

# REQUEST FOR RECORDS DISPOSAL AUTHORITY

(See instructions on page 3)

To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

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

(b)(3)

5 TELEPHONE

(b)(3)

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-263-063

DATE RECEIVED

6/26/06

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

10/28/10

ARCHIVIST OF THE UNITED STATES

**WITHDRAWN**

## 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 3 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

5/19/06

SIGNATURE OF AGENCY REPRESENTATIVE

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SUPERSEDED JOB  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)

The attached 3 pages provide disposition instructions for new and existing Information Management records of the Central Intelligence Agency (CIA)

The following instructions apply to all items in this SF-115:

1) The file series listed in the attached SF-115 will apply to all records in the CIA regardless of media or physical format.

a. Recordkeeping copies may be created in any media or physical format and will be retained or destroyed in accordance with the disposition instructions in the attached SF-115.

b. All duplicate or reference copies may be destroyed when no longer needed or obsolete

2) Dependent upon the type of record, most files or file series will be cutoff at either the end of the Fiscal Year or Calendar year.

NOTE: All file series approved for permanent retention will be transferred to the National Archives and Records Administration pending CIA determination that continued Agency retention is not required

AFP File Tag	File Series	Description	Disposition
<b>INFORMATION MANAGEMENT (IM)</b>			
<b>IM-COTRA-0000</b>	<b>Control and Tracking Logs</b>		
<b>IM-COTRA-15231</b>	(U) Top Secret Control and Tracking Logs	(U) Includes accounting control files for Top Secret collateral and Top Secret and below Codeword and Restricted Data material	TEMPORARY Maintain for 5 years, after the documents are downgraded, declassified, or transferred outside of the control area, then destroy
<b>IM-COTRA-15232</b>	(U) Document, Pouch, and Mailing Receipts	(U) Includes document receipts, pouch manifests, and accounting records for registered, certified, and special delivery mail, including receipts and return receipts as well as logs, for transmitting classified and unclassified information	TEMPORARY Maintain for 2 years, then destroy
<b>IM-COTRA-15233</b>	(U) Courier Receipts and Special Mailing Requests	(U) Includes receipts used to document the transfer of material to an official courier or other authorized individual and requests for special mailing	TEMPORARY Maintain for 3 months, then destroy
<b>IM-LIBRA-00000</b>	<b>Library</b>		
<b>IM-LIBRA-15310</b>	(U) Library Services	(U) Includes accounting, control, and suspense files used to maintain control of requests for documents, publications, and material available from the CIA Library or interlibrary loans. This includes unclassified publications borrowed from the Agency, loaned by the Agency to external libraries, or loaned to the Agency from external sources.	TEMPORARY Maintain for 1 year after item has been returned to the CIA Library, then destroy
<b>IM-LIBRA-15320</b>	(U) Reference Materials	(U) Includes publications, catalogs, textbooks, maps, films, newspapers, periodicals, books, directories, manuals, brochures, card indices, and other types of material used by components in connection with the performance of their duties and responsibilities purely for reference, research, or background relative to their special interests. This is applicable to materials throughout the Agency.	TEMPORARY Return loaned items to lender, destroy other items when superseded, obsolete, or no longer needed. Transfer appropriate items to the Agency Library, History Staff, or the Library of Congress.

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FP File Tag	File Series	Description	Disposition
IM-RECMT-0000	Records and Classification Management		
IM-RECMT-15416	(U) Forms	(U) Includes agency forms management program case files consisting of one record copy of each officially approved Agency form with related instructions, including background materials, requisitions, specifications, processing data, and control records, and documentation showing inception, scope, and purpose of the form	TEMPORARY Maintain 5 years after the form is obsolete, then destroy
IM-RECMT-15420	(U) IM Subject Files	(U) Includes information and records management program files pertaining to the development and improvement in the management of Agency records, such as those unique to the components Consists of procedures, and systems for handling information and the life cycle of records management (creation, classification, maintenance and use, preservation, and disposition)	TEMPORARY Maintain for 7 years or when superseded, or no longer needed for reference, whichever is sooner, such as those that are unique to the component, then destroy
IM-RECMT-15431	(U) Indexes/Finding Aids/Inventories for Temporary Series	(U) Includes information such as statistical reports and accession and disposition registers that are maintained by job numbers, which are used to record the volume of records accessioned to the AARC, as well as the volume of records that are disposed of by destruction or transfer The registers also serve as indexes to temporary records series Also includes indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA- approved SF 115 Request for Record Disposition Authority, SF 258 Agreement to transfer records to the National Archives is specified by GRS 16-2a(2)	TEMPORARY Maintain for 6 years after the related records are destroyed or transferred, then destroy
IM-RECMT-15432	(U) Indexes/Finding Aids/Inventories for Permanent Series	(U) Includes preliminary inventories consisting of items of interest on selected Agency records series, with background, volume, dates, and other significant information maintained with the records series	PERMANENT

UNCLASSIFIED

AFP File Tag	File Series	Description	Disposition
IM-RECMT-15440	(U) "Hold" Records (Limit of 1 envelope per person up to 1 cubic ft)	(U) Includes personal records held for Agency personnel reassigned outside of the HQS area (The records do not include original copies of wills or any other items that should be retained in a safe deposit box or attorney's office because they have legal effect or could require action in the absence of the person) Excludes substantive job responsibilities associated with working papers described in other items in this schedule or in items specified by the component A notice is placed in the front of the person's supplemental personnel (soft) file, showing the location of the material and, if the material is in repository, the job number Hold files may be non-records in some components	TEMPORARY Maintain in current files area until employee returns, or transfer to AARC, and review every 3 years, recall when the employee returns
IM-RECMT-15450	(U) Original Classification/Declassification Authority	(U) Record copy of written delegations of original classification and declassification authority Federal Requirement from E O 12958	TEMPORARY Maintain for 50 years, then destroy
IM-RECMT-15460	(U) Portion Marking Waivers	(U) Record copy of Agency approved waivers to the portion-marking requirement for classified documents Federal Requirement from E O 12958	TEMPORARY Destroy when superseded or obsolete
IM-RECMT-15480	(U) Records Control Schedule Case Files	(U) Record copies of approved Agency Records Control Schedules that includes supplementary data pertinent to amendments, revisions, organization changes, and transfer of records and/or custodial responsibility	PERMANENT
IM-RECMT-15490	(U) Vital Records Schedules	(U) Record copies of Vital Records Schedules prepared by components to identify vital records to be deposited, frequency of deposit, and disposition instructions	TEMPORARY Maintain until superseded by updated schedule, then destroy

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/>