

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on page 3)		DO NOT WRITE IN THESE SPACES DO NOT WRITE IN THESE SPACES	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 8601 ADELPHI ROAD, COLLEGE PARK, MD. 20740-6001		JOB NUMBER NI-263-07-2	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 NAME OF PERSON WITH WHOM TO CONFER (b)(3)	5 TELEPHONE (b)(3)	DATE 10/28/10	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention period 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 11/6/06	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS DR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The attached <u>2</u> pages provide disposition instructions for new and existing Information Technology (IT) 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>		

Classification	AFP File Tag	File Series	Description	Disposition
	INFORMATON TECHNOLOGY (IT)			
(U)	IT-APPLI-0000	Application Processing		
(U)	IT-APPLI-17110	(U) Input/Source Records	(U) Includes input data traffic volume statistics, input data consisting of memoranda, cables, correspondence, and updated computer listings, input files consisting of source documents from which data is converted to machine readable form for input to the data files of computer applications, documents or forms designed and used to create, update, or modify records in an electronic medium and not required for audit or legal purposes, records entered into the system during an update process, records received from another agency and used as input/source records by the receiving agency, and records containing uncalibrated and unvalidated digital or analog data collected during observation, measurement activities or research and development programs used as input for a digital master file or database	TEMPORARY Maintain until data has been input into system and verified or is no longer needed as a backup, then destroy
(U)	IT-APPLI-17120	(U) Machine Readable Data Files	(U) Includes data files associated with computer applications and are maintained on storage media such as magnetic disks, and tapes	TEMPORARY Maintain until the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, then destroy
(U)	IT-APPLI-17130	(U) Program Code	(U) Includes program files consisting of source, load, object, and other computer applications, coded under established program language standards and procedures. Includes tape files used as backup to disks	TEMPORARY Maintain until the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes or superseded, then destroy

Classification	AFP File Tag	File Series	Description	Disposition
(U)	IT-OPTRN-0000	IT Systems Operations		
(U)	IT-OPRTN-17210	(U) Reports and Logs	(U) Includes, services, and resources, holdings and control logs, customer service files and help desk logs, rejected projects-requirements and documentation, and performance measurements and benchmarks files	TEMPORARY Maintain for 1 year or when no longer needed, then destroy
(U)	IT-OPRTN-17220	(U) Requirements and Documentation	(U) Includes files on usage and monitoring of IT systems requirement files consisting of correspondence and other material concerning O&M maintenance of agency applications	TEMPORARY Maintain for 5 years after system is superseded, then destroy
(U)	IT-OPRTN-17230	(U) IT Operations Records	(U) Includes asset and configuration management files, Oversight and Compliance files, system security maintenance files, system backup/tape library records, audit logs, user identification, profiles, authorization, and password files, and site management equipment support services It does not include information security files	TEMPORARY Maintain for 6 years after system is superseded or when files are no longer needed, then destroy, Maintain backup tapes until superseded or when no longer needed for system restoration, 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/>