

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on page 3)		.VE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 8601 ADELPHI ROAD, COLLEGE PARK, MD. 20740-6001		JOB NUMBER	N1-263-07-1
1 FROM (Agency or establishment) Central Intelligence Agency		DATE RECEIVED	1/23/07
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER (b)(3)	5 TELEPHONE (b)(3)	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
		10/28/10	

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 10/6/06	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Chief, Information Management Services
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>3</u> pages provide disposition instructions for new and existing Information Review and Release (IR) 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

Classification	AFP File Tag	File Series	Description	Disposition
	INFORMATION REVIEW AND RELEASE (IR)			
(U)	IR-IRRCA-00000	Information Review and Release Case Files		
(U)	IR-IRRCA-15510	(U) FOIA/PA/EO Requests - Not Appealed	(U) Freedom of Information Act/ Privacy Act/ Executive Order Mandatory Review for Declassification (FOIA/PA/EO) files, including correspondence and supporting documents for each request for requests not appealed including component responsive documents	TEMPORARY Destroy 6 years after date of final Agency reply
(U)	IR-IRRCA-15520	(U) FOIA/PA/EO Requests - Appealed/Litigation Case Files	(U) Freedom of Information Act/ Privacy Act/ Executive Order Mandatory Review for Declassification (FOIA/PA/EO) files, including correspondence and supporting documents for each request for requests that are appealed or in litigation including component responsive documents	TEMPORARY Destroy 10 years after final action by the Agency or final adjudication by the courts, whichever is later
(U)	IR-IRRCA-15530	(U) FOIA/PA/EO Request Control Files	(U) Files maintained for control purposes in responding to FOIA/PA/EO requests, including registers and similar records listing date, nature and purpose of a request and name and address of requester	TEMPORARY Destroy 6 years after date of last entry
(U)	IR-IRRCA-15540	(U) Other Government Agency Referral Files	(U) Consists of document review requests, external referral sheets, and copies of selected pages of documents referred to and from other government agencies for declassification review. Includes declassification decisions and certifications made on all referred documents. Arranged by name of other government agency and hereunder by batch number.	TEMPORARY Maintain for 20 years, then destroy
(U)	IR-IRRCA-15550	(U) Declassification Certification Files	(U) Consists of shelf listings of records at the document level for each records center job that was manually reviewed and processed by the declassification review staff. Includes review sheets reflecting review and declassification decisions (release in full, denied, or sanitized), as well as certifications. Arranged by records center job number.	TEMPORARY Maintain for 10 years, then destroy
(U)	IR-PUBRE-00000	Publications Review Board Case Files		
(U)	IR-PUBRE-15701	(U) Publications Review Board Case Files	(U) Consists of Publications Review Board Case files. Includes materials submitted for review, related documents, and a copy of PRB's response to the requester.	PERMANENT
(U)	IR-SPCOL-00000	Special Collections		

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Classification	AFP File Tag	File Series	Description	Disposition
(U)	IR-SPCOL-15810	(U) Special Search Collections Statutory Profile	(U) Consists of statutory search and production requests by various sources (e.g. Department of Justice, Independent Counsels, etc.) having historical value. Collections include the initial request and a copy of the responsive material.	PERMANENT
(U)	IR-SPCOL-15820	(U) Special Search Collections Non-Statutory Profile	(U) Consists of non-statutory, routine search requests for material. Collections include the initial request and a copy of the responsive material.	TEMPORARY Review after 10 years, then destroy
(U)	IR-SPCOL-15830	(U) Foreign Relations of the United States (FRUS)	(U) Consists of Foreign Relations of the U.S. (FRUS) manuscript files. Correspondence with the Department of State relating to the review of manuscripts in the FRUS series. Also included are internal Agency coordination correspondences and copies of all documents reviewed which are either sanitized or withheld in their entirety.	TEMPORARY Destroy 3 years after volume is released to public
(U)	IR-SPCOL-15840	(U) Historical Review Collections	(U) Consists of documents, or portions of documents, which have been reviewed and declassified under the CIA Historical Review Program (HRP) as authorized by Agency Regulations and Executive Order 12958 as amended. The documents are initially selected to be reviewed and copies of pertinent documents are made. (The original documents are returned to the originating component.) The product of the review is a collection of declassified or redacted documents which are accessioned to the National Archives and Records Administration (NARA) under a Memorandum of Understanding between NARA and CIA dated June 1989. A copy of the documents accessioned to NARA is then scanned into an electronic computer system. Upon verification that the records were successfully scanned into the electronic computer system the hardcopy are destroyed.	TEMPORARY Review after 25 years, 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/>