

COVER SHEET - TRANSACTION DOSSIER

[illegible]

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Defense Intelligence Agency

2. MAJOR SUBDIVISION

Directorate for Information Systems and Services

3. MINOR SUBDIVISION

Information Management Services

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Mr. Jack Tartella

202-231-5257

LEAVE BLANK (NARA use only)

JOB NUMBER

71-373-02-3

DATE RECEIVED

5-24-2002

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

8-9-02

ARCHIVIST OF THE UNITED STATES

John W. Paul

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

5/7/02

SIGNATURE OF AGENCY REPRESENTATIVE

Melissa Fols

TITLE

Records Management Officer

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

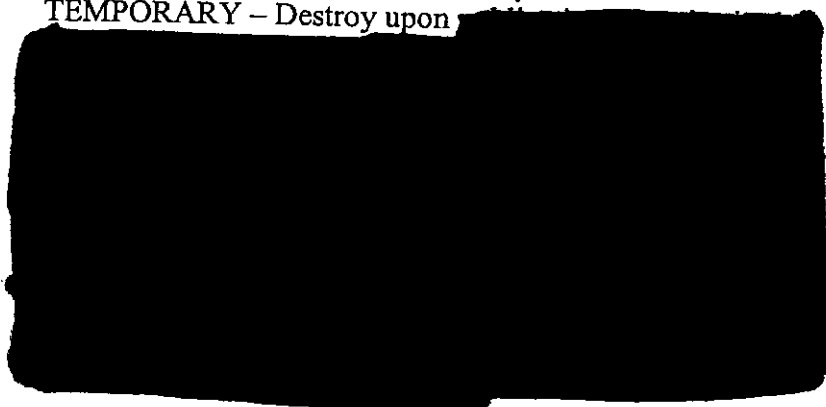
Iraqi Documents

A collection of documents from the country of Iraq, captured during Operation Desert Storm, dated 1978 - 1991. Records include Iraqi Operations plans/orders; maps and overlays; unit rosters (including photographs); manuals covering tactics, camouflage, equipment, doctrine; equipment maintenance logs; ammunition inventories; unit punishment records; handling of prisoners of war; confiscation of vehicles; detainee lists; etc. US-produced IIRs, interrogation reports, translations, and Saudi-produced interrogation reports.

a. Hardcopy records.

TEMPORARY - Destroy upon

approval of this schedule.



**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

No. N1-373-02-03
Item Count: 1

SUMMARY

The Defense Intelligence Agency (DIA) submits Job No. N1-373-02-03 to request disposition authority for the hard copy version of a collection of documents captured by U.S. troops in Operation Desert Storm/Desert Shield.

The U.S. military captured 300 cubic feet of records in Iraq and Kuwait during Operation Desert Storm in 1991. U.S. troops literally swept up these documents as they moved through Kuwait and Iraq, removing paper documents from every possible source, from buildings to the pockets of dead soldiers. While overseas, DIA then scanned and organized these documents, while also exploiting them for military intelligence purposes. DIA is requesting authority for the immediate destruction of the paper records due to their contamination by mold, which was discovered when people working with the records became ill. The scanned versions are being proposed for permanent disposition under a separate, pending schedule that is currently being processed. DIA is requesting immediate disposal authority due to the health risks posed by the paper records. Since the information in these records has been transferred to another medium, immediate destruction of the original paper will not endanger legal rights or reduce government accountability.

Stakeholder reviewing units concurred with the disposition recommendations. Notice of this job was published in the Federal Register. No requests for copies of the schedule were made. I recommend approval of the schedule as submitted.

RECOMMENDATION

- ☒ 1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government.
- ☐ 2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified.
- ☐ 3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition.
- ☐ 4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

☐ Not required.

☒ Required — Publication Date: 06/12/02
Copies Requested: 0
Comments Received: 0

SIGNATURE	TITLE	SIGNATURE	DATE
Appraisal JAC 8/7/02	Appraiser	Margaret H. Smith	08/06/02
	Director, NWML	Larry Baune	8/8/2002
	NWM	Howard R. Howie	8/8/2002
Concurrences	NW	Michael J. Kurl	8-8-02



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

→AL
8/5/02

Date : July 31, 2002

Reply to

Attn of : NWMD Dick Wood

Subject : Appraisal Comments on Job N1-373-02-3

To : NWML

These records are of the type which researchers will want to see when working on the Desert Shield/Desert Storm era. Similar records relating to Germany, Japan, Italy, Korea, and Vietnam are heavily used.

Since the original records are contaminated (the presence of "U.S. origin mold" does not say much for their maintenance under U.S. Control), I have no objection to their destruction. This is particularly so since they have actually been scanned (according to a conversation this date with Ms. Hawkins) and the resulting CD-ROMS scheduled as permanent according to the appraiser. The CD-ROMS should serve the researcher community without the contamination

I recommend approval of this job and look forward to seeing the job scheduling the CD-ROMS.

