatically declassified when 25 years old.

4. Have all referrals and exclusions been tabbed in accordance with 32 CFR section 2001.34?

Yes X No \_\_\_ (If no, if no, please provide your agency's plan for compliance below)

Referrals \_\_\_\_\_

**Additional Comments/Notes:** The enclosed accessioned records have received a page-by-page review for RD/FRD [Kyl-Lott certified] by Historical Record RD Reviewers. Boxes are labeled accordingly certifying Kyl-Lott was conducted and when appropriate, (RD/FRD) identified.

Documentation unwarranted based on aforementioned comment.

Ref: 373-05-0065

**Agency Classified Records Transfer/Collection Check Sheet**

**Agency:** \_\_\_\_\_

**FRC Transfer Number:**

**Agency ID #:**

**Series/Collection Title:** 1095(2)a/Army Intell Information Reports

**Box Numbers:** 3

**Disposition Authority:** N1-373-88-11, Item 1095b (2)(a)

**Agency Declassification Manager:** (b)(3) 1 USC 424; (b)(6)

**Phone Number:** (b)(3) 1 USC 424; (b)(6)

1. **Have these records been reviewed for declassification in accordance with section 3.3 of E.O. 13526 and 32 CFR section 2001.30j?**

Yes X No \_\_\_ (If no, please provide your agency's plan for compliance below)

2. **Do these records have Kyl-Lott certification (see Special Historical Records Review Plan (Supplement))?**

Yes X (documentation attached) No \_\_\_ (If no, please provide your agency's plan for compliance below)

3. **Have any documents been tabbed for exemption from declassification using an SF 715 (or equivalent for special media or electronic records)?**

Yes X No \_\_\_

Note, that unless properly exempted, your agency's equity is automatically declassified when 25 years old.

4. **Have all referrals and exclusions been tabbed in accordance with 32 CFR section 2001.34?**

Yes X No \_\_\_ (If no, if no, please provide your agency's plan for compliance below)

Referrals \_\_\_\_\_

**Additional Comments/Notes:** The enclosed accessioned records have received a page-by-page review for RD/FRD [Kyl-Lott certified] by Historical Record RD Reviewers. Boxes are labeled accordingly certifying Kyl-Lott was conducted and when appropriate, (RD/FRD) identified.

Documentation unwarranted based on aforementioned comment.

Ref: 373-67A-4994

**Agency Classified Records Transfer/Collection Check Sheet**

**Agency:** \_\_\_\_\_

**FRC Transfer Number:**

**Agency ID #:**

**Series/Collection Title:** 1095(2)a/Intell Reports Hong Kong

**Box Numbers:** 3

**Disposition Authority:** N1-373-88-11, Item 1095b(2)(a)

**Agency Declassification Manager:** (b)(3) 1 USC 424; (b)(6)

**Phone Number:** (b)(3) 1 USC 424; (b)(6)

1. **Have these records been reviewed for declassification in accordance with section 3.3 of E.O. 13526 and 32 CFR section 2001.30j?**

Yes  No  (If no, please provide your agency's plan for compliance below)

2. **Do these records have Kyl-Lott certification (see Special Historical Records Review Plan (Supplement))?**

Yes  (documentation attached) No  (If no, please provide your agency's plan for compliance below)

3. **Have any documents been tabbed for exemption from declassification using an SF 715 (or equivalent for special media or electronic records)?**

Yes  No

Note, that unless properly exempted, your agency's equity is automatically declassified when 25 years old.

4. **Have all referrals and exclusions been tabbed in accordance with 32 CFR section 2001.34?**

Yes  No  (If no, if no, please provide your agency's plan for compliance below)

Referrals \_\_\_\_\_

**Additional Comments/Notes:** The enclosed accessioned records have received a page-by-page review for RD/FRD [Kyl-Lott certified] by Historical Record RD Reviewers. Boxes are labeled accordingly certifying Kyl-Lott was conducted and when appropriate, (RD/FRD) identified.

Documentation unwarranted based on aforementioned comment.

Ref: 373-70A-1743



Agency Classified Records Transfer/Collection Check Sheet

Agency: \_\_\_\_\_

FRC Transfer Number:

Agency ID #:

Series/Collection Title: 1225a/General Foreign Liaison Files

Box Numbers: 2

Disposition Authority: NCI 373-78-1, Item 570/2

Agency Declassification Manager: (b)(3); 1 USC 424; (b)(6)

Phone Number: (b)(3); 1 USC 424; (b)(6)

1. Have these records been reviewed for declassification in accordance with section 3.3 of E.O. 13526 and 32 CFR section 2001.30j?

Yes X No \_\_\_ (If no, please provide your agency's plan for compliance below)

2. Do these records have Kyl-Lott certification (see Special Historical Records Review Plan (Supplement))?

Yes X (documentation attached) No \_\_\_ (If no, please provide your agency's plan for compliance below)

3. Have any documents been tabbed for exemption from declassification using an SF 715 (or equivalent for special media or electronic records)?

Yes X No \_\_\_

Note, that unless properly exempted, your agency's equity is automatically declassified when 25 years old.

4. Have all referrals and exclusions been tabbed in accordance with 32 CFR section 2001.34?

Yes X No \_\_\_ (If no, if no, please provide your agency's plan for compliance below)

Referrals \_\_\_\_\_

**Additional Comments/Notes:** The enclosed accessioned records have received a page-by-page review for RD/FRD [Kyl-Lott certified] by Historical Record RD Reviewers. Boxes are labeled accordingly certifying Kyl-Lott was conducted and when appropriate, (RD/FRD) identified.

Documentation unwarranted based on aforementioned comment.

Ref: 373-71A-3987



Agency Classified Records Transfer/Collection Check Sheet

Agency: \_\_\_\_\_

**FRC Transfer Number:**

**Agency ID #:**

**Series/Collection Title:** 200a/Director Correspondence Files

**Box Numbers:** 3

**Disposition Authority:** NCI 373-78-8

**Agency Declassification Manager:** (b)(3), 1 USC 424, (b)(6)

**Phone Number:** (b)(3), 1 USC 424, (b)(6)

1. **Have these records been reviewed for declassification in accordance with section 3.3 of E.O. 13526 and 32 CFR section 2001.30j?**

Yes X No \_\_\_ (If no, please provide your agency's plan for compliance below)

2. **Do these records have Kyl-Lott certification (see Special Historical Records Review Plan (Supplement))?**

Yes X (documentation attached) No \_\_\_ (If no, please provide your agency's plan for compliance below)

3. **Have any documents been tabbed for exemption from declassification using an SF 715 (or equivalent for special media or electronic records)?**

Yes X No \_\_\_

Note, that unless properly exempted, your agency's equity is automatically declassified when 25 years old.

4. **Have all referrals and exclusions been tabbed in accordance with 32 CFR section 2001.34?**

Yes X No \_\_\_ (If no, if no, please provide your agency's plan for compliance below)

Referrals \_\_\_\_\_

**Additional Comments/Notes:** The enclosed accessioned records have received a page-by-page review for RD/FRD [Kyl-Lott certified] by Historical Record RD Reviewers. Boxes are labeled accordingly certifying Kyl-Lott was conducted and when appropriate, (RD/FRD) identified.

Documentation unwarranted based on aforementioned comment.

