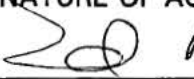


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on page 3)</i>		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-263-07-3	
1 FROM (Agency or establishment) Central Intelligence Agency		DATE RECEIVED 1/23/07	
2 MAJOR SUBDIVISION Information Management Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Records & Classification Management Group			
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5 TELEPHONE (b)(3)		DATE 10/28/10	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 10 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>10</u> pages provide disposition instructions for new and existing Finance (FI) 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
	FINANCE (FI)			
	FI-ACCOU-00000	Accounting		
(U)	FI-ACCOU-09110	(U) Balance Sheets	(U) Includes monthly listings of individual insurance account information	TEMPORARY Maintain for 2 year after audit, then destroy
(U)	FI-ACCOU-09120	(U) Billing Records	(U) Includes copies of documents such as billing files, statement files, certifications, original receipts, and all support data applicable to financial accountings (site audit records)	TEMPORARY Maintain for 1 year, then destroy
(U)	FI-ACCOU-09130	(U) General Ledger-Permanent	(U) Debit and credit entries taken from journals	PERMANENT
(U)	FI-ACCOU-09135	(U) General Ledger-Temporary	(U) Includes files maintained by components responsible for expenditures accounting, pertaining to their internal operations and administration Also includes copies of ledgers, journals, vouchers, and documentation supporting expenditure of funds allotted (Office of Finance is the Office of Record)	TEMPORARY Maintain for 7 years, then destroy
(U)	FI-ACCOU-09140	(U) Journal Files	(U) Includes journals maintained as insurance accounting records, such as daily entries of money received or disbursed	TEMPORARY Maintain for 5 years after audit, then destroy
(U)	FI-ACCOU-09150	(U) Monetary Management Records	(U) Includes monetary daily records, cashier Class A account files, bank transfers, bank account files, payments by United States Treasury checks, devised payments, notices returned from banks, and station files	TEMPORARY Maintain for 12 years after period of account, then destroy
(U)	FI-ACCOU-09160	(U) Memoranda of Understanding/Memoranda of Agreement Financial Support Documentation	(U) Includes interagency sub-agreements, such as amendments on projects involving other government agencies and supporting documents such as ledger sheets and worksheets reflecting distribution of costs	TEMPORARY Maintain for 12 years after period of account, then destroy
(U)	FI-ACCOU-09170	(U) Re-sale (Reimbursable Sales)	(U) Includes case files documenting the sale of material to other government agencies, such as requisitions, purchase orders, and completion of actions on the requisitions, filed by requisition number	TEMPORARY Maintain for 6 years after completion, then destroy
(U)	FI-ACCOU-09180	(U) Representation Allowance	(U) Includes copies of letters of authorization and consolidated end of fiscal year expense	TEMPORARY Maintain for 6 years, then destroy
(U)	FI-ACCOU-09190	(U) Stamp Account Files	(U) Includes postage slips, Form 239 - Request for Postage, forms authorizing the use of postage, and detailed accounting of stamps and funds	TEMPORARY Maintain for 6 years, then destroy
(U)	FI-ACCOU-09210	(U) Travelers Checks	(U) Includes travelers' checks, seller's copies of applications, and checks on hand File consists of day-to-day accounting for sales and receipts	TEMPORARY Maintain for 3 years, then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	FI-ACCOU-09220	(U) Voucher Files	(U) Includes original voucher files, voucher registers, control journals, sub-agreements, documents used as posting, control media, and any supporting documents such as ledger sheets, worksheets, certification, and original receipts	TEMPORARY Maintain for 7 years, then destroy
(U)	FI-ACOFF-00000	Accountable Officer Files		
(U)	FI-ACOU-09301	(U) Accountable Officer Files	(U) Includes records copies of all records concerned with the accounting for, availability, and status of public funds	TEMPORARY Maintain for 7 years after period of account, then destroy
(U)	FI-ALLOT-00000	Allotment		
(U)	FI-ALLOT-09410	(U) Allotment Authorizations	(U) Includes authorizations issued by the Chief Financial Officer (CFO) for the purpose of making allocated funds available for obligation, such as miscellaneous obligation documents, requisitions, purchase orders, bills of lading and job orders	TEMPORARY Maintain for 7 years, then destroy
(U)	FI-ALLOT-09420	(U) Status of Allotments and Property Authorization Reports	(U) Includes status of allotments and property authorizations report, containing cumulative expenditures, issues, and obligations	TEMPORARY Maintain for 20 years, then destroy
(U)	FI-ALLOT-09430	(U) Status of Funds Advanced by Other Agencies	(U) Includes status of funds advanced by other government agencies, Parts 1,2,3	TEMPORARY Maintain for 20 years, then destroy
(U)	FI-AUDIT-00000	Audits of Commercial Contracts		
(U)	FI-AUDIT-09510	(U) Analysis of Cost Proposal	(U) Includes analysis of cost proposal reports, such as audit report, related working papers, and contractors' submitted proposal	TEMPORARY Maintain for 7 years, then destroy
(U)	FI-AUDIT-09520	(U) Final Analysis Reports	(U) Includes commercial contract audit files, final audit reports, special audit reports, advisory reports, working papers generated at time of final audit, and prior interim field audits	TEMPORARY Maintain for 7 years, then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	FI-BANKA-00000	Bank Account		
(U)	FI-BANKA-09610	(U) Bank Statement Files	(U) Includes bank statements and cancelled checks reflecting deposits and expenditures of funds. Cancelled checks represent receipt for payments of claims and premium payments to underwriters, etc.	TEMPORARY Maintain for 12 years, then destroy
(U)	FI-BANKA-09620	(U) Correspondence	(U) Includes current correspondence with banks on changes of signatures, addresses, checks drawn, stop payment notices, etc.	TEMPORARY Maintain for 1 year after audit, then destroy
(U)	FI-BANKA-09630	(U) Monetary Management and Reconciliation Files	(U) Includes record copy of quarterly inventory of Agency assets in custody of the monetary division, reconciliation files, statement of accounts, bank transfers, Cashier Class A accounts, bank account files, payments by United States Treasury checks, devised payments, returned notices from banks, and station files (including cables)	TEMPORARY Maintain for 12 years, then destroy
(U)	FI-BANKA-09640	(U) Transfer of Accounts	(U) Includes transfer of accounts files, copies of time and attendance, correspondence, and related data pertaining to transfer of funds and accounts	TEMPORARY Maintain for 1 year after audit, then destroy
(U)	FI-CONTR-00000	Contracts		
(U)	FI-CONTR-09710	(U) Audit Control Records	(U) Includes task order records	TEMPORARY Maintain for 12 years after close of original fiscal year, then destroy
(U)	FI-CONTR-09720	(U) Contracts over \$100,000	(U) Includes transactions of more than \$100,000 (or the simplified acquisition threshold) and all construction contracts exceeding \$2,000	TEMPORARY Maintain for 7 years after final payment, then destroy
(U)	FI-CONTR-09730	(U) Contracts under \$100,000	(U) Includes transactions of less than \$100,000 (or the simplified acquisition threshold) and construction contracts at or below \$2,000	TEMPORARY Maintain for 3 years after final payment, then destroy
(U)	FI-CONTR-09740	(U) Service Agreements	(U) Includes agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements	TEMPORARY Maintain for 7 years after service is rendered, then destroy
(U)	FI-CONTR-09750	(U) Successful and Unsuccessful Bids and Proposals	(U) Includes successful, unsuccessful, and cancelled bids and proposals. Filed separately from the contract file and by Request for Proposal Number (RFP), name of contractor, and cross-referenced to the winning contract number	TEMPORARY Successful bids: Maintain for 7 years after final payment, then destroy For unsuccessful bids: Maintain records for 5 years after cancellation, then destroy
(U)	FI-FIRPT-00000	Financial Reports		
(U)	FI-FIRPT-09810	(U) Annual Financial Report	(U) Includes schedule of representation and operational expenses/annual record copy of annual report	PERMANENT

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	FI-FIRPT-09820	(U) Annual Monetary Activity Reports	(U) Includes annual monetary activity reports, reflecting type and status of cash at headquarters and field stations	TEMPORARY Maintain for 5 years, then destroy
(U)	FI-FIRPT-09830	(U) Annual Report on Shortage and Losses	(U) Includes summaries or abstracts of all cases submitted to the Board of Review for settlement Created on an annual and cumulative basis for submission to the Director of Agency	PERMANENT
(U)	FI-FIRPT-09840	(U) Certificate of Deposit	(U) Includes Certificate of Deposit record reflecting disbursing officer's deposit of funds, filed chronologically by fiscal year	TEMPORARY Maintain for 9 years, then destroy
(U)	FI-FIRPT-09850	(U) D/CIA Certification of Expenditures	(U) Includes quarterly report of Director, Central Intelligence Agency (D/CIA) Certification of Expenditures Original copies signed by the D/CIA, certifying that money has been properly spent Includes supporting reports of expenditures and filed by fiscal year	PERMANENT
(U)	FI-FIRPT-09860	(U) Excise Tax Collected	(U) Includes excise taxes collected and the Quarterly report submitted to Internal Revenue Service	TEMPORARY Maintain for 4 years after date of report, then destroy
(U)	FI-FIRPT-09870	(U) Status of Undisbursed Treasury Accounts	(U) Includes United States Treasury Statement reflecting the status of undisbursed Treasury accounts, Standard Form 224 - Statement of Transaction Filed by fiscal year	TEMPORARY Maintain for 10 years, then destroy
(U)	FI-FIRPT-09880	(U) Year-End Statement of Financial Condition	(U) Includes monthly or quarterly statement of financial condition Includes financial statement, trial balance, and status of appropriations, deferred charges, and credit schedules Report dated End of Fiscal Year (1946 to present)	PERMANENT
(U)	FI-FIRPT-09890	(U) End of Year Audit Reports	(U) Includes other reports plus duplicate copy of report dated End of Fiscal Year	TEMPORARY Maintain for 12 years, then destroy
(U)	FI-INSUR-00000	Insurance		
(U)	FI-INSUR-09930	(U) Claims Reimbursement Files (INS)	(U) Includes reimbursement statements reflecting payments made on claims	TEMPORARY Maintain for 1 year after audit and clearance, then destroy
(U)	FI-INSUR-09940	(U) Delinquent Insurance Premium Report	(U) Includes monthly delinquent account reports	TEMPORARY Maintain for 6 months, then destroy
(U)	FI-INSUR-09960	(U) Insurance Control Files	(U) Includes information regarding individuals participating in one or more insurance programs Weekly list of individuals Entering On Duty (EOD) used for reference should employee deny knowledge of SP 2809	TEMPORARY Maintain for 5 years, then destroy
(U)	FI-INSUR-09970	(U) Investment Files	(U) Includes transactions relating to investments	TEMPORARY Maintain for 1 year after final audit, then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	FI-INSUR-10010	(U) Claims and Settlement Files	(U) Includes hospitalization claims and settlement files	TEMPORARY Maintain for 4 years after audit, then destroy
(U)	FI-OUTST-00000	Outstanding Accounts		
(U)	FI-OUTST-10110	(U) Delinquent Accounts	(U) Includes correspondence and duplicate vouchers used to effect settlement with current employees	TEMPORARY Maintain for 2 years after settlement, then destroy
(U)	FI-OUTST-10120	(U) Uncollectable Case Files	(U) Includes correspondence, duplicates of accounting, advances, transfer and clearance sheets, and related documentation accumulated in the collection and settlement of indebtedness of former Agency employees	TEMPORARY Maintain for 20 years, then destroy
(U)	FI-PAYRO-00000	Payroll		
(U)	FI-PAYRO-10210	(U) Deduction Notice Files	(U) Includes listings of payroll deductions for taxes, insurance premiums, savings bond, Combined Federal Campaign, and other payroll deductions, and copies of authorization for payroll deductions	TEMPORARY. Maintain for 4 years or until superseded or obsolete, then destroy
(U)	FI-PAYRO-10220	(U) Special Payroll Ledgers	(U) Includes record copy of check and counter check listings. Includes employee number, payroll number, check number, and amount Filed by pay period within year	TEMPORARY. Maintain for 12 years, then destroy
(U)	FI-PAYRO-10230	(U) Payroll Case and Retirement and Disability Files	(U) Agency payroll files, including inactive files. Payroll must identify employee by name, show gross compensation, deductions, such as health insurance and income tax, and net payment per pay period. Also includes CIARDS Accumulated Earnings Record Ledger and Pay Period Journal. Reflects total payments and deductions by CIARDS pay year	TEMPORARY. Maintain for 56 years, then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	FI-PROCU-00000	Procurement Actions		
(U)	FI-PROCU-10310	(U) Procurement over \$2,000	(U) Includes transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000	TEMPORARY. Maintain completed files for 7 years after final payment is made, then destroy
(U)	FI-PROCU-10320	(U) Procurement under \$2,000	(U) Includes transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000	TEMPORARY. Maintain for 3 years after final payment is made, then destroy
(U)	FI-STATI-00000	Station Accounting		
(U)	FI-STATI-10410	(U) Station Accountings	(U) Includes station accountings, such as accounting vouchers, receipts, voucher register and control journal, and other data too bulky to attach to headquarters posting voucher Accountings not containing indigenous payroll	TEMPORARY. Maintain for 20 years upon receipt from field, then destroy
(U)	FI-STATI-10420	(U) Subsidiary Ledgers	(U) Includes expense and obligation subsidiary ledger, cash on hand subsidiary ledger	TEMPORARY. Maintain for 3 years after close of account or when field audit is completed and resolved, whichever is sooner, then destroy
(U)	FI-TAXEX-00000	Tax Exemption Certificate Files		
(U)	FI-TAXEX-10501	(U) Tax Exemption Certificate Files	(U) Includes proof of exemption of taxes excluded from the contract price	TEMPORARY Maintain for 3 years after period covered by related account, then destroy
	FI-TTEMP-00000	Employee Travel and Transportation		
(U)	FI-TTEMP-12110	(U) Official Passport Files	(U) Includes records relating to official passports, such as application files, annual reports, and passport registers	TEMPORARY Destroy files 3 years after application or upon separation of the bearer, whichever is sooner Destroy passport registers when superseded or obsolete
(U)	FI-TTEMP-12120	(U) Permanent Change of Station (PCS) and Relocation Files	(U) Includes permanent change of station (PCS) and tour of duty (TDY) official travel, retiree and domestic relocation files, travel, transportation, identification, equipment/storage of goods, and files on related services	TEMPORARY. Maintain for 6 years, then destroy
(U)	FI-TTEMP-12130	(U) Personal Property Claim	(U) Includes claims files, memoranda, dispatches, studies, findings, recommendations, and other material regarding claims submitted by employees or dependents for loss or damage to privately owned property	TEMPORARY. Maintain for 2 years after case is closed, then destroy

Classification	FP File Tag	File Series	Description	Disposition
(U)	FI-TTEMP-12150	(U) Tour of Duty (TDY) Travel	(U) Includes travel case files for employees, dependents, or others authorized to travel by law, travel orders, duplicate vouchers, audit difference statements, etc	TEMPORARY. Maintain for 3 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/>