A handwritten signature in cursive script that reads "Richard E. Wood".

RICHARD E. WOOD
Supervisory Archivist
Initial Processing and Declassification Division



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date: July 31, 2002

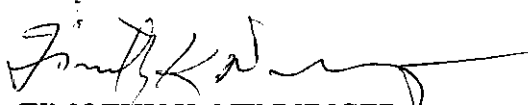
From: NWCTM-TKN

To: NWML- Margaret Hawkins

Subject: N1-373-02-03

JAL
8/5/02

NWCTM concurs in the appraisal recommendation for the captured Iraqi records.


TIMOTHY K. NENNINGER
Chief, Modern Military Records
Textual Archives Services Division

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

DAL
7/29/02

Date: July 29, 2002
Reply to
Attn of: Margaret Hawkins, NWML
Subject: Job. No. N1-373-02-03
To: Stakeholder Units

The Defense Intelligence Agency (DIA) submits Job No. N1-373-02-03 (copy attached) to cover the hardcopy (paper) version of a collection of documents that U.S. troops captured overseas during Operation Desert Storm. The paper records covered by this schedule have also been scanned and placed on CD-ROMs. A separate schedule (Job No. N1-373-02-01) covers the scanned images and will be forwarded for stakeholder review once technical issues are resolved.

Background

The U.S. military captured 300 cubic feet of records in Iraq and Kuwait during Operation Desert Storm in 1991. U.S. troops literally swept up these documents as they moved through Kuwait and Iraq, removing paper documents from every possible source, from buildings to the pockets of dead soldiers. The armed forces then turned these largely Arabic and Farsi-language documents over to DIA.

In the field, DIA had Arabic linguists review the documents and create English language "screening sheets" that contain a brief summary of the documents, control numbers, the type of document (notebook, manual, correspondence, etc.), the language of the original, and categories of information covered by the documents. DIA staff then scanned both the documents and screening sheets in TIFF4 format and stored them on Digital AudioTapes ("DAT tapes"). The linguists translated a limited amount of these documents in the field; the translations were scanned as well. At the same time, the staff developed a small database to track the records. This database formed the basis of a paper index that is still extensively used to access the records.

Beginning immediately after the staff began to process the documents until shortly after the war, DIA reviewed and exploited the collection for intelligence purposes. DIA produced approximately 495 Intelligence Information Reports (IIRs) based on these documents while U.S. troops were deployed in Kuwait and Iraq. These IIRs likely

include much of the important information contained in the collection. The complete set of all DIA's IIRs is permanent under DIAM 13-1, Item 1095. After the war, Armed Forces Reservists produced an unknown number of additional reports under DIA auspices. Others in the Armed Services and the intelligence community also produced reports, although no comprehensive list of reports generated outside DIA exists.


For the next several years after the war, both the paper records and the digital images remained in DIA custody and were largely unused. In the late 1990s the Department of State expressed interest in looking at some of the documents. At that time, DIA realized that the DAT tapes had become corrupted and that only 60% of the documents could be read. Also, the database used to track the records had become corrupted and was inaccessible beyond recovery, leaving only the paper index remaining. DIA commenced a scanning project to re-scan the 40% of the documents that had been lost. During the scanning project, several DIA staff members were taken ill due to exposure to the records. The Department of Defense conducted a test of the records and determined that the paper documents were contaminated with "U.S. origin mold" that can cause conjunctivitis, rhinitis, bronchitis, skin, rash, asthma, and hypersensitivity pneumonitis in susceptible individuals. A contractor then completed the scanning project, putting all images (including the 60% of intact images) in TIFF6 format with storage on 43 CD-ROMS. While scanning the documents, DIA also double-checked the accuracy of and updated many of the screening sheets. The entire collection was also classified at the Secret level.

The documents date from 1978 up until Operation Desert Storm (1991). The collection includes Iraqi operations plans and orders; maps and overlays; unit rosters (including photographs); manuals covering tactics, camouflage, equipment, and doctrine; equipment maintenance logs; ammunition inventories; unit punishment records; unit pay and leave records; handling of prisoners of war; detainee lists; lists of captured vehicles; and other military records. The collection also includes some manuals of foreign, non-Iraqi weapons systems. Some of Saddam Hussein's Revolutionary Command Council records are in the captured material. In addition, the collection includes records of the Gulf Cooperation Council, a body of six Persian Gulf states established in 1981 to provide long-range economic, social, and trade planning for the countries it represented. The CD-ROMs also include DIA's Intelligence Information Reports (IIRs) based on the collection.

