

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on page 3)

VE BLANK (NARA use only)

JOB NUMBER **N1-263-07-5**

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
8601 ADELPHI ROAD, COLLEGE PARK, MD. 20740-6001

DATE RECEIVED **1/23/07**

1 FROM (Agency or establishment)

Central Intelligence Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

2 MAJOR SUBDIVISION

Information Management Services

3 MINOR SUBDIVISION

Records & Classification Management Group

4 NAME OF PERSON WITH WHOM TO CONFER

(b)(3)

5. TELEPHONE

(b)(3)

DATE

10/20/10

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WITHDRAWN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 6 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

10/1/06

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

Chief, Information Management Services

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>6</u> pages provide disposition instructions for new and existing Logistics (LO) 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>		

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AFP File Tag	File Series	Description	Disposition
LOGISTICS (LO)			
LO-EQUIP-00000	Equipment and Supplies		
LO-EQUIP-11110	(U) Category 1 Material	(U) Category 1 Material files Includes files containing all transactions relative to Category 1 material including requisitions, receiving reports, shipping documents, and other supporting correspondence	TEMPORARY Maintain for 25 years after completion, then destroy
LO-EQUIP-11120	(U) Equipment Installation	(U) Includes installation service orders for telecommunications equipment, service billings for installation relocation, or modification of service	TEMPORARY Maintain for 3 years, then destroy
LO-EQUIP-11130	(U) Expendable Property	(U) Expendable property documents Includes papers concerning receipt and issue of expendable (non-accountable) property	TEMPORARY Maintain for 2 years after receipt of property, then destroy
LO-EQUIP-11140	(U) Inventory and Accountability Files	(U) Includes documents concerning the management of IT equipment, Buildings furnishings files Also, includes detailed listing of furnishing for all offices, clubs, conference centers, and guest quarters	TEMPORARY Maintain for 2 years or until superseded, whichever is sooner, then destroy
LO-EQUIP-11150	(U) On Loan Equipment and Property Passes	(U) Includes case files on loan of material to or from other Agency offices or other Agencies Also includes requisitions, memoranda, hand receipts, and completion of all actions Also includes Property Turn-in Slips, Forms 1707 and 1490, authorizing repair, return to stock, or disposition for administration items turned	TEMPORARY Maintain for 1 year or when property is returned, then destroy
LO-EQUIP-11160	(U) Requisition, Receiving, and Shipping	(U) Includes requisitions, receiving reports, shipping documents, reports of inventory adjustment, issue verifications, and source documents Includes requisitions, purchase orders, receiving documents and issues to various sections and plants	TEMPORARY Maintain files for 3 years, then destroy
LO-EQUIP-11180	(U) Utilization and Maintenance	(U) Includes requirements, proposals, copies of contracts, drawings, reports, studies, and other correspondence concerning the various equipment utilized in support of the Agency	TEMPORARY Maintain for 3 years or until no longer needed, whichever is sooner, then destroy
LO-FREIG-00000	Freight		
LO-FREIG-12210	(U) Cargo Files	(U) Includes freight records including of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of government or commercial bills of lading, shortage and demurrage reports and all supporting documents	TEMPORARY Maintain files for 10 years, then destroy
LO-FREIG-12220	(U) Incoming/Outgoing Shipment Files	(U) Includes copies of memos, letters, notifications, cables, dispatches, etc , documenting shipments of freight or household material and equipment to/from the field Files include shipment log	TEMPORARY Maintain for 3 years, then destroy

