

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-220-97-4</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>12-9-96</i>	
1. FROM (Agency or establishment)  National Counterintelligence Center (NACIC)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  FOIA (b)(3)	5. TELEPHONE  FOIA (b)(3)	DATE <i>5-21-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 <u>8</u> 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, <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> is not required;         </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div> <i>msp</i>  <i>2/21/97</i> </div> <div> <input checked="" type="checkbox"/> has been requested.         </div> </div>			
DATE <i>12/6/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE FOIA (b)(3)	TITLE <i>Director</i>	
7. Item No.	8. DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Comprehensive schedule (non-electronic records) See attached.		
All changes to this proposed schedule have been approved by: <div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 20px;"> <div> <i>M. Roxora</i>  <b>NARA appraiser</b> </div> <div> <i>2/27/97</i>  <b>date</b> </div> <div>           FOIA (b)(3)            [Redacted]  <b>Agency Representative</b> </div> <div> <i>2/27/97</i>  <b>date</b> </div> </div>			

**NATIONAL COUNTERINTELLIGENCE CENTER (NACIC)**  
Non-Electronic Records Schedule

NOTE: After transfer to NARA, documents that are non-record, duplicates, administrative, facilitative or covered by the General Records Schedule (GRS) can be disposed of during archival processing without further permission of NACIC.

**Office of the Director and the Deputy Director**

**1. DIRECTOR'S CORRESPONDENCE CLASSIFIED SECRET**

a) Correspondence whose contents relates to NACIC's mission, policies, or programs.

Disposition: PERMANENT. Cut off at end of fiscal year. Retire to record center 5 years after cutoff. Transfer to NARA 30 years after cutoff.

b) Correspondence whose contents relates to routine, administrative, or facilitative matters.

Disposition: TEMPORARY. Cut off at end of fiscal year. Destroy 3 years after cutoff.

**2. NACIC CHRONOLOGICAL FILES CLASSIFIED SECRET**

Copies of outgoing correspondence, memoranda, and other records signed by the Director, the Deputy Director, and NACIC Office Chiefs.

Disposition: PERMANENT. Cut off at end of fiscal year. Retire to record center 2 years after cutoff. Transfer to NARA 30 years after cutoff.

~~**3. DIRECTOR'S CALENDAR CLASSIFIED SECRET**~~

~~Disposition: PERMANENT. Cut off at end of fiscal year. Retire to record center upon resignation of director. Offer to NARA when 30 years old. If not accepted by NARA, destroy immediately.~~

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**4. PUBLIC RELATIONS FILES**

a. Speeches or public statements made by the Director and Deputy Director.

Disposition: PERMANENT. Cut off at end of fiscal year. Transfer to NARA 30 years after cutoff.

b. Biographical sketches of Director and Deputy Director for distribution at speaking engagements.

Disposition: PERMANENT. Retire to record center upon resignation of official. Transfer to NARA 30 years after retirement to record center.

**5. ORGANIZATIONAL RECORDS CLASSIFIED SECRET**

Charter, organizational chart, functional statements, and other records providing a description of the mission and administrative structure of the functional units of the NACIC.

Disposition: PERMANENT. Cut off at end of fiscal year. Transfer to NARA 30 years after cutoff.

**6. NACIC STAFF MEETING RECORDS CLASSIFIED SECRET**

Agendas, minutes, and "staff meeting highlights."

Disposition: TEMPORARY. Cut off at end of fiscal year. Destroy 5 years after cutoff.

**7. PROGRESS REPORTS CLASSIFIED SECRET**

Six month progress reports submitted to the National Counterintelligence Policy Board (NACIPB) outlining activities and accomplishments of the NACIC.

Disposition: TEMPORARY. Cut off at end of fiscal year. Destroy 5 years after cutoff.

**8. FINANCIAL REPORT TO MANAGEMENT FROM COMMUNITY MANAGEMENT STAFF (CMS)**

a. Monthly and yearly statements of funds available in NACIC accounts.

Disposition: TEMPORARY.

Monthly reports: Destroy after issuance of new statement.

Yearly statement: Destroy when 3 years old or when no longer needed, whichever is sooner.

**9. PERSONNEL FILES (SOFT FILES)**

a. Staff employees

Individual personnel folders of staff employees consisting of papers documenting all personnel actions.

Files contain performance appraisals, correspondence, training documents, travel documents.

Disposition: TEMPORARY. Upon inter-agency transfer, resignation, or retirement, screen file immediately. Transfer items that should be in the official personnel folder to the gaining office.

b. Contract employees

Consultant and contract employee files. Justifications, contacts, memoranda, and administrative material.

