

| | | | |
|---|-------------|--|--------------------------------|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on page 3)</i> | | DO NOT WRITE IN THESE SPACES - LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 8601 ADELPHI ROAD, COLLEGE PARK, MD. 20740-6001 | | JOB NUMBER | N1-263-02-3 |
| 1 FROM (Agency or establishment) Central Intelligence Agency | | DATE RECEIVED | 8/30/02 |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 | 5 TELEPHONE | DATE | ARCHIVIST OF THE UNITED STATES |
| [Redacted] | [Redacted] | 12-13-02 | [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 2 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

is not required, is attached; or has been requested.

| | | |
|---------|------------------------------------|--|
| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
| 8/26/02 | [Signature] Edmund Cohen | Deputy Director, Information Management Services |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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 (TRADAR) | | |

Handwritten notes and scribbles at the bottom of the page.

UNCLASSIFIED

File Series Identification:

(U) Office of Record: Directorate of Intelligence

1.

Trade Data Aggregation and Recovery system (TRADAR) - [REDACTED]

A. Input. Data from unclassified magnetic tapes [REDACTED]

(U) **TEMPORARY.** Copy selected data into system, verify data. Transfer raw data tapes to AARC for ten years, then review for continued retention. Tapes will be recopied if justification is given to retain longer.

(U) **B. Data.** Data held by the system described in A under Input.

(U) **TEMPORARY.** Erase when superseded or obsolete Upon termination of application, hold, transfer, or erase in accordance with approved Agency disposition instructions for the application

(U) **C Output.** Reports as requested by analysts.

(U) **TEMPORARY** Destroy after one year

Temporary . Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.)

(U) **D. Backup Tapes.**

1. Daily backup tape prepared by the OFL computer center, Monday through Thursday

(U) **TEMPORARY.** Hold in OFL tape library for 15 days, then reuse. (Complies with GRS 20, Item 8b).

2. Weekly backup tape prepared by the OFL computer center each Friday.

(U) **TEMPORARY** Hold in OFL tape library for 45 days, then reuse.

UNCLASSIFIED

UNCLASSIFIED

3. Monthly backup tape prepared by OFL computer center the last Friday of each month

(U) TEMPORARY. Hold in OFL tape library for one week, transfer to AARC for three weeks, then reuse

E. (U) **Documentation.** User manual, data base manager manuals and system administrator manuals.

(U) TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or database

UNCLASSIFIED

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, or 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/>