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AFP File Tag	File Series	Description	Disposition
LO-FREIGHT-12230	(U) Shipment Authorization	(U) Includes method of shipment, date of delivery to carrier, and related data on shipment of supplies and equipment Documented in appropriate supply action file	TEMPORARY Maintain for 2 years, then destroy
LO-MOTOR-00000	Motor Vehicles		
LO-MOTOR-11210	(U) Accident Files	(U) Includes accident reports, survey reports, correspondence, statements, repair estimates, and other data concerning accidents involving Agency vehicles Filed by driver's name and vehicle	TEMPORARY Maintain for 6 years after the case is closed, then destroy
LO-MOTOR-11220	(U) Driver Qualifications	(U) Includes memos requesting qualification of employees to drive Agency vehicles, medical qualification forms, and check lists and score sheets for road tests Filed alphabetically by employee name and permit number	TEMPORARY Maintain for 3 years after cancellation of permit or employee's separation from the Agency, whichever is sooner, then destroy
LO-MOTOR-11230	(U) Motor Vehicle Operating and Maintenance Files	(U) Includes maintenance records i.e. those relating to service and repair	TEMPORARY Maintain for 1 year, then destroy
LO-MOTOR-11240	(U) Vehicle Reports and Logs	(U) Includes reports on motor vehicles (other than accident, operating, and maintenance reports), including 3632, Vehicle Status Report	TEMPORARY Maintain for 3 years after date of report, then destroy
LO-MOTOR-11250	(U) Vehicle Registration	(U) Includes records relating to transfer, sale, donation, or exchange of Agency vehicles, including SF 97, The United States Government Certificate to Obtain Title to a Motor Vehicle	TEMPORARY Maintain 4 years after vehicle leaves agency custody, then destroy

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AFP File Tag	File Series	Description	Disposition
LO-REALE-00000	Real Estate and Installations		
LO-REALE-11310	(U) Architectural Drawings	(U) Includes the drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations. Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems, drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance, drawings related to electrical, plumbing, heating, or air conditioning projects, or drawings superseded by final working/as built drawings	TEMPORARY Maintain until superseded or after the structure or object has been retired from service, then destroy
LO-REALE-11315	(U) Construction and Renovation files	(U) Includes files containing correspondence, requirements, surveys, copies of architectural and engineering drawings (electrical, plumbing, heating or air conditioning systems), security plans, furnishing plans, and interior design plans for cosmetic renovations to Agency buildings	TEMPORARY Maintain for 5 years or when superseded or obsolete, then destroy
LO-REALE-11320	(U) Operation and Maintenance Files	(U) Includes maintenance, repair and housing assignment records for individual units. Includes ledger, work orders, requisitions, and related papers involved in repair and maintenance work. Also includes, housing assignment and vacancy files	TEMPORARY Maintain for 5 years, then destroy
LO-REALE-11330	(U) Real Property Temporary Files	(U) Real Property Files for leased facilities. Includes title papers such as abstract or certificate of title that document the acquisition of real property. Includes property case files containing correspondence, memoranda, surveys, architectural/engineering drawings, permits, deeds, leases, rentals, reports of excess real property, concerning acquisition, construction, lease or use of leased buildings	TEMPORARY Maintain for 10 years after unconditional release by the Government of conditions, restrictions, mortgages or other liens, then destroy. Titles will be transferred to purchaser after unconditional sale or release by the Government of conditions
LO-REALE-11335	(U) Real Property Project Files Permanent	(U) Includes property case files containing correspondence, memoranda, surveys, architectural/engineering drawings, permits, deeds, leases, rentals, reports of excess real property, concerning acquisition, construction, lease or use of Agency-owned property	PERMANENT

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APP File Tag	File Series	Description	Disposition
LO-REALE-11137	(U) Temporary Installation Project Files	(U) Includes leases, deeds, agreements, memoranda, letters, and other correspondence concerning the procurement, maintenance, and administration of temporary installations	TEMPORARY Maintain for 25 years after property is disposed of, lease is cancelled, or project is terminated, then destroy
LO-REALE-11340	(U) Site Surveys	(U) Includes survey data for Agency buildings (MOD/Ops)	TEMPORARY Maintain for 20 years or no longer needed, whichever is sooner, then destroy
LO-REALE-11350	(U) Space Planning	(U) Includes building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment Includes Outline floor plans indicating occupancy of a building	TEMPORARY Maintain for 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete, then destroy
LO-RESPO-00000	Responsible/Accountable Property Officer		
LO-RESPO-11401	(U) Responsible/Accountable Property Officer	(U) Includes requisition logs, copies of requisitions and other papers for equipment and supplies charged to specific property accounts, Consolidated Memorandum Receipt (CMR) files, Annual CMR listing, including adjustments and reconciliations and property in-use for specific accounts	TEMPORARY Maintain completed requisitions until completion of audit, 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