Ref: 373-90-0034



**From:** (b)(3);50 USC 3024(i); (b)(6)  
**To:** (b)(3); 10 USC 424; (b)(6)  
**Cc:** (b)(3);50 USC 3024(i); (b)(6)  
**Subject:** Fwd: Records Transfer/Collection Check List  
**Date:** Thursday, May 03, 2012 8:05:28 AM  
**Attachments:** [Classified Records Check Sheet Transfer.docx](#)  
[Dia 258.pdf](#)

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I'm resending this email to you.

>>> (b)(3);50 USC 3024(i); (b)(6) 4/24/2012 9:56 AM >>>

Dear (b)(3); 10 USC 424; (b)(6)

NARA has received the SF-258(s) you submitted requesting transfer of classified records to the National Archives. The transfer documentation does not contain information regarding the declassification status of the records. The National Declassification Center (NDC) requests that agencies provide documentation certifying the records meet requirements as they pertain to declassification review, other agency equities, and Kyl-Lott certification.

These criteria are outlined in the Agency Classified Records Transfer/Collection Check Sheet attached to this email. This form or a comparable form created by your agency containing the same information must be completed in its entirety for each classified accession proposed for transfer to the National Archives. The completed form must accompany each Agreement to Transfer Records to the National Archives (SF 258) or ERA Transfer Request (TR).

Failure to return this form within 30 days will result in the return of the SF 258. If this occurs, a new SF-258 may be resubmitted once the form is completed.

General questions regarding the accessioning process can be directed to me at (b)(3);50 USC 3024(i); (b)(6) fax number (b)(3);50 USC 3024(i); (b)(6) or via email at (b)(3);50 USC 3024(i); (b)(6). Questions concerning the attached form should be directed to (b)(3);50 USC 3024(i); (b)(6) or (b)(3);50 USC 3024(i); (b)(6)

Sincerely,

(b)(3);50 USC 3024(i); (b)(6)

**From:** (b)(3);50 USC 3024(i);  
(b)(3);10 USC 424; (b)(6)  
**To:** (b)(3);10 USC 424; (b)(6)  
**Cc:** (b)(3);50 USC 3024(i); (b)(6)  
**Subject:** SF-258, Name and Address for block 3B  
**Date:** Tuesday, March 27, 2012 11:22:51 AM

---

Good morning.

Per your request the name and address for the NARA Approving Official is included below. This NARA Approving Official makes an approval decision on SFs-258/ERA Transfer Requests for textual records transferred to the National Archives at College Park. Other NARA Approving Officials have been designated for transfer of non-textual medial types and records proposed for transfer into NARA regional facilities.

NARA Approving Official (to be filled into block 3B on SF-258):

(b)(3);50 USC 3024(i); (b)(6)

Carbon copying (b)(3);50 USC 3024(i); (b)(6) is particularly familiar with textual accessions from your agency. Please feel free to contact this office should you have any further questions.

Thank you.  
regards,

(b)(3);50 USC 3024(i); (b)(6)

**From:** (b)(3) 50 USC 3024(i); (b)(6)  
**To:** (b)(3) 10 USC 424; (b)(6)  
**Subject:** FW: SF258 New Checklist  
**Date:** Thursday, May 17, 2012 7:08:40 AM

---

Good morning (b)(3) 10 USC 424; (b)(6)

Per (b)(3) 50 USC 3024(i); (b)(6) feedback, we are fine. Please forward the checklists that were submitted on 4 May. Thanks.

Regards

(b)(3) 50 USC 3024(i); (b)(6)

-----Original Message-----

**From:** (b)(3) 50 USC 3024(i); (b)(6)  
**Sent:** Wednesday, May 16, 2012 3:21 PM  
**To:** (b)(3) 50 USC 3024(i); (b)(6)  
**Subject:** Re: SF258 New Checklist

Your checklist is fine. The labels on the box serve a documentation. What we are trying to implement is improving the information we get when records are accessioned. Some agencies do not use review labels and we are left guessing as to the review status. Others do not communicate between their declassification and records management offices (true story, an agency declassification office wanted to pull records out of WNRC for review, only to find out that the records officer had just OK'd their transfer to NARA!). The checklist will help protect everyone's interest and allow us to better process the records after we receive them. I assume that the "Ref: 373-67A-4993" in the comments refers to the WNRC transfer number? If so, that is additional helpful information that we can use (another true story, I got a call last week from an agency FOIA office who had started a FOIA case prior to transfer and only had the WNRC # to work with...because that number was included during accessioning, we were able to work together and solve answer the FOIA!)

Thanks and let me know if you have any questions. I may suggest clarifying what documentation is needed for the K-L (some agencies label the boxes, others provide letters or memos. As long as we know what to look for and that there is something, then we are OK.

(b)(3) 50 USC 3024(i); (b)(6)

**From:** (b)(3) 5 USC 3024(i), (b)(6)  
**To:** (b)(3) 10 USC 424; (b)(6)  
**Subject:** RE: SF258 New Checklist  
**Date:** Monday, July 02, 2012 9:44:14 AM

---

Good morning (b)(3) 10 USC 424; (b)(6)

Any information on the transfer. The original request was forwarded back in late Feb to transfer 7 accession to NARA.

-----Original Message-----  
**From:** (b)(3) 5 USC 3024(i), (b)(6)  
**Sent:** Thursday, May 17, 2012 7:09 AM  
**To:** (b)(3) 10 USC 424; (b)(6)  
**Subject:** FW: SF258 New Checklist

Good morning (b)(3) 10 USC 424; (b)(6)

Per (b)(3) 5 USC 3024(i), (b)(6) feedback, we are fine. Please forward the checklists that were submitted on 4 May.  
Thanks!

Regards,  
(b)(3) 5 USC 3024(i), (b)(6)

-----Original Message-----  
**From:** (b)(3) 5 USC 3024(i), (b)(6)  
**Sent:** Wednesday, May 16, 2012 3:21 PM  
**To:** (b)(3) 5 USC 3024(i), (b)(6)  
**Subject:** Re: SF258 New Checklist

Your checklist is fine. The labels on the box serve a documentation. What we are trying to implement is improving the information we get when records are accessioned. Some agencies do not use review labels and we are left guessing as to the review status. Others do not communicate between their declassification and records management offices (true story, an agency declassification office wanted to pull records out of WNRC for review, only to find out that the records officer had just OK'd their transfer to NARA!). The checklist will help protect everyone's interest and allow us to better process the records after we receive them. I assume that the "Ref: 373-67A-4993" in the comments refers to the WNRC transfer number? If so, that is additional helpful information that we can use (another true story, I got a call last week from an agency FOIA office who had started a FOIA case prior to transfer and only had the WNRC # to work with...because that number was included during accessioning, we were able to work together and solve answer the FOIA!)

Thanks and let me know if you have any questions. I may suggest clarifying what documentation is needed for the K-L (some agencies label the boxes, others provide letters or memos. As long as we know what to look for and that there is something, then we are OK.

(b)(3) 5 USC 3024(i), (b)(6)

**From:** (b)(3);50 USC 3024(i); (b)(6)  
**To:** (b)(3);10 USC 424; (b)(6)  
**Cc:** (b)(3);50 USC 3024(i); (b)(6)  
**Subject:** RE: Classified records checklist  
**Date:** Monday, August 27, 2012 3:54:35 PM

---

Hello (b)(3);10 USC 424; (b)(6)

I have a few questions about the shipment that arrived on Thursday - 8/23/12.