Disposition: TEMPORARY. Upon termination of the contract, screen files. Destroy transitory and non-record materials. Transfer remaining documents to sponsoring office of record.

**Executive Secretariat Office (ESO)**

**10. OFFICIAL FILES OF NATIONAL COUNTERINTELLIGENCE POLICY BOARD (NACIPB) AND NATIONAL COUNTERINTELLIGENCE OPERATIONS BOARD (NACOB) CLASSIFIED TOP SECRET/SCI.**

Agendas, minutes of meetings, correspondence, and reports created by NACOB, NACIPB, and their subcommittees and working groups.

Disposition: PERMANENT. Arranged by organization. Cut off at end of fiscal year. Retire to record center 5 years after cutoff. Transfer to NARA 30 years after cutoff.

**11. BUDGET SUBMISSION AND BUDGET PREPARATION RECORDS CLASSIFIED TOP SECRET/SCI**

a. Budget submissions for inclusion in the Congressional Budget Justification Book (CBJB) and Budget Estimate Submissions (BES).

Disposition: PERMANENT. Cut off at end of fiscal year. Retire to record center 5 years after cutoff.

Transfer to NARA 30 years after cutoff.

b. Budget background records. Cost statements, rough data, and similar materials accumulated in the preparation of annual budget estimates.

Disposition: TEMPORARY. Destroy 1 year after the close of the fiscal year covered by the budget. GRS 5/2.

**12. CHRONOLOGICAL FILES OF NATIONAL COUNTERINTELLIGENCE POLICY BOARD (NACIPB) AND NATIONAL COUNTERINTELLIGENCE OPERATIONS BOARD (NACOB) CLASSIFIED TOP SECRET/SCI**

Copies of correspondence filed chronologically and retained for reference purposes.

Disposition: TEMPORARY. Cut off files at end of fiscal year. Destroy 2 years after cutoff.

**13. MEMORANDA OF UNDERSTANDING/MEMORANDA OF AGREEMENT CLASSIFIED SECRET**

a. Official copies of agreements between NACIC and federal agencies concerning the detailing of personnel to NACIC.

Disposition: TEMPORARY. Destroy 1 year after detailee returns to home component.

b. Copies of MOU's and MOA's between government agencies other than NACIC, but used for reference purposes. CLASSIFIED SECRET.

Disposition: TEMPORARY. Screen at end of fiscal year. Destroy superseded, obsolete, or other documents no longer needed for Center use.

14. OFFICE OF FOREIGN MISSION'S (OFM) TRANSFER OF FUNDS RECORDS CLASSIFIED SECRET

Records documenting the quarterly transfers of funds from NACIC to the Department of State.

Disposition: TEMPORARY. Cut off at end of fiscal year. Destroy 5 years after cutoff.

15. SECURITY POLICY BOARD FILES (non-record) CLASSIFIED TOP SECRET/SCI

Minutes of meetings, agendas, and other records that are used for reference purposes.

Disposition: TEMPORARY. Screen at end of fiscal year. Destroy superseded, obsolete, or other documents no longer needed for Center use.

16. DOCUMENT REPOSITORY AND REGISTRY (non-record) CLASSIFIED TOP SECRET/SCI

a. Document registry and copies of memoranda, reports, budgets, and other records created by various intelligence organizations maintained for references purposes.

Disposition: TEMPORARY. Screen at end of fiscal year. Destroy superseded and obsolete documents no longer needed for Center use.

17. FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FILES

Files created in response for information under the FOIA, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include the official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(1) Granting access to all requested records.

Disposition: TEMPORARY. Destroy two years after date of reply. GRS 14/11a(1).

(2) Responding to requests for non-existent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Request not appealed.

Disposition: TEMPORARY. Destroy 2 years after date of reply. GRS 14/11a(2)a.

(b) Request appealed.

Disposition: TEMPORARY. Destroy as authorized under Item 18 (FOIA Appeals Files) GRS 14/11a(2)b.

(3) Denying access to all or part of the records requested.

(a) Request not appealed.

Disposition: TEMPORARY. Destroy 6 years after date of reply. GRS 14/11a(3)a.

(b) Request appealed.

Disposition: TEMPORARY. Destroy as authorized under Item 18 (FOIA Appeals Files) GRS 14/11a(3)b.

(c) Official copy of requested records.

Disposition: TEMPORARY. Dispose of in accordance with approved NACIC disposition instructions for the related records or with the related FOIA request, whichever is later. GRS 14/11a(3)c.

#### 18. FOIA APPEAL FILES

Files created in response to administrative appeals under the FOIA for release of information denied by the NACIC, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

a. Correspondence and supporting documents (excluding the file copy of the records under appeal if filed herein)

Disposition: TEMPORARY. Destroy 6 years after final determination by NACIC, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.

