

Request for Records Disposition Authority

Records Schedule Number DAA-0263-2016-0001
Schedule Status Approved

Agency or Establishment Central Intelligence Agency
Record Group / Scheduling Group Records of the Central Intelligence Agency
Records Schedule applies to Major Subdivision
Major Subdivision Directorate of Digital Innovation
Schedule Subject Indices
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0263-2016-0001

Sequence Number	
1	Card Indices Disposition Authority Number: DAA-0263-2016-0001-0001
2	Card Index to Historical Source Files Disposition Authority Number: DAA-0263-2016-0001-0002

Records Schedule Items

Sequence Number	
1	<p>Card Indices</p> <p>Disposition Authority Number DAA-0263-2016-0001-0001</p> <p>The Intellofax system was an IBM punch card indexing/retrieval system for intelligence reports received by CIA and managed in a now defunct library. The system began in 1938 and the last input to the system ceased in 1967. The punch card had the subject of the intelligence report, occasionally a synopsis of the report, and location with the library. With the demise of the library, all of the reports were relocated to the Agency Records Center and cataloged (by title, report number, and new location) in the Records Center database. The Agency Records Center database replaced the predecessor punch card system as a finding aid for all of these intelligence reports that have been designated permanent.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Paper records.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation NC1-263-77-2 / 61/d/1</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after approval of schedule</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Card Index to Historical Source Files</p> <p>Disposition Authority Number DAA-0263-2016-0001-0002</p> <p>Card indices for historical bibliographic documentary listings; archival and research guides to historical sources and authorities.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Paper records.</p>

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing?

No

Disposition Instruction

Retention Period

Destroy immediately after approval of schedule

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/24/2016	Certify	CIA One	Records Management	Records Management - Records Management
09/09/2016	Return for Revision	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
09/14/2016	Submit For Certification	CIA Three	Records Management	Records Management - Records Management
10/21/2016	Certify	CIA One	Records Management	Records Management - Records Management
08/17/2017	Submit for Concurrence	Meredith Scheiber	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/18/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/18/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/23/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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/>