FRC Accession Number / NARA Accession Number / Boxes  
373-67A-4993 / NN3-373-12-008 / 1-69 (67 missing)

No box 35  
Box 64 were tubes marked 1-4  
Boxes 66, 68-69 marked unclass

FRC Accession Number / NARA Accession Number / Boxes  
373-65A-3363 / NN3-373-12-005 / 251-414

Box 358 marked RD  
Box 400 - FRC Oversized  
Box 397 - long oversized tube  
Box 399 - tube  
Boxes 407 - 413 tubes

If there is any additional information you can provide to me I will be thankful.

I will have the names of the alternate POC's in the coming weeks.

Sincerely,

(b)(3);50 USC 3024(i);  
(b)(6)

>>> (b)(3);10 USC 424; (b)(6) 8/17/2012 12:56 PM >>>

(b)(3);50 USC 3024(i); (b)(6)

The shipment will be delivered to Archives II on Wednesday August 22. In the morning.  
I am providing the couriers with your name and contact info.  
Please provide us with an alternate POC.

Thank you

(b)(3);10 USC 424; (b)(6)

-----Original Message-----

**From:** (b)(3);50 USC 3024(i); (b)(6)  
**Sent:** Tuesday, May 08, 2012 3:16 PM  
**To:** (b)(3);10 USC 424; (b)(6)  
**Subject:** Re: Classified records checklist

Hello (b)(3);10 USC 424; (b)(6)

Questions concerning the form should be directed to [redacted]  
[redacted]

Sincerely,

[redacted]

>>> [redacted] 5/8/2012 8:43 AM >>>

Good Morning [redacted]

Do you have further guidance concerning the Classified Records Checklist, specifically question 2. All the boxes are labeled with certifying Kyl-Lott review was conducted. Is this sufficient documentation for question two no the checklist?

Thank you

[redacted]

**From:**  
**To:**  
**Cc:**  
**Subject:**  
**Date:**

(b)(3);1 USC 424; (b)(3);5 USC 3024(i); (b)(6)

New Point of Contact  
Wednesday, September 12, 2012 2:33:51 PM

---

(b)(3);1 USC 424;  
(b)(6)

Starting on October 1, 2012 your Point of Contact will no longer be me but will be (b)(3);5 USC 3024(i); (b)(6) his telephone number is (b)(3);5 USC 3024(i); (b)(6). His immediate Supervisor is (b)(3);5 USC 3024(i); (b)(6) his telephone number is (b)(3);5 USC 3024(i); (b)(6)

Please direct any questions or concerns after that date of October 1, 2012 to (b)(3);5 USC 3024(i); (b)(6)

It has been a great pleasure working with you.

Sincerely,

(b)(3);5 USC 3024(i); (b)(6)

(b)(3) 1 USC 424, (b)(6)

**From:**  
**Sent:**  
**To:**  
**Subject:**

(b)(3) 1 USC 424, (b)(6)

Tuesday, February 21, 2012 1:08 PM

(b)(3) 5 USC 3024(i); (b)(6)

RE: Draft Donation Letter

(b)(3) 5 USC 3024(i);  
(b)(6)

(b)(3) 10 USC  
424, (b)(6)

Thanks for preparing the draft. I'm meeting with [redacted] at 1:15 to review the letter and our input. I will get back to you shortly after that.

(b)(3) 1 USC 424, (b)(6)

-----Original Message-----

**From:** (b)(3) 5 USC 3024(i); (b)(6)

**Sent:** Tuesday, February 21, 2012 1:05 PM

**To:** (b)(3) 5 USC 3024(i); (b)(6)

**Cc:** (b)(3) 10 USC 424, (b)(6)

**Subject:** RE: Draft Donation Letter

The 36 CFR requires agencies to notify NARA and request approval to donate records that are eligible for disposal. I think I have this worked out on my end. Give me your thoughts or edits based on what I sent you. Final version to come later today.

>>> [redacted] /21/2012 12:36 PM >>>

If I understand the situation, DIA can now do what it wants with the originals. So, why do we need the donation letter?

(b)(3) 5 USC 3024(i); (b)(6)

[Large redacted area]

This email is UNCLASSIFIED.

**From:** (b)(3) 5 USC 3024(i), (b)(6)  
**Sent:** Tuesday, February 21, 2012 12:16 PM  
**To:** (b)(3) 5 USC 424, (b)(6)  
**Subject:** Draft Donation Letter

I want to review one more time with (b)(3) 5 USC 3024(i), (b)(6) but before I send this on to DIA "officially", would you each review and fill in the gaps where you can.

Thanks

(b)(3) 5 USC 3024(i), (b)(6)

(b)(3); 1 USC 424; (b)(6)

**From:** (b)(3); 1 USC 424; (b)(6)  
**Sent:** Friday, October 14, 2011 11:43 AM  
**To:** (b)(3); 5 USC 3024(i); (b)(6)  
**Subject:** RE: Electronic version of SF 258 list of transfers

Thank you very much.

**From:** (b)(3); 5 USC 3024(i); (b)(6)  
**Sent:** Friday, October 14, 2011 11:26 AM  
**To:** (b)(3); 1 USC 424; (b)(6)  
**Subject:** Electronic version of SF 258 list of transfers

(b)(3); 1 USC 424; (b)(6)

Please find attached two excel charts for RG 373 records due for transfer in the 2012 annual move.

Please let me know if you need anything else.

Regards,

(b)(3); 5 USC 3024(i); (b)(6)

(b)(3)-1 USC 424; (b)(6)

**From:** (b)(3)-10 USC 424; (b)(6)  
**Sent:** Tuesday, February 21, 2012 2:25 PM  
**To:** (b)(3)-5 USC 3024(i); (b)(6)  
**Subject:** RE: FW: Draft Donation Letter  
**Attachments:** 2012-02-21 Draft DonationLetter DIA.docx

(b)(3)-5 USC 3024(i);  
(b)(6)

I added a section to the version with (b)(3)-5 USC 3024(i); (b)(6) comments. Essentially, we will need a waiver from NARA on the requirement for the donation to be no-cost to the U.S. government. Is this workable?

(b)(3)-1 USC 424; (b)(6)

-----Original Message-----

**From:** (b)(3)-5 USC 3024(i); (b)(6)  
**Sent:** Tuesday, February 21, 2012 1:36 PM  
**To:** (b)(3)-1 USC 424; (b)(6)  
**Cc:** [Redacted]  
**Subject:** RE: FW: Draft Donation Letter

Try this one.

(b)(3)-5 USC 3024(i); (b)(6)

[Redacted]

This email is UNCLASSIFIED.

**From:** (b)(3)-5 USC 3024(i); (b)(6)

Sent: Tuesday, February 21, 2012 1:31 PM

To: (b)(3) 5 USC 3024(i); (b)(6)

Cc: (b)(3) 10 USC 424; (b)(6)

Subject: Re: FW: Draft Donation Letter

No changes are showing up for me.

There are some elements of the CFR requirements that I think we can omit in the letter.

>>> (b)(3) 5 USC 3024(i); (b)(6) 2/21/2012 1:18 PM >>>

(b)(3) 5 USC 3024(i); (b)(6) how about the attached language in tracked changes? But, I did not address the issue regarding "no cost to USG."

(b)(3) 5 USC 3024(i); (b)(6)

This email is UNCLASSIFIED.

From: (b)(3) 5 USC 3024(i); (b)(6)

Sent: Tuesday, February 21, 2012 12:16 PM

To: (b)(3) 10 USC 424; (b)(6) (b)(3) 5 USC 3024(i); (b)(6)

Subject: Draft Donation Letter

I want to review one more time with (b)(3) 5 USC 3024(i); (b)(6) but before I send this on to DIA "officially", would you each review and fill in the gaps where you can.