GRS 14/12a.

b. Official file copy of records under appeal

Disposition: TEMPORARY. Dispose of in accordance with approved NACIC disposition instructions for the related record or with the related FOIA request, whichever is later.

GRS 14/12b.

#### 19. FOIA CONTROL FILES

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature purpose of request and name and address register.

a. Register of listing

Disposition: Destroy 6 years after date of last entry. GRS 14/13a.

b. Other files.

Disposition: TEMPORARY. Destroy 6 years after final action by NACIC or after final adjudication by courts, whichever is later. GRS 14/13b.

#### 20. FOIA REPORT FILES

Recurring reports and one-time information requirements relating to NACIC implementation of the FOIA, excluding annual reports to the Congress at the agency level.

Disposition: TEMPORARY. Destroy when 2 years old or sooner if no longer needed for administrative use. GRS 14/14.

#### 21. PRIVACY ACT REQUESTS FILES

Files created in response to request from individual to gain access to their records or to any information in the records pertaining to them, as provided for under 5 USC 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(1) Granting access to all the requested records.

Disposition: TEMPORARY. Destroy 2 years after date of reply. GRS 14/21a(1).

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay NACIC reproduction fees.

(a) Request not appealed.

Disposition: TEMPORARY. Destroy 2 years after date of reply. GRS 14/21a(2)(a).

(b) Request appealed.

Disposition: TEMPORARY. Destroy as authorized under Item 22 (Privacy Act Amendment Case Files) GRS 14/21a(2)b.

(3) Denying access to all or part of the records requested.

(a) Requests not appealed.

Disposition: TEMPORARY. Destroy 5 years after date of reply. GRS 14/21a(3)(a).

(b) Requests appealed.

Disposition: Destroy as authorized under Item 22 (Privacy Act Amendment Case Files)

GRS 14/21a(3)(b).

b. Official file copy of requested records.

Disposition: Dispose of in accordance with approved NACIC disposition instruction for the related records or with the related Privacy Act request, whichever is later.

## 22. PRIVACY ACT AMENDMENT CASE FILES

Files relating to an individual's request to amend a record pertaining to the individual as provided for under 5 USC 552a(d)(2); to the individual's request for a review of NACIC's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against NACIC as provided under 5 USC 552a(g).

a. Requests to amend agreed to by NACIC. Includes individual's request to amend and/or review refusal to amend, copies of NACIC's replies thereto, and related materials.

Disposition: Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after NACIC's agreement to amend, whichever is later. GRS 14/22a.

b. Requests to amend refused by NACIC. Includes individual's request to amend and to review refusal to amend, copies of NACIC's replies thereto, statement of disagreement, NACIC justification for refusal to amend a record, and related materials.

Disposition: Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by NACIC, or 3 years after final adjudication by courts, whichever is later. GRS 14/22b.

c. Appealed request to amend. Includes all files created in responding to appeals under Privacy Act for refusal by NACIC to amend a record.

Disposition: Dispose of in accordance with the approved disposition instruction for related subject individual's record or 3 years after final adjudication by courts, whichever is later. GRS 14/22c.

## 23. PRIVACY ACT ACCOUNTING OF DISCLOSURE FILES

Files maintained under the provision of 5 USC 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

Disposition: Dispose of in accordance with the approved disposition instruction for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later. GRS 14/23.

## 24. PRIVACY ACT CONTROL FILES

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature or request, and name and address of requester.

a. Register or listings.

Disposition: TEMPORARY. Destroy 5 years after date of last entry. GRS 14/24a.

b. Other files.

Disposition: Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later. GRS 14/24b.

**25. PRIVACY ACT REPORT FILES**

Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget, and Report on New Systems at the all levels.

Disposition: TEMPORARY. Destroy when 2 years old. GRS 14/25.

**26. PRIVACY ACT/FREEDOM OF INFORMATION ACT GENERAL ADMINISTRATIVE FILES**

Records relating to NACIC's general implementation of the Privacy Act and Freedom of Information Act, including notices, memoranda, routine correspondence, and related records.

Disposition: TEMPORARY. Destroy when 2 years old or sooner if no longer needed for administrative use. GRS 14/26 and GRS 14/15.

**Program Integration Office (PIO)**

**27. CHRONOLOGICAL FILES CLASSIFIED SECRET**

Copies of correspondence, memoranda, and other records generated by PIO and its branches maintained for reference purposes.

Disposition: TEMPORARY. Cut off files at end of fiscal year. Destroy 2 years after cutoff.

