

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. N1-59-91-10

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

DATE RECEIVED 6/3/91

1. FROM (Agency or establishment)
DEPARTMENT OF STATE

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Intelligence and Research

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION
Office of Intelligence Support

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT. DATE

ARCHIVIST OF THE UNITED STATES

Pat Magin

647-6021


6/24/91



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 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
5/29/91	John Cruce 	Acting Chief, Records Mgmt. Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>Morning Summaries.</p> <p>Daily analysis of current intelligence issues and activities that are submitted to the Secretary of State.</p> <p>PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.</p>		
2.	<p>Morning Briefs.</p> <p>Summary cover sheet generated each morning that highlights recent intelligence activities and issues that have occurred since the previous brief. Information consists of subject and a one</p>		

Copies sent to agency, NA-W NNT, NEF 7/1/91

or two line summation, source of information, and classification. Attached to cover sheet are copies of the sources of information.

PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

3. Afternoon Briefs.

Summary cover sheet generated each afternoon that highlights recent intelligence activities and issues that have occurred since the previous morning brief. Information consists of subject and a one or two line summation, source of information, and classification. Attached to cover sheet are copies of the sources of information.

PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

4. Terrorism Watch Summary.

Daily summary of recent terrorist activities researched from press reports, cables, and other agencies' reports.

PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

5. Narcotics Intelligence Summary.

Daily summary of recent narcotics activities researched from press reports, cables, and other agencies' reports.

PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

6. Morning Selections.

Daily report which consists of cover sheet identifying main subjects of intelligence cables received from other agencies. Attached are copies of the cables.

PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

7. SPOT Intelligence Reports.

Periodic reports prepared on special issues of importance

PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

8. INR Watch Office Log.

Daily log of all significant actions taken by INR Watch Office.

PERMANENT. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

9. INR Information Support System (INRISS).

GRS 20,
Item 5

~~Automated system consisting of five public databases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State's Foreign Affairs Information System (FAIS).~~

~~Retain information on-line for 6 months and then off-line for 2 years then delete the information from the tapes.~~

10. Systems Administrator Management Files.

GRS 20,
Item 1(s)

~~a. Historical Files - Contains background information on previous information systems~~

that were used prior to the current INRISS.

Destroy when no longer needed.

- b. Budget Files - Background information on costs associated with implementation of the INRISS.

Destroy when no longer needed.

- c. Directories - consist of statistics generated by the system regarding available storage and amount of memory used by offices and individuals.

Delete when no longer needed.

- d. Users Files - Administrative information on employees added and deleted from INRISS.

Destroy 3 months after departure of employee.