Thanks

(b)(3) 5 USC 3024(i), (b)(6)

National Archives and Records Administration  
Office of the Chief Records Officer of the United States  
8601 Adelphi Road, Room 2100  
College Park, MD 20740

Pursuant to 36 CFR 1226.26 the Defense Intelligence Agency hereby requests the approval from the National Archives and Records Administration (NARA) to donate temporary records eligible for disposal to the Government of Iraq.

The records are currently being held in a facility outside of the continental United States by the Defense Intelligence Agency on behalf of the National Media Exploitation Center. The records will be transferred to the Republic of Iraq in accordance with contingent-upon-terms-of a bilateral memorandum of understanding or other negotiated understanding between the two governments. ~~{State: Is this the appropriate way to address this point in the CFR?}~~

The records to be transferred consist of materials collected by the United States during Operation Iraqi Freedom and Operation Enduring Freedom (2003-2011), including original captured documents. These records have been designated as temporary and eligible for disposal by DIA pursuant to General Records Schedule 20, Item 2a(4) Input/Source Records.

The donation of these records to the Republic of Iraq is in the best interests of the United States Government as well as the Iraqi people. The records are essential in rebuilding and maintaining the infrastructure of Iraq, protecting property rights, and ensuring the historical memory of Iraq and its people. The Government of Iraq will maintain these documents in accordance with Iraqi laws governing state records, which stipulate that all official records are state property. ~~{State or DIA: please provide input to address CFR requirements that 1) the proposed recipient agrees not to sell the records, and 2) that the donation will be made without cost to the USG}.~~

The Defense Intelligence Agency (DIA) requests that NARA waive the requirement in 36 CFR 1226.26 (b)(4)(iii) for evidence that the donation will be made with no cost to the U.S. Government. Because of the nature of their original collection, it has been determined to be in the best interest of all concerned parties for the U.S. Government to pay for the costs of returning the materials to the government of Iraq.

The Department of Defense and the Defense Intelligence Agency certify the records contain no information for which the disclosure is prohibited by law or contrary to the public interest. The Iraqi government has repeatedly requested the return of these documents, most recently via Diplomatic Note dated August 7, 2011 to the Baghdad Embassy (translation copy attached).

(b)(3) 1 USC 424; (b)(6)

**From:** (b)(3); 10 USC 424; (b)(6)  
**Sent:** Wednesday, August 15, 2012 2:54 PM  
**To:** (b)(3); 5 USC 3024(i); (b)(6)  
**Subject:** RE: FW: Hardware for NARA data transfer

(b)(3); 5 USC 3024(i); (b)(6)

I talked with (b)(3); 5 USC 3024(i); (b)(6) and he clarified his issues for me. They are receiving "encouragement" from high levels to complete the transfer of the classified portion of the records to NARA, so the final disposition of the input documents can be completed. Because of this, they want to copy the classified data first and send it to NARA ASAP, and the unclassified material will follow later as a separate transfer.

This brings up a couple of questions for NARA:

1. Do you have any objection a two part transfer (I think we already discussed this and agreed to it, but just want to confirm)?
2. If the transfer is done in two parts, are two separate SF-258s required?
3. Once the SF-258(s) are signed by NARA, can disposition of the input proceed (our assumption is yes)?

I'll be discussing some of this with the working group tomorrow at the regular telecon. If there are any more details I'll pass them on.

(b)(3) 10 USC 424; (b)(6)

-----Original Message-----

**From:** (b)(3); 5 USC 3024(i); (b)(6)  
**Sent:** Wednesday, August 15, 2012 6:51 AM  
**To:** (b)(3); 10 USC 424; (b)(6)  
**Subject:** Re: FW: Hardware for NARA data transfer

Yes, I don't anticipate they will begin processing immediately. They may do some form of a cursory review upon receipt of the data. I will check with (b)(3); 5 USC 3024(i); (b)(6) for clarification and get back to you on Friday. At (b)(3); 5 USC 3024(i); (b)(6) this week on inspection visits. If you need a response sooner let me know and I will email them in the PM after I get home tonight.

Thanks -----Original Message-----

**From:** (b)(3); 10 USC 424; (b)(6)  
**To:** (b)(3); 5 USC 3024(i); (b)(6)

**Sent:** 8/14/2012 1:26:30 PM  
**Subject:** RE: FW: Hardware for NARA data transfer

(b)(3); 5 USC 3024(i); (b)(6)

Based on my discussion with (b)(3); 5 USC 3024(i); (b)(6) at NGIC, CPMC-Q may be thinking that NARA needs some period of time after receiving the extract from NGIC to process the data and confirm it was complete. I think they have concerns about how long that might take because the scheduled disposition activities can't take place until NARA receives the data and formally acknowledges they have it. There may be some pressure on CPMC-Q to quickly come up with a date for the transfer to NARA.

I'm not sure this concern is valid, since I was under the impression that NARA wasn't planning to begin archival processing the data immediately upon receipt, but that they would be willing to acknowledge having received the data. It would be the responsibility of the NGIC/CMPC-Q team to assure all the appropriate files were copied and transferred to NARA. Does this fit with your thinking?

I will try to contact [redacted] by phone tomorrow to confirm his issues.

[redacted]

-----Original Message-----

From: [redacted]  
Sent: Monday, August 13, 2012 11:01 AM  
To: [redacted]  
Subject: Re: FW: Hardware for NARA data transfer

[redacted] must have found my address. I received an email from him last week. I forwarded it to [redacted] who were fine with their proposal (see attached).

I received an email from [redacted] in Doha this weekend (attached). Given we don't have a secure line, would this be something we could discuss with [redacted] when we are at NGIC next week? Give me a call to discuss further.

[redacted]

[redacted]

Thanks

[redacted]

>>> [redacted] 8/13/2012 8:16 AM >>>

[redacted]

Here is a proposal from NGIC on the hardware for the data transfer.

[redacted]

-----Original Message-----

From: [redacted]  
Sent: Monday, August 06, 2012 10:01 AM

[redacted]

Subject: Hardware for NARA data transfer

[redacted]

I do not have [redacted] email, but would you include her on this email please?

We have reviewed a couple of different solutions with NGIC ES/IA departments and feel that the BUFFALO TS-8VH24TL/R6 24TB (8 x 3TB)TeraStation Pro 8 Network Attached Storage <<http://www.newegg.com/Product/Product.aspx?Item=N82E16822165316>> is the best suited option for delivering the data.

As discussed, there would be a second HD (or perhaps DVD's) for the other material. We wanted to give NARA the opportunity to review this device for any compatibility or other issues before we go ahead with ordering it.

Regards,

(b)(3) 5 USC 3024(i); (b)(6)

-----Original Message-----

From: (b)(3) 5 USC 3024(i); (b)(6)  
Sent: Friday, August 03, 2012 11:40 AM  
To: (b)(3) 5 USC 3024(i); (b)(6)  
Subject: RE: 20TB NAS

(b)(3) 5 USC 3024(i);  
(b)(6)

Looks like you might have found a solution. It looks good to us.

-----Original Message-----

From: (b)(3) 5 USC 3024(i); (b)(6)  
Sent: Friday, August 03, 2012 10:28 AM  
To: (b)(3) 5 USC 3024(i); (b)(6)  
Subject: RE: 20TB NAS

Hey (b)(3) 5 USC 3024(i); (b)(6)

I took a look at the QNAP TS-1079 Pro and it looks to be a bit more expensive after hard drives are figured into it. I did check out another system that looks like it might fit the bill, better than buying 2 Sentinel DX4000.

