


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on page 3)</i>		SAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 8601 ADELPHI ROAD, COLLEGE PARK, MD. 20740-6001		JOB NUMBER NI-263-02-4	
1 FROM (Agency or establishment) Central Intelligence Agency		DATE RECEIVED 9/6/02	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
<input type="checkbox"/>	<input type="checkbox"/>	7-16-03	<i>J.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 _____ 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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
12/30/02	<i>[Signature]</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Demarche Requests 		

1/13/03
116-109

A 116-109-1000-1000

UNCLASSIFIED

(U) File Series Identification:

(U) Office of Record: Directorate of Intelligence - Center for Weapons Intelligence, Nonproliferation and Arms Control (WINPAC)

(U) Demarche Requests – Demarche requests from Department of State for comments on proposed Demarches, includes list of dissemination, analysis, IC correspondence, approval and denial tracking numbers, decision numbers, response back to the Department of State, and a copy of the final Department of State cable provided to the policy makers.

(U) Disposition Instructions:

- a. **(U) Record Copy – (hardcopy or electronic)**
(U) TEMPORARY. Maintain records in the office area for 2 years. Transfer records to the AARC for 13 years and destroy.
- b. **(U) All other electronic copies produced on electronic mail and word processing systems and used to generate the recordkeeping copy.**
(U) TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

Change made per telephone conversation of April 3, 2003 between FOIA b(3) (CIO/IMS) and David Langbart (NWML).

DA Langbart, NWML
4/3/03

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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/>