

Instruction

DEFENSE INTELLIGENCE AGENCY
WASHINGTON, DC 20340-5100

DIAI 5015.001
20 May 2011
OPR: DA

Records Management Program

References:

- (a) DIA Instruction 5015.001, "DIA Records Management Program," 29 September 2004 (canceled)
- (b) DoD Directive 5015.2, "Records Management Program," 6 March 2000
- (c) Title 44, "Public Printing and Documents," United States Code, Chapters 29, 31 (Federal Records Act), 33, and 35, current edition, 2 January 2006
- (d) Title 36, Code of Federal Regulations, Chapter XII, "National Archives and Records Administration," Subchapter B, "Records Management," current edition
- (e) Joint Intelligence Center; Joint Analysis Center Military Intelligence Program Implementation Study, Annex A: DIA Military Service; Command Support Requirements, 1 August 2006
- (f) through (p), see Enclosure 1

1. Purpose.

1.1. Replaces Reference (a).

1.2. This Instruction implements Reference (b) and defines the policies, responsibilities, and procedures required to efficiently, effectively, and legally manage Defense Intelligence Agency (DIA) records in accordance with the statutes described in Reference (c), and the regulations described in Reference (d).

1.3. This Instruction applies to all personnel employed by, assigned to, or attached for duty to DIA; all DIA contractors and consultants; and all information produced, processed, used, or stored for or by DIA. Billet management and servicing records produced, processed, used, or stored by Directorate for Intelligence (J2) staff assigned to combatant commands (COCOMs) are subject to the provisions of this Instruction in accordance with (IAW) Reference (e). The following exceptions apply to the requirements of this Instruction:

1.3.1. Operational or mission records produced, processed, used, or stored by J2 staff assigned to COCOMs are subject to the records management instructions or directives of the command being supported IAW Reference (e).

1.3.2. United States Defense Attaché Offices will adhere to the filing procedures in DIA Manual (DIAM) 100-1 (Reference (f)) and Field Operating Bases will adhere to filing procedures in DIAM 100-2 (Reference (g)), instead of the DIA master file plan provided in this Instruction.

2. Definitions – see Enclosure 2.

3. Responsibilities.

3.1. The Directorate for Mission Services (DA) shall:

3.1.1. Provide leadership, planning, policy, guidance, training, and general oversight of records management at DIA.

3.1.2. Establish and maintain the DIA Records Management Program Office at an organizational level of sufficient authority to ensure the objectives and policies of this issuance and Reference (c) are efficiently and effectively implemented.

3.2. The Records Management and Information Services Division shall designate an agency records officer with responsibility for leading and managing the Records Management Program Office.

3.3. The Records Management Program Office shall:

3.3.1. Develop and implement tools to assist offices in establishing records management programs which adequately and properly document the functions, organization, policies, decisions, procedures, and essential transactions of DIA.

3.3.2. Coordinate and consult on records management issues with other Federal agencies, including oversight agencies such as the National Archives and Records Administration (NARA), Office of Management and Budget, and the General Services Administration.

3.3.3. Coordinate the development, review, approval, updating, revision, and dissemination of all DIA records disposition schedules (RDSs) with the office of record, and internal and external stakeholders.

3.3.4. Maintain an on-line listing of all approved RDSs.

3.3.5. Provide technical advice and training to all DIA organizations on establishing and maintaining effective records management programs.

3.3.6. Conduct biennial evaluations of records management programs to ensure they are in compliance with federal statutes and regulations for managing records throughout their lifecycle (see Reference (d))

3.3.7. Serve as the central management and approval office for transfer, retrieval, and destruction of inactive records maintained in temporary offsite storage facilities.

3.3.8. Serve as the central management and approval office for the transfer of permanent records to NARA.

3.3.9. Serve as the office of record for the standard forms which document the transfer of permanent records to NARA (SF-258) and the temporary storage of inactive records at Federal Record Centers (SF-135).

3.3.10. Conduct regular records management meetings to provide information and training, and to facilitate the exchange of best practices to the network of area records officers (AROs) and file custodians.

3.3.11. Notify the Office of General Counsel and the Office of Inspector General of any actual, impending, or threatened unlawful removal, alteration, or destruction of DIA records.

3.4. The Office of the Chief of Staff (CS) shall forward all policy documents to the Records Management Program Office prior to final CS approval to determine if they contain any retention or disposal language which should be supported by a NARA-approved RDS.

3.5. The Directorate for Information Management and Chief Information Officer (DS) shall:

3.5.1. Incorporate records management disposition and archival functions into the system development life cycle of any information system which creates, maintains, or preserves electronic records IAW References (h) and (i). Include a records management review and approval requirement in the Department of Defense intelligence information systems release management process.

3.5.2. Develop migration strategies to ensure records in electronic information systems are retrievable and usable for the full time period described in the applicable RDS.

3.5.3. Manage selection, acquisition, and implementation of DIA electronic recordkeeping systems (ERKS).

3.5.4. Require content management or records management applications selected for implementation at DIA are compliant with the requirements set forth in Reference (j).

3.5.5. Consult with RMPO staff to determine if existing DIA information systems contain records and if proposed information systems will contain records when implemented.

3.5.6. Ensure all DIA information systems which contain records are certified compliant with electronic recordkeeping requirements (see paragraph 4.3.7.2.).