Check out the BUFFALO TS-8VH24TL/R6 24TB (8 x 3TB)TeraStation Pro 8 Network Attached Storage <<http://www.newegg.com/Product/Product.aspx?Item=N82E16822165316>> and let me know what you think. I believe it is probably good compatibility wise and reduces the amount of devices in play.

(b)(3) 5 USC 3024(i); (b)(6)

-----Original Message-----

From: (b)(3) 5 USC 3024(i); (b)(6)  
Sent: Wednesday, August 01, 2012 4:28 PM  
To: (b)(3) 5 USC 3024(i); (b)(6)  
Subject: 20TB NAS

(b)(3) 5 USC 3024(i);  
(b)(6)

brought up the fact that larger NAS type devices exist such as this one.  
<http://www.qnap.com/useng/index.php?lang=en-us&sn=862&c=355&sc=703&t=705&n=4793&g=4>

in addition to this, you would have to purchase drives as found on their compatibility list.

Thank you,

(b)(3); 5 USC 3024(i); (b)(6)

(b)(3) 1 USC 424; (b)(6)

**From:**  
**Sent:**  
**To:**  
**Subject:**

(b)(3):50 USC 3024(i); (b)(6)

Wednesday, January 18, 2012 4:08 PM

(b)(3):10 USC 424; (b)(6)

Re: Harmony schedule

(b)(3) 1 USC 424; (b)(6)

I talked to (b)(3):50 USC 3024(i); (b)(6) and he said it was fine to bring the signed schedule to him tonight.

I found a very interesting and useful SOP for the CMPC while working on the appraisal report on DIA's website.

<http://www.dia.mil/public-affairs/foia/pdf/COMBINED%20MEDIA%20PROCESSING%20CENTER-QATAR%20STANDING%20OPERATING%20PR.pdf>

>>> (b)(3) 1 USC 424; (b)(6) 1/18/2012 11:01 AM >>>

(b)(3):50 USC 3024(i); (b)(6)

I did some reworking of the schedule description. Let me know if you are okay with it. If so, I'll include it in the signed final version. Any word on (b)(3):50 USC 3024(i); (b)(6) schedule and availability to courier the final docs back to NARA?

(b)(3) 1 USC 424; (b)(6)

(b)(3) 1 USC 424; (b)(6)

**From:** (b)(3) 1 USC 424; (b)(6)  
**Sent:** Friday, March 02, 2012 8:15 AM  
**To:** (b)(3) 1 USC 424; (b)(6)  
**Cc:**  
**Subject:** RE: Request for Approval to Donate Records

OK, (b)(3) 5 USC 3024(i); (b)(6) will do.

Thanks,

(b)(3) 1 USC 424;  
(b)(6)

**From:** (b)(3) 5 USC 3024(i); (b)(6)  
**Sent:** Thursday, March 01, 2012 6:16 PM  
**To:** (b)(3) 1 USC 424; (b)(6)  
**Cc:**  
**Subject:** RE: Request for Approval to Donate Records

When you have an idea of when you think NGIC and DIA are ready to sit down and talk with the NARA technical staff about how to proceed please let me know.

Thanks

(b)(3) 5 USC 3024(i); (b)(6)

>>> (b)(3) 1 USC 424; (b)(6) 2/29/2012 4:17 PM >>>

Yes, I know. (b)(3) 10 USC 424; (b)(6) & I were talking about that just yesterday.

Thanks,

(b)(3) 1 USC 424;  
(b)(6)

**From:** (b)(3) 5 USC 3024(i); (b)(6)  
**Sent:** Wednesday, February 29, 2012 4:12 PM  
**To:** (b)(3) 10 USC 424; (b)(6)  
**Cc:**  
**Subject:** RE: Request for Approval to Donate Records

We were happy to help.

I'm sure I will be seeing you all soon. We have a number of technical issues to resolve with DIA and NGIC in relation to the extract for this schedule.

Thanks

(b)(3);5 USC 3024(i);  
(b)(6)

>>> (b)(3);1 USC 424; (b)(6)

Thanks again, (b)(3);5 USC 3024(i); (b)(6) Really appreciate all the work you and (b)(3);5 USC 3024(i); (b)(6) did for us to make this happen.

Take care,

(b)(3);1 USC 424; (b)(6)

From: (b)(3);5 USC 3024(i); (b)(6)

Sent: Tuesday, February 28, 2012 4:16 PM

TO: (b)(3);1 USC 424; (b)(6)  
Cc: (b)(3);1 USC 424; (b)(6)

Subject: RE: Request for Approval to Donate Records

(b)(3);1 USC 424; (b)(6)

Attached is a scanned copy of NARA's response to DIA and DoD's donation request. The signed hard copy will follow in the mail.

NARA looks forward to working with DIA on this and other matters in the future. Please let me know if you have any questions.

Thank you

(b)(3);5 USC 3024(i); (b)(6)

>>> (b)(3);1 USC 424; (b)(6) 2/28/2012 12:56 PM >>>

(b)(3);5 USC 3024(i); (b)(6)

Thanks for this great news and your kind words. I'm sure we'll continue to work significant RM

issues with you and your staff -- from our schedules to establishing an ERM system here at DIA that

in the future (we hope) will be able to feed into NARA's ERA.

We're looking forward to it!

V/R,

(b)(3);1 USC 424; (b)(6)

(b)(3) 1 USC 424; (b)(6)

From: (b)(3) 5 USC 3024(i); (b)(6)  
Sent: Tuesday, February 28, 2012 10:09 AM  
To: (b)(3) 1 USC 424; (b)(6)  
Cc:  
Subject: Re: Request for Approval to Donate Records

(b)(3) 1 USC 424; (b)(6)

Thanks for this email, the letter, and the attachment. We will formally respond, granting approval, by the end of today.

We have also enjoyed working this issue with you and your team. We really appreciate accomplishing important work with highly motivated public servants like yourselves.

Thanks again - (b)(3) 5 USC 3024(i); (b)(6)

(b)(3) 5 USC 3024(i); (b)(6)

>>> (b)(3) 1 USC 424; (b)(6) 2/24/2012 1:17 PM >>>

(b)(3) 5 USC  
3024(i); (b)(6)

Attached is DIA's request for NARA approval & authority to donate records to the GOI.

(b)(3) 5 USC  
3024(i); (b)(6)

On behalf of everyone in DIA's Records Management Program Office, I sincerely thank you and for all the assistance and the support you have both provided to help us keep this important effort moving forward.

It's been great working together during these last few months, and we really appreciate someone in your position taking the time to personally engage and provide the needed expertise to help DIA & DoD meet all legal requirements concerning disposition of these records.

Please let us know if we need to provide any additional info on this. (b)(3) 1 USC 424; (b)(6) and I will attend the next working group session at State on 6 Mar, and if NARA decides not to attend, we will certainly provide the latest updates to you and (b)(3) 5 USC 3024(i); (b)(6)

Thanks again and have a great weekend!

(b)(3) 1 USC 424;  
(b)(6)

(b)(3) 1 USC 424; (b)(6)

(b)(3) 1 USC 424; (b)(6)

**From:** (b)(3) 1 USC 424, (b)(6)  
**Sent:** Thursday, August 02, 2012 2:44 PM  
**To:** (b)(3); 50 USC 3024(i); (b)(6)  
**Subject:** RE: Today's Call

(b)(3) 50 USC 3024(i);  
(b)(6)

I let the NGIC folks know that you would send the NARA visitor data on Monday.

