



# National Reconnaissance Office

4 March 1998  
NROD 110-2  
Information Management

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**SUBJECT: National Reconnaissance Office Records and Information Management Program**

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**A. SYNOPSIS.** This directive documents the policies and responsibilities for managing the National Reconnaissance Office (NRO) Records and Information Management Program in compliance with federal laws and regulations and assigns responsibility to the Director, Management Services and Operations (D/MS&O) for implementation of the Records and Information Management Program.

**B. AUTHORITIES.**

1. 18 U.S.C. §§ 793, 794, 798, and 2071; 44 U.S.C. Chapters 21, 29, 31, 33, and 35; the Freedom of Information Act (FOIA) and the Privacy Act, 5 U.S.C. §§ 522 and 522a;
2. Parts 36 and 41, Code of Federal Regulations;
3. NRO Records Control Schedule; and
4. Executive Order 12958.

**C. APPLICABILITY.** This directive applies to NRO headquarters directorates and offices and to NRO field activities (hereinafter referred to collectively as "NRO Components").

**D. POLICIES.** It is NRO policy to limit the creation of records to those essential for the efficient conduct of official business; to preserve those of continuing value while systematically eliminating all others; and to ensure that their management is in compliance with the applicable laws, regulations, and Executive Orders. Essential records contain proper and adequate documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the NRO. The NRO components will fully comply with the access provisions of the FOIA and Privacy Acts.

**E. RESPONSIBILITIES.**

1. The Director, National Reconnaissance Office (DNRO) is responsible for establishing and maintaining an active, continuing program for the economical and efficient management of NRO records.

2. The D/MS&O, on behalf of the DNRO, shall direct and administer the Information Management Program for the NRO.

3. The Chief, Information Management Group (C/IMG), serving as the NRO Records and Information Management Officer on behalf of the D/MS&O, will develop and implement policies and procedures on the creation, maintenance and use, public access to, and disposition of all NRO records. Implementing instructions will further define duties of the C/IMG, directorates and offices, and other NRO employees in regard to information management.

4. The C/IMG will develop records declassification review procedures to implement decisions of the appropriate declassification authorities that particular information is no longer classified as provided for in Executive Order 12958.

/Signed by Garnett Stowe, Jr. for/

Keith R. Hall  
Director

OPR: MS&O