**PIO's Operations and Investigations Branch**

**28. "200 SERIES" FILE CLASSIFIED SECRET**

Copies of correspondence (primarily printouts from CIA cable system) from various agencies requesting CIA approval of a specific operation or activity at a foreign location and NACIC's responses. Arranged by numbering system designating the creating organization such as Army, Department of State, etc.

Disposition: TEMPORARY. Cut off at end of fiscal year. Destroy 5 years after cutoff.

**29. RESTRICTED HANDLING LOG (1994-1996)**

Log of incoming and outgoing restricted handling cables. Log includes date of cable, subject, and cable site number from originating agency.

Disposition: TEMPORARY. Destroy upon approval of this schedule.

**30. OPERATIONS FILE CLASSIFIED SECRET**

Printouts of incoming and outgoing cables transmitted by the CIA's cable system relating to the authorization and progress of overseas intelligence operations performed by various agencies. Includes incoming request from agency; cables between NACIC and the Director of Operations/CIA; correspondence between NACIC and/or Director of Operations and stations; and NACIC's reply to the agency. Arranged by name of operation.

Disposition: PERMANENT. Place in inactive file upon close of operation. Retire to record center 2 years after close of operation. Transfer to NARA 50 years after close of operation.

**31. GENERAL TOPIC OPERATIONS FILES CLASSIFIED SECRET**

Printouts of incoming and outgoing cables transmitted over the CIA's cable system relating to overseas operation and used as basis for NACIC-issued strategic guidance. Arranged by topic or geographic area.

Disposition: PERMANENT. Place in inactive file upon issuance of Strategic Program Guidance. Retire to record center after 2 years. Transfer to NARA 48 years after retired to record center.

**32. STRATEGIC PROGRAM GUIDANCE WORKING FILE CLASSIFIED SECRET**

Drafts, letters of concurrence, requests for information and other records. Arranged by geographic area or issue.

Disposition: TEMPORARY. Destroy 2 years after final program guidance is promulgated.

**33. STRATEGIC PROGRAM GUIDANCE AND SUPPLEMENTS CLASSIFIED SECRET**

One copy of the Strategic Guidance (both general and geographic specific), including source copy, issued by NACIC to various intelligence entities.

Disposition: PERMANENT. Cut off files at end of fiscal year. Retire to record center 5 years after cut off. Transfer to NARA 30 years after cutoff.

**PIO's Community Training Branch**

**34. WORKING GROUP FILES CLASSIFIED SECRET**

Minutes of meetings, agendas, drafts, reports, correspondence, and other records created by the Operations Chief Working Group, Investigation Working Group, Community Training Working Group, Surveillance Working Group, and the Awareness Working Group.

Disposition: PERMANENT. Arranged by working group. Cut off at end of fiscal year. Retire to record center 5 years after cutoff. Transfer to NARA 30 years after cutoff.

**~~35. PUBLICATIONS AND TRAINING MATERIALS CLASSIFIED SECRET~~**

a) Record Copy: One copy of each newsletter, video recording, visual slide, poster, training packet or other materials created by the Training Branch.

Disposition: PERMANENT. Cut off at end of fiscal year. Retire to record center 5 years after cutoff. Transfer to NARA 30 years after cutoff.

SEE  
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b) Stock publications (non-record):

Disposition: TEMPORARY. Destroy when superseded or no longer needed for agency use.

**36. PUBLICATION WORKING FILES**

Notes, drafts, submissions, correspondence and other records used to develop a publication or other product.

Disposition: TEMPORARY. Destroy 1 year after publication or issuance of final product.

**~~37. REGIONAL SEMINARS RECORDS CLASSIFIED SECRET~~**

Letters of acceptance, enrollment forms, thank you letters, list of attendees, list of speakers, notes, case studies, syllabus, training packet, magazine or newspaper articles, and other records used either for course development purposes or to facilitate the presentation of the seminar.

Disposition: TEMPORARY. Cut off files at end of fiscal year. Destroy 10 years after cut off.

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**Threat Assessment Office (TAO)**

**38. CHRONOLOGICAL FILES**

Copies of correspondence, memoranda, and other records generated by TAO which are maintained for reference purposes.

Disposition: TEMPORARY. Cut off at end of fiscal year. Destroy 2 years after cut off.

**39. PUBLICATIONS CLASSIFIED SECRET**

One copy of final version and the related source copy of each report, brochure, guide, directory, quarterly, "Counterintelligence Executive Notes," intelligence threat assessment, intelligence memorandum, or other product produced by NACIC or produced for another organization for which NACIC served as coordinator or chairman.