The only item to report from the meeting was a discussion of the media used to capture the data for transfer to NARA. The original plan was for multiple 2TB hard drives, but they are now thinking it might be better to use a single, larger storage device. There was also some discussion about whether it was necessary to use separate devices for the classified and unclassified materials.

NGIC is going to float a storage device proposal to us soon and if it acceptable to all parties, they will procure the required hardware.

Let me know if you have questions.

(b)(3) 1 USC 424; (b)(6)

-----Original Message-----

**From:** (b)(3) 50 USC 3024(i); (b)(6)  
**Sent:** Thursday, August 02, 2012 8:52 AM  
**To:** (b)(3) 1 USC 424; (b)(6)  
**Subject:** Today's Call

(b)(3) 1 USC 424; (b)(6) I won't be on the call today. At a conference. Let me know of any action items that may come out of the call for me. Will send the visitor request info to NGIC on Monday.

Thanks

(b)(3) 50 USC 3024(i);  
(b)(6)

(b)(3):1 USC 424; (b)(6)

**From:** (b)(3):1 USC 424; (b)(6)  
**Sent:** Friday, August 03, 2012 8:23 AM  
**To:** (b)(3):5 USC 3024(i); (b)(6)  
**Subject:** RE: Today's Call

(b)(3):5 USC 3024(i); (b)(6)

I will be on vacation next week, but I believe they may go ahead with the Thursday teleconference. If anyone calls in, they will have a meeting. If there are no callers by 1005, they will cancel.

(b)(3):1 USC 424; (b)(6)

-----Original Message-----

**From:** (b)(3):5 USC 3024(i); (b)(6)  
**Sent:** Friday, August 03, 2012 7:36 AM  
**To:** (b)(3):1 USC 424; (b)(6)  
**Subject:** Re: Today's Call

Sounds good. I will pass this information on to (b)(3):5 USC 3024(i); (b)(6) I will also get you answers from last weeks call regarding any questions upfront in terms of formats and transfer specs from NARAs end.

-----Original Message-----

**From:** (b)(3):1 USC 424; (b)(6)  
**To:** (b)(3):5 USC 3024(i); (b)(6)  
**Sent:** 8/2/2012 2:44:07 PM  
**Subject:** RE: Today's Call

(b)(3):5 USC 3024(i); (b)(6)

I let the NGIC folks know that you would send the NARA visitor data on Monday.

The only item to report from the meeting was a discussion of the media used to capture the data for transfer to NARA. The original plan was for multiple 2TB hard drives, but they are now thinking it might be better to use a single, larger storage device. There was also some discussion about whether it was necessary to use separate devices for the classified and unclassified materials.

NGIC is going to float a storage device proposal to us soon and if it acceptable to all parties, they will procure the required hardware.

Let me know if you have questions.

(b)(3):1 USC 424; (b)(6)

-----Original Message-----

**From:** (b)(3):5 USC 3024(i); (b)(6)  
**Sent:** Thursday, August 02, 2012 8:52 AM  
**To:** (b)(3):1 USC 424; (b)(6)  
**Subject:** Today's Call

(b)(3), 1 USC 424;  
(b)(6)

I won't be on the call today. At a conference. Let me know of any action items that may come out of the call for me. Will send the visitor request info to NGIC on Monday.

Thanks

(b)(3), 5 USC 3024(i); (b)(6)



DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-5100



U-12-0607/DAN-1

February 24, 2012

(b)(3)5 USC 3024(i); (b)(6)

Pursuant to 36 CFR 1226.26 the Defense Intelligence Agency (DIA) requests approval from the National Archives and Records Administration (NARA) to donate temporary records eligible for disposal to the Government of Iraq.

The records are currently being held at a facility outside of the continental United States by the DIA on behalf of the National Media Exploitation Center. DIA would like to repatriate the records to the Republic of Iraq in accordance with a bilateral memorandum of understanding or other negotiated understanding between the two governments.

The records to be transferred consist of materials collected by the United States during Operation Iraqi Freedom and Operation Enduring Freedom (2003-2011), including original captured documents. These records have been designated as temporary pursuant to General Records Schedule 20, Item 2a(4) Input/Source Records and are eligible for disposal.

The donation of these records to the Republic of Iraq is in the best interests of the United States Government as well as the Iraqi people. The records are essential in rebuilding and maintaining the infrastructure of Iraq, protecting property rights, and ensuring the historical memory of Iraq and its people. The Government of Iraq will maintain these documents in accordance with Iraqi laws governing state records, which stipulate that all official records are state property.

The Department of Defense and the Defense Intelligence Agency certify the records contain no information for which the disclosure is prohibited by law or contrary to the public interest. The Iraqi government has repeatedly requested the return of these documents, most recently via Diplomatic Note dated August 7, 2011, to the Baghdad Embassy (translation copy attached).

Sincerely,

(b)(3)1 USC 424; (b)(6)

Enclosure:  
Iraq Ministry of Foreign Affairs letter

**Republic of Iraq  
Ministry of Foreign Affairs  
Legal Department**

**No.** 9/4/9/2536

**Date:** 07 Aug 2011

The Ministry of Foreign Affairs of the Republic of Iraq presents its compliments to the United States Embassy in Baghdad and has the honor to request from the esteemed Embassy to address the concerned authorities in its country on the desire of the Iraqi authorities to hold a bilateral negotiations a memorandum of understanding to reclaim the following documents: the Iraqi Jewish archives, the dissolved Baath party archives, documents obtained by the U.S. Department of Defense and the CIA or any other government entities and US civil society institutions supported financially and logistically by the U.S. Government.

This ministry would be grateful if the esteemed Embassy would forward our request to the appropriate U.S. authorities and inform us of their decision in this regard.

The Ministry of Foreign Affairs of the Republic of Iraq avails itself of this opportunity to express its highest appreciation and respect.

**Embassy of the United State of America, Baghdad**

(Stamped and signed)

Republic of Iraq  
Ministry of Foreign Affairs Iraq  
Legal Department



**FEB 28 2012**

(b)(3) 1 USC 424; (b)(6)

Thank you for your letter of February 24, 2012, on behalf of the Department of Defense and the Defense Intelligence Agency requesting National Archives and Records Administration (NARA) approval to donate temporary records eligible for disposal to the Government of Iraq, per 36 CFR 1226.26.

NARA approves the written request.

If you have any questions, please contact

(b)(3) 5 USC 3024(i); (b)(6)

(b)(3) 5 USC 3024(i); (b)(6)

(b)(3)-1 USC 424; (b)(6)

**From:** (b)(3)-5 USC 3024(i); (b)(6)  
**Sent:** Thursday, January 10, 2013 1:30 PM  
**To:** (b)(3)-1 USC 424; (b)(6)  
**Cc:**  
**Subject:** RE: BRAC Accession number and SF-115s

The schedule numbering is based on the fiscal year so even if we could have received them in December they still would have been assigned to FY 13.

Thanks

(b)(3)-5 USC 3024(i); (b)(6)

>>> (b)(3)-1 USC 424; (b)(6) 1/10/2013 1:27 PM >>>

No problem. I thought it may change – as your right to assign. Glad you received.

