

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-263-02-2
1. FROM (Agency or establishment) Central Intelligence Agency		DATE RECEIVED	3/27/02
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER		DATE	ARCHIVIST OF THE UNITED STATES
5. TELEPHONE		9-13-02	[Signature]
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, FOIA(b)(3) - 50 USC 403g Section 6 of the CIA Act of 1949 <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
2/26/2002	Edmund Cohen	Deputy Director Information Management	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached: (CDC RCS Items)		

1 Other Government Agency Referral Files.

Consists of document review requests, external referral sheets, and copies of selected pages of documents referred to and from other government agencies for declassification review. Includes declassification decisions and certifications made on all referred documents. Arranged by name of other government agency and thereunder by batch number

TEMPORARY Cut off upon completion of batch processing Destroy 20 years after cut off.

2 Account Managers Database.

An automated system used to track documents referred to and from other government agencies for declassification review. Includes data elements such as batch number, document sequence number, document number, the name of the government agency where the document was referred, Agency internal office of primary interest, number of pages, date sent, date returned, original classification, whether the document was referred to multiple agencies, and general comments. Information is derived from Other Government Agency Referral Files covered by Item 1

a Electronic File

Delete entries 20 years after completion of batch processing.

b Reports and Outputs from Ad Hoc Queries.

Destroy when one year old, or when superseded, obsolete, or no longer needed, whichever is sooner.

cm Documentation

~~Destroy or delete when superseded or obsolete or on authorized deletion of the related master file or database (GRS 20, Item 11a)~~

3. Declassification Certification Files.

Consists of shelf listings of records at the document level for each records center job that was manually reviewed and processed by the declassification review staff. Includes review sheets reflecting review and declassification decisions (release in full, denied, or sanitized), as well as certifications. Arranged by records center job number

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

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/>