This schedule covers only the hardcopy, paper records that comprise the collection. The schedule proposes the immediate destruction of these records after the approval of this schedule due to their contamination. I recommend approval of the proposed disposition. No matter what the potential future research value may be for this collection, the paper records are contaminated to such a degree that both DOD experts and NARA conservation staff agree that the collection could never be opened up to researchers. Decontamination would represent an enormous cost and the chemicals used for decontamination would also present significant hazards to both conservation staff and researchers. They are currently being stored in office space, and the agency would like to destroy them as soon as possible. DIA is requesting authority for immediate destruction

due to the health hazard these records represent. I recommend approval of the schedule as submitted. The imaged files, which are currently being proposed for permanent retention, will be handled under a separate schedule. The appraisal memorandum covering these records will include more detailed information about the potential value of the collection, the technical and access issues related to the records, as well as some examples of the captured documents.

I welcome the comments of Stakeholder Units.

A handwritten signature in cursive script, reading "Margaret Hawkins".

MARGARET HAWKINS
Lifecycle Management Division

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-373-02-03

Date sent: 06/03/02

Date received: _____

Return to sender by: 06/10/02

MNH 06/03/02

Route To: (CIRCLE APPROPRIATE STAKEHOLDER)
1. Tim Nenninger, NWCTM, A-2, RM 2400
Return to: David Langbart, NWML, RM 2200 06/17/02

- A. ☒ This Job has also been sent to: NWMD; NWMWA
- B. ☐ NWML general comments on this job: GRS 20 submission: Are any permanent series covered by the schedule subject to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify.
- C. ☐ NWML wishes assistance in appraising these records:

FOR STAKEHOLDER USE. Check and fill out the line that applies.

- ___ 1. Waives informal review. ✓ wants / ___ does not want to receive completed job.
- ___ 2. Wishes to review appraisal report. ✓ wants / ___ does not want to receive completed job.
- ___ 3. Wishes to participate directly in the appraisal of the entire job or the following selected items: _____. SHU point of contact for appraisal is _____ - phone no. _____.

SHU comments: [Use this space or attach separate sheet]

Date Sent: 6/5/02

SHU Signature

Tim Nenninger

NWML Contact: Margaret Hawkins, NWML

Room number: 2200

Phone No.: 301-713-7110 x245

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-373-02-03

Date sent: 06/03/02

Date received: _____

Return to sender by: 06/10/02

mt 06/03/02

Route To:
1. Judy Barnes, NWMWA, Suitland, RM 125
Return to: David Langbart, NWML, RM 2200 <u>06/11/02</u>

- A. ☒ This Job has also been sent to: NWMD; NWCTM;
- B. ☐ NWML, general comments on this job: GRS 20 submission: Are any permanent series covered by the schedule subject to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify.
- C. ☐ NWML wishes assistance in appraising these records:

FOR STAKEHOLDER USE. Check and fill out the line that applies.

- ☒ 1. Waives informal review. ☒ wants / ☐ does not want to receive completed job.
- ☐ 2. Wishes to review appraisal report. ☐ wants/ ☐ does not want to receive completed job.
- ☐ 3. Wishes to participate directly in the appraisal of the entire job or the following selected items: _____ . SHU point of contact for appraisal is _____ - phone no. _____ .

SHU comments: [Use this space or attach separate sheet]

Date Sent: 6/6/02

SHU Signature

J. Barnes

NWML Contact: Margaret Hawkins, NWML

Room number: 2200

Phone No.: 301-713-7110 x245

memorandum

DATE: 9 May 2002

U-0051 ☐

REPLY TO

ATTN OF: ☐

SUBJECT: Iraqi Documents in Possession of the Defense Intelligence Agency

Thru:

TO: The Archivist of the United States
Director, Life Cycle Management Division (NWML)

FOIA(b)3 - 10 USC 424, DIA

During Operations Desert Shield and Desert Storm in 1991, the Defense Intelligence Agency (DIA) came into the possession of approximately 4 million pages of documents created by the Iraqi military. All of those documents were digitized in 1991, and both the paper and the digitized versions of them were transported to the United States, and subsequently, fully exploited for any intelligence value.

The paper copies of these documents were kept in temporary storage for more than ten years, and have once again been digitized. DIA currently has classified and unclassified versions of these documents on compact discs. During the most recent digitization effort, human health problems were encountered due to the various types of mold on the paper of these documents. Testing determined that the mold is not lethal, but is hazardous to the health of some people.

While coordinating with the National Archives and Records Administration (NARA) staff regarding the retirement of more than 400 boxes containing these documents for temporary storage, DIA determined that, because of the existence of the digitized versions, the health hazard posed by the mold and the security classification of some of the documents, they would be wrapped in plastic and never released for review. The digitized versions of the documents, which DIA will provide to NARA, would be made available to anyone who wanted to see the documents. Additionally, the cost to store the documents for ten years only to have them destroyed at the end of that time would be a waste of money. It is the intent of DIA to destroy the paper copies of these documents as soon as possible.

Should you have any questions regarding this action please contact me, at ☐



JOHN TARTELLA

Chief, Information Management
Services
Defense Intelligence Agency