Thanks,

(b)(3)-1 USC 424; (b)(6)

**From:** (b)(3)-5 USC 3024(i); (b)(6)  
**Sent:** Thursday, January 10, 2013 1:09 PM  
**To:** (b)(3)-1 USC 424; (b)(6)  
**Cc:**  
**Subject:** RE: BRAC Accession number and SF-115s

(b)(3)-1 USC 424; (b)(6)

Please note this schedules will be numbered as follows for FY13, not FY12:

- N1-373-13-01 High-Value, High-Profile Information
- N1-373-13-02 Legal Case Files

Thank you

(b)(3)-5 USC 3024(i); (b)(6)

>>> (b)(3)-1 USC 424; (b)(6) 1/8/2013 1:58 PM >>>

(b)(3)-5 USC 3024(i); (b)(6)  
This will be mailed today. Would you like me to scan a copy of them for you as insurance?

Thanks

(b)(3)-1 USC 424; (b)(6)

-----Original Message-----

**From:** (b)(3)-5 USC 3024(i); (b)(6)  
**Sent:** Tuesday, January 08, 2013 7:57 AM

To: (b)(3); 1 USC 424; (b)(6)

Subject: Re: BRAC Accession number and SF-115s

No word on the schedules. Given you did not include a room number there is no telling where they may be. I would resubmit.

I will need to touch base with the Accessioning staff about making an accreditation to the BRAC records. I will am today but will get back to you later this week on how to proceed with that transfer.

(b)(3); 5 USC 3024(i)

Thanks

(b)(3); 5 USC 3024(i); (b)(6)

-----Original Message-----

From: (b)(3); 1 USC 424; (b)(6)

To: (b)(3); 1 USC 424; (b)(3); 5 USC 3024(i); (b)(6)

To:

Sent: 1/7/2013 11:28:25 AM

Subject: BRAC Accession number and SF-115s

(b)(3); 5 USC 3024(i); (b)(6)

Any chance you found the mailing. If not, I will resend this week; I need to have RO resign.

The accession number of the 2005 BRAC records is NN3-330-06-017.

Thanks so much. Let me know how to proceed.

v/r,

(b)(3); 1 USC 424; (b)(6)

From: (b)(3); 1 USC 424; (b)(6)

Sent: Thursday, January 03, 2013 7:38 AM

To: (b)(3); 5 USC 3024(i); (b)(6)

Subject: RE: SF-115s Mailed

Well that is very weird. I can regenerate and mail again. I sent to same address but did not have ACNR on it or the room number. Do you want to check with the mail room once again before I resend. It is no problem, but do not want to confuse it with two floating around. I had my return address on it and it was not returned to me.

Hope you had a great holiday.

Trying to get the accession number from (b)(3); 5 USC 3024(i); (b)(6) in regard to the 2005 Brac Commission document.

(b)(3); 5 USC 3024(i); (b)(6)

(b)(3); 1 USC 424; (b)(6)

From: (b)(3); 5 USC 3024(i); (b)(6)  
Sent: Wednesday, January 02, 2013 3:23 PM  
To: (b)(3); 1 USC 424; (b)(6)  
Subject: RE: SF-115s Mailed

Just to let you know I did not receive the SF115s over the holidays.

>>> (b)(3); 1 USC 424; (b)(6) 12/20/2012 8:26 AM  
>>>

(b)(3); 5 USC 3024(i); (b)(6)

No problem. The holidays and email overload both greatly impact response time. Hope you receive the SF-115s soon. I used the address below, but said Records Management Services and did not have a room number - - it will probably wind its way to you, but let me know after the holidays if it is still outstanding.

(b)(3); 5 USC 3024(i); (b)(6)

I will contact [redacted] if she can locate the accession number for the commission documents. When I discussed issue with her, she did documentation stating fact that both electronic and paper documents (quite a few) were accessioned in 2006, but did not give me the number.

Hope you have a great holiday and get some rest and relaxation,

(b)(3); 1 USC 424; (b)(6)

From: (b)(3); 5 USC 3024(i); (b)(6)  
Sent: Wednesday, December 19, 2012 3:31 PM  
To: (b)(3); 1 USC 424; (b)(6)  
Cc: [redacted]  
Subject: Re: SF-115s Mailed

(b)(3); 1 USC 424; (b)(6)

Apologies for not getting back to you sooner. I am literally rolling through email before I leave for the holiday.

As of today I have not received the two SF115s you noted mailing on December 13th. My mailing address is:

NARA

(b)(3);5 USC 3024(i); (b)(6)

NARA will be redacting the agency records officers information from SF115s as well as any other non-public facing employees from those schedules being posted on our external website.

In regards to the BRAC Commission document, would you ask Luz for the NARA Accession number for this collection? This would be the NN3 number provided on the SF258 signed by NARA and returned to OSD after the accession was "accepted.

Thank you and Happy Holidays

(b)(3);5 USC 3024(i); (b)(6)

>>> (b)(3);1 USC 424; (b)(6) 12/13/2012 8:56 AM  
>>>

Good Morning (b)(3);5 USC 3024(i); (b)(6)

FYI - I mailed two proposed SF-115s on Dec. 13, 2012, to your attention at College Park. If you do not receive, let me know so we can address. Since you have received DIA's authorization to redact any personal identifying information from the SF-115s, I assured my management that no names on the SF-115 would be published or available to public.

(b)(3);5 USC 3024(i); (b)(6)

I also left you a message on December 12, regarding a document which we believe should be added to the collection of 2005 BRAC commission documents that was accessioned to you in 2006 from Washington Headquarter Services. I spoke to [redacted] about this and she agreed this is the best approach to maintain integrity of the collection (and make it easier for your processors!). Give me a call to discuss when you have a chance.

Have a great holiday,

(b)(3);1 USC 424; (b)(6)

(b)(3) 10 USC 424; (b)(6)

(b)(3) 1 USC 424; (b)(6)

**From:** (b)(3) 5 USC 3024(i); (b)(6)  
**Sent:** Saturday, October 20, 2012 8:48 AM  
**To:** (b)(3) 1 USC 424; (b)(6)  
**Subject:** RE: Digital Media (Out of the Office)

I will be out of the office until Monday, October 29th. I will check my NARA e-mail periodically. If you need assistance before that, please contact (b)(3) 5 USC 3024(i); (b)(6) at

(b)(3) 5 USC 3024(i); (b)(6)

(b)(3) 5 USC 3024(i); (b)(6)

>>> (b)(3) 1 USC 424; (b)(6) 10/19/12 10:12 >>>

(b)(3) 5 USC 3024(i); (b)(6)

Thanks for the quick action on this. I'll get the original SF-258 signed by (b)(3) 5 USC 3024(i); (b)(6) in the mail shortly.

I can pose your questions to the group during the Tuesday teleconference, if you think that would be helpful. That would give them a chance to provide some thoughtful answers before the next meeting.

(b)(3) 1 USC 424; (b)(6)

-----Original Message-----

**From:** (b)(3) 5 USC 3024(i); (b)(6)  
**Sent:** Friday, October 19, 2012 9:42 AM  
**To:** (b)(3) 1 USC 424; (b)(6)  
**Cc:** (b)(3) 1 USC 424; (b)(6)  
**Subject:** Digital Media

(b)(3) 1 USC 424; (b)(6)

At the attachment is the letter needed for the second para of the NARA CRO letter. The accession number is NN3-373-13-001. Hard copy original will go out 'snail mail' today.

Quick update:

I have (b)(3) 5 USC 3024(i); (b)(6) POC information.

