


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on page 3)</i>		HAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 8601 ADELPHI ROAD, COLLEGE PARK, MD. 20740-6001		JOB NUMBER <b>N1-263-06-4</b>	
1 FROM (Agency or establishment) Central Intelligence Agency		DATE RECEIVED <b>9/5/06</b>	
2 MAJOR SUBDIVISION Information Management Services		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records Classification Management Group		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>(b)(3)</b>	5 TELEPHONE <b>(b)(3)</b>	DATE <b>10/28/10</b>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

**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 <b>9/5/06</b>	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE <b>Chief, Information Management Services</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The attached <u>2</u> pages provide disposition instructions for new and existing Health, Safety &amp; Environment records of the Central Intelligence Agency (CIA).</p> <p>The following instructions apply to all items in this SF-115:</p> <p>1) The file series listed in the attached SF-115 will apply to all records in the CIA regardless of media or physical format.</p> <p>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.</p> <p>b. All duplicate or reference copies may be destroyed when no longer needed or obsolete.</p> <p>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.</p> <p>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 no longer required.</p>		

## UNCLASSIFIED

AFP File Tag	File Series	Description	Disposition
<b>HEALTH, SAFETY &amp; ENVIRONMENT</b>			
HE-ENVIR-00000	<b>Environmental Conditions</b>		
HE-ENVIR-13101	(U) Environmental Conditions	(U) Includes files documenting hazards found during surveys and reviews of offices and installations such as information on noise, smoke, chemicals, and other forms of hazards found in the working environment	TEMPORARY Maintain records for 40 years after incident, then destroy
HE-MEDIC-00000	<b>Medical</b>		
HE-MEDIC-13210	(U) Applicant Medical Files	(U) Includes medical chart files for applicants who have had pre-employment physical examinations and are awaiting further Agency clearance prior to entry on duty. Contains sensitive psychiatric files	TEMPORARY Maintain records for 2 years, then review. If the applicant was not hired, then destroy. If the applicant was hired, incorporate into Official Medical File, then destroy 75 years after birth date of employee, 60 years after date of earliest document in the folder, if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later
HE-MEDIC-13220	(U) Employee or Family Medical Files	(U) Includes Agency employee medical records and documents pertaining to medical histories of dependents of Agency employees. For employees, includes reports of medical examinations, and histories, laboratory findings, psychological tests, psychiatric evaluations, and other similar documents relating to an employee's medical history. For dependents of employees, includes requests for evaluation, immunization records, medical histories, examinations, and other similar documentation.	TEMPORARY Maintain records for 65 years after separation of employee, then destroy
HE-MEDIC-13230	(U) Medical Dispatch (Station, person)	(U) Includes correspondence of a medical nature sent to field stations. Maintained as the official overseas correspondence file of the medical officer	TEMPORARY Maintain for 1 year, then destroy
HE-SAFETY-00000	<b>Occupational Safety</b>		
HE-SAFETY-13310	(U) Accident and Injury	(U) Includes reports, logs, correspondence, related medical and investigatory records, and Occupational Safety and Health Administration (OSHA) forms relating to on-the-job injuries, whether or not a claim for compensation was made. Excludes records filed in the Employee Medical Folder and copies submitted to the Department of Labor	TEMPORARY Maintain records for 6 years after close of claim or when deadline for filing a claim has passed, then destroy
HE-SAFETY-13320	(U) Fire Response Activities	(U) Includes various forms and reports necessary for proper control and elimination of fire on Agency property	TEMPORARY Maintain records for 3 years, then destroy

AFP File Tag	File Series	Description	Disposition
HE-SAFETY-13330	(U) Installation Safety	(U) Includes survey reports, technical inspection reports, correspondence, and photographs, regarding safety at domestic, field, and foreign installations	TEMPORARY Maintain records for 30 years after facility closes or is no longer under the custody of the Agency, 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/>