Disposition: PERMANENT. Cut off files at end of fiscal year. Retire to records center when volume accumulates to 1 cubic foot. Transfer to NARA 30 years after cutoff.



**40. TAO REFERENCE DOCUMENTS (non-record) CLASSIFIED SECRET**

Copies of memoranda, reports, publications, and other records created by other agencies and maintained for reference purposes.

Disposition: TEMPORARY. Screen at end of fiscal year. Destroy superseded, obsolete, or other documents no longer needed for Center use.

**41. TAO CHIEF'S COMMENTS FILE**

Notes and comments on drafts submitted by various agencies. Arranged by topic.

Disposition: TEMPORARY. Cut off files at end of fiscal year. Destroy 5 years after cutoff.

**42. PUBLICATIONS WORKING FILES CLASSIFIED SECRET**

Reports, notes, drafts, and other records used, created, or circulated by NACIC staff in developing a intelligence threat assessment, final report, publication or other product.

After issuance of final report or publication, screen file and place documents into one of the following files.

**a. Coordination and Dissemination Files CLASSIFIED SECRET**

"NACIC Publication Record," "NACIC Intelink Authorization Record," and any other records documenting the approval of text or dissemination of NACIC's products.

Disposition: TEMPORARY. Cut off files at end of fiscal year. Destroy 5 years after cutoff.

**b. Essential Documents Files CLASSIFIED SECRET**

Documents, submissions, substantive drafts, comments or other records that are essential to the understanding of NACIC's formulation and execution of policies, decisions, or programs.

Disposition: PERMANENT. Cut off at end of fiscal year. Retire to record center 5 after cutoff. Transfer to NARA 30 years after cut off.

**c. Non-essential Documents Files CLASSIFIED SECRET**

Submissions, notes, drafts, comments or other records that are NOT essential to the understanding of NACIC's formulation of policy.

Disposition: TEMPORARY. Destroy 1 year after publication or issuance of final product.

### 3. DIRECTOR'S CALENDAR CLASSIFIED SECRET

Disposition: TEMPORARY. Cut off at end of fiscal year. Destroy upon resignation of director.

### 35. PUBLICATIONS AND TRAINING MATERIALS CLASSIFIED SECRET

a) RECORD COPY: One copy of each newsletter, ~~training packet~~ or other materials created by the Training Branch.

Disposition: PERMANENT. Cut off at end of fiscal year. Retire to record center 5 years after cutoff. Transfer to NARA 30 years after cutoff.

b) STOCK PUBLICATIONS (non-record):

Disposition: TEMPORARY. Destroy when superseded or no longer needed for agency use.

### c) VIDEO RECORDINGS AND RELATED RECORDS UNCLASSIFIED

The original or earliest generation videotape (and a copy for reference) depicting the mission, program, significant activities or functions of the agency.

Disposition: PERMANENT. Transfer to NARA 3 years after completion of video recording [36 CFR 1228.184].

### d) RECORDS RELATING TO PRODUCTION OF VIDEO RECORDINGS UNCLASSIFIED

Script production file and other records that bear upon the origin of video recordings scheduled for transfer to NARA. Also, any records relating to the Government's ownership of the video such as those that document the existence of copyright or other proprietary rights that are legally enforceable in subsequent use.

Disposition: PERMANENT. Transfer to NARA with corresponding video recording.

### e) POSTERS UNCLASSIFIED

Posters created by or acquired by NACIC to document agency functions

Disposition: PERMANENT. Cutoff at end of fiscal year. Transfer 2 copies of each poster to NARA immediately following cutoff.

### f) SLIDES AND OVERHEAD TRANSPARENCIES CLASSIFIED SECRET

35 mm slides and overhead transparencies used in training courses.

Disposition: TEMPORARY. Review annually and destroy individual slides or transparencies when no longer needed.

### g) TRAINING PACKETS CLASSIFIED SECRET

One copy of each syllabus, magazine or newspaper article, and other handouts distributed at each seminar.

Disposition: PERMANENT. Cut off at end of fiscal year. Retire to record center 5 years after cutoff. Transfer to NARA 30 years after cutoff.

**37. REGIONAL SEMINARS RECORDS CLASSIFIED SECRET**

Letters of acceptance, enrollment forms, thank you letters, list of attendees, list of speakers, notes, case studies, and other records used either for course development purposes or to facilitate the presentation of the seminar.

Disposition: TEMPORARY. Cut off at end of fiscal year. Destroy 10 years after cutoff.

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 U.S.C. 403(g), Section 6 of the CIA Act of 1949 which protects from disclosure the “organization, functions, names, official titles” of the CIA and/or Exemption 6, personal privacy. You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>