I've completed the initial review of the hard drive: The drive works, I can access all directories, and I was able to open a non-random sample of each digital file format type.

Not certain I'll be able to dial into the Tuesday phone meeting this week because of the Tuesday morning agenda of the JS / Combatant Command conference. Have some questions (as one would expect) for next week's or the following week's phone meeting.

(b)(3) 1 USC 424; (b)(6)

(b)(3);1 USC 424; (b)(6)

**From:** (b)(3);5 USC 3024(i); (b)(6)  
**Sent:** Monday, March 12, 2012 1:11 PM  
**To:** (b)(3);1 USC 424; (b)(6)  
**Subject:** Re: Docs meeting  
**Attachments:** Upcoming meeting, March 20, 9:00 a.m.

Attached is the last email I received from (b)(3);5 USC 3024(i); (b)(6) for a meeting on March 20th. I will not be attending, (will be out of town). Don't think that (b)(3);50 USC 3024(i); (b)(6) is planning on attending either.

(b)(3);5 USC 3024(i); (b)(6)

>>> (b)(3);1 USC 424; (b)(6) 3/12/2012 12:57 PM >>>

(b)(3);5 USC 3024(i); (b)(6)

(b)(3);50 USC 3024(i); (b)(6)

I heard a rumor that there would be another meeting at State on 3/20. Have you heard anything and if there is another meeting will you or (b)(3);50 USC 3024(i); (b)(6) attend?

I have been exchanging e-mails with (b)(3);5 USC 3024(i); (b)(6) about making a plan for the excerpt from the database to meet the schedule conditions. Haven't firmed anything up but we might be able to discuss it briefly after the State meeting .

(b)(3);1 USC 424; (b)(6)

(b)(3) 1 USC 424; (b)(6)

**From:**

(b)(3) 5 USC 3024(i); (b)(6)

**Sent:**

Wednesday, March 07, 2012 12:04 PM

**To:**

(b)(3) 5 USC 3024(i); (b)(6)

**Subject:**

Upcoming meeting, March 20, 9:00 a.m.

Do you have any interest in attending? We may/may have our Iraq (b)(3) 1 USC 424 on hand this time to lead the discussion. There's a lot of movement.

I'm putting the agenda together now, with a possible participant list, so that's why I'm asking.

(b)(3) 5 USC 3024(i); (b)(6)

This email is UNCLASSIFIED.

(b)(3) 1 USC 424; (b)(6)

**From:** (b)(3) 5 USC 3024(i), (b)(6)  
**Sent:** Friday, October 14, 2011 3:47 PM  
**To:** (b)(3) 1 USC 424; (b)(6)  
**Subject:** RE: Electronic version of SF 258 list of transfers  
**Attachments:** RG 373.pdf

(b)(3) 1 USC 424; (b)(6)

Please find the soft copy SF 258 package attached.

Regards,

(b)(6)

(b)(3) 5 USC 3024(i); (b)(6)

(b)(3) 5 USC 3024(i); (b)(6)

(b)(3) 1 USC 424; (b)(6)

10/14/2011 11:45 AM >>>

(b)(3) 5 USC 3024(i); (b)(6)

one more thing. Do you have the SF 258s in soft copy as well?

Thanks,

(b)(3) 1 USC 424; (b)(6)

**From:** (b)(3) 5 USC 3024(i), (b)(6)  
**Sent:** Friday, October 14, 2011 11:26 AM  
**To:** (b)(3) 1 USC 424; (b)(6)  
**Subject:** Electronic version of SF 258 list of transfers

(b)(3) 1 USC 424; (b)(6)

Please find attached two excel charts for RG 373 records due for transfer in the 2012 annual move.

Please let me know if you need anything else.

Regards,

(b)(3) 5 USC 3024(i); (b)(6)

(b)(3) 50 USC 3024(i); (b)(6)

b)(3);10 USC 424; (b)(6)

**From:** [redacted]  
**Sent:** Friday, October 14, 2011 11:46 AM  
**To:** [redacted]  
**Subject:** RE: Electronic version of SF 258 list of transfers

[redacted] one more thing. Do you have the SF 258s in soft copy as well?

Thanks,

[redacted]

**From:** [redacted]  
**Sent:** Friday, October 14, 2011 11:26 AM  
**To:** [redacted]  
**Subject:** Electronic version of SF 258 list of transfers

[redacted]

Please find attached two excel charts for RG 373 records due for transfer in the 2012 annual move.

Please let me know if you need anything else.

Regards,

[redacted]

(b)(3); 1 USC 424; (b)(6)

**From:**

(b)(3); 5 USC 3024(i); (b)(6)

**Sent:**

Wednesday, March 14, 2012 3:58 PM

**To:**

(b)(3); 1 USC 424; (b)(6)

**Subject:**

Re: OIF docs discussion (Out of Office)

I will be on leave March 13th through March 21st.

I will be checking email intermittently during this time. However if you need immediate assistance please contact

(b)(3); 5 USC 3024(i); (b)(6)

Thank you

(b)(3); 5 USC 3024(i); (b)(6)

Thank you

(b)(3); 5 USC 3024(i); (b)(6)

>>>

(b)(3); 1 USC 424; (b)(6)

3/14/12 15:57 >>>

(b)(3); 5 USC 3024(i); (b)(6)

I'm trying to coordinate a meeting between DIA/NMEC/NGIC and NARA to start working on a plan to get the Harmony extract to meet the schedule requirements. Do you have any availability during the week of 3/26?

(b)(3); 1 USC 424; (b)(6)

(b)(3)-1 USC 424; (b)(6)

**From:**  
**Sent:**  
**To:**  
**Subject:**

(b)(3)-5 USC 3024(i); (b)(6)  
Thursday, May 24, 2012 8:50 AM  
(b)(3)-1 USC 424; (b)(6)  
RE: Status of Face-to-Face

Not sure if I will be able to make the call today at 10:00. I have a management meeting at 9:00 that involves personnel issues. I will try but can't promise, sorry.

>>> (b)(3)-1 USC 424; (b)(6) 5/21/2012 1:41 PM >>>

(b)(3)-5 USC 3024(i); (b)(6)

Yesterday at this time I was sitting on a palm-shaded bench on Henry Ford winter estate in Ft Myers enjoying a cool breeze coming off the glittering waters of the Caloosahatchee River. 24 hours later I'm in my drab, airless cubicle in the basement of the DIAC wondering how long it will take for them to get me reconnected to the network so I can start working my way through a week's worth of e-mail. I'm obviously not living right...

We had originally talked about having a secure doc transfer meeting via teleconference on 5/22 but we weren't able to work out the logistics and will reschedule. Not sure when we might want to set up the face-to-face with NGIC and the NARA electronic records staff. We can discuss the face-to-face meeting at the regular teleconference on Thursday at 10 am.

Will you be able to call in for that?

(b)(3)-1 USC 424; (b)(6)

-----Original Message-----

**From:** (b)(3)-5 USC 3024(i); (b)(6)  
**Sent:** Monday, May 21, 2012 1:02 PM  
**To:** (b)(3)-1 USC 424; (b)(6)  
**Subject:** Status of Face-to-Face

(b)(3)-1 USC 424; (b)(6)

Hope you had a nice vacation! Welcome back to all the fun :)

I was in training all week and unable to call in for last week's status call. What is the status of the face-to-face meeting to discuss? I believe we had talked about scheduling something for this week but I have not heard anything.

Thanks

(b)(3)-5 USC 3024(i); (b)(6)