

The following represents a public use version of a records schedule classified in accordance with Executive Order 13526.

You will need to submit a Freedom of Information Act (FOIA)/Mandatory Declassification Review (MDR) request to the NARA Office of the General Counsel to seek access to the classified version of this records schedule.

Instructions on how to submit a request for access can be found on <https://www.archives.gov/foia>

**PUBLIC USE VERSION**



UNCLASSIFIED

**1 OPERATIONAL ACTIVITY FILES.**

Arranged by operational activity File contains all documentation relating to operational activities created or received and filed or appropriate for filing in any operational activity file. Files may include memorandums; reports, cables, intelligence reports, policy, planning, management, and development documents, dealing with authorization, objectives, accomplishments, and termination, statements of objectives against which an activity is directed, descriptions of activity, lists of agents; support facilities, vehicles and equipment, including a statement of cost, technical operations files, liaison operations files, including scope and nature of understanding; identities of persons involved and costs; accomplishments, special arrangements and approvals; and related documentation

(a) Files opened prior to November 1, 1999.

**1 Paper Files.** All documentation relating to each operational activity.

PERMANENT Retire inactive records to (b)(3) Transfer all file sections for a given activity to the National Archives 50 years after the closure of the activity.

**2 Electronic records.**

**A** Records dating through January 2, 1994

Temporary Destroy when no longer needed for active agency use and a paper copy has been placed in the files covered by item 1 (a) (1).

**B** Records dating from January 3, 1994 to October 31, 1999

PERMANENT Maintain electronic records in accordance with standards for the maintenance of electronic records found at 36 CFR 123430 or its successor Transfer to the National Archives 50 years after the closure of the activity. Records will be transferred in the electronic format in accordance with the standards for the transfer of permanent electronic records in effect at the time of transfer (36 CFR 1228 270 or its successor)

UNCLASSIFIED

UNCLASSIFIED

(b) Files opened beginning October 1, 1999

1 **Electronic recordkeeping system.**

**PERMANENT** Maintain electronic records in accordance with standards for the maintenance of electronic records found at 36 CFR 1234.30 or its successor. Transfer to the National Archives 50 years after the closure of the activity. Records will be transferred in electronic format in accordance with the standards for the transfer of permanent electronic records in effect at the time of transfer (36 CFR 1228.270 or its successor).

2 **Paper records.** Hard-copy only documents associated with files maintained on the electronic recordkeeping system.

A **Paper records converted to images and made part of the electronic recordkeeping system**

**Temporary** Destroy after verification. (This does not apply to pre-October 1999 records system files imaged for incorporation into the electronic recordkeeping system).

B **Paper records not converted to the electronic recordkeeping system**

**PERMANENT** Retire inactive records to (b)(3). Transfer all records for a given activity to the National Archives 50 years after the closure of the activity along with associated electronic records.

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, 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/>