

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on page 3)

DO NOT WRITE IN THESE SPACES

JOB NUMBER **N1-263-06-1**

DATE RECEIVED **5/1/06**

NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
1301 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

1 FROM (Agency or establishment)

Central Intelligence Agency

2 MAJOR SUBDIVISION

Information Management Services

3 MINOR SUBDIVISION

Records Classification Management Group

4 NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

DATE

ARCHIVIST OF THE UNITED STATES

5/28/06

Al. Mandelstam

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,



is not required;



is attached; or



has been requested

DATE

3/15/06

SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

TITLE

Chief, 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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------|--|--|------------------------------------|
| 1 | Operational Activity Files (please see attached pages) | | |

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 1234 30 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)

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(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.

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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/>