


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on page 3)		<b>AVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>NI-263-07-4</b>	
1 FROM (Agency or establishment) Central Intelligence Agency		DATE RECEIVED <b>1/23/07</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>(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WITHDRAWN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 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 <b>10/6/06</b>	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE <b>Chief, Information Management Services</b>
------------------------	---	--

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Projects (PR) 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
	<b>PROJECTS and PROGRAMS (PR)</b>			
(U)	<b>PR-JNTNP-00000</b>	<b>Joint National Programs</b>		
(U)	<b>PR-JNTNP-04110</b>	(U) Account Files	(U) Includes files documenting the planning and budget cycle of joint programs with other federal agencies for which an Agency office has been designated the office of record Includes files accumulated in preparation of the final budget, such as budget estimates, allotment authorizations, analyses, requests, obligations, transactions, and related papers	PERMANENT
(U)	<b>PR-JNTNP-04120</b>	(U) Program Files	(U) Includes files created while conducting analytical, technical, and scientific research and development activities in order to develop new concepts, techniques, equipment, and materials, or modify those in existence The records relate to such phases of research and development as the establishment of requirements and preliminary characteristics, experimentation, design, engineering, modification, testing and acceptance Documents, schedules, and correspondence maintained by offices responsible for execution, review, and analysis of Agency research and development programs, and relating to the general planning and supervision of the programs	PERMANENT

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PR-PRGRM-00000	Program Files		
(U)	PR-PRGRM-04210	(U) General Correspondence	(U) Includes Administration support files created as part of the administration process for an Agency program	TEMPORARY Maintain for 5 years, then destroy
(U)	PR-PRGRM-04220	(U) Mission Program Files - PERMANENT	(U) Includes program files relating to Agency specific missions and functions. Program documents, schedules and correspondence maintained by offices responsible for the execution, review, and analysis of Agency mission, including intelligence analysis, research and development, and operations programs, and relating to the general planning and supervision of mission programs, except those program files that are already scheduled under the Policy section of this Agency File Plan RCS	PERMANENT
(U)	PR-PRGRM-04230	(U) Mission Support Program Files	(U) Includes program documentation for programs that support the Agency mission. These programs provide support to the Central Intelligence Agency programs defined in PR-PRGRM 04220. (Examples of Mission Support functions are Finance, Human Resources, Information Management, Information Technology, Information Review and Release, Logistics, and Security), except those program files that are already scheduled under the above-mentioned functional file section of this Agency File Plan RCS	TEMPORARY Maintain for 10 years, then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PR-PRJTO-00000	<b>Projects - Temporary</b>		
(U)	PR-PRJTO-04350	(U) General Correspondence	(U) Administrative records that support Agency projects	TEMPORARY Maintain for 5 years, then destroy
(U)	PR-PRJTO-04430	(U) Project Files	(U) Includes all project documentation for Agency projects	TEMPORARY Maintain 10 years after the project is completed, then review project file for continuing business value If project has continuing business value, maintain for an additional 5 years, then review If project no longer has business value, then destroy
(U)	PR-PRJTS-00000	<b>Projects - Permanent</b>		
(U)	PR-PRJTS-04510	(U) General Correspondence	(U) Administrative records that support Agency projects	TEMPORARY Maintain for 5 years, then destroy
(U)	PR-PRJTS-04520	(U) Project Files	(U) Includes research and development project case files and project documentation for scientific and technical projects	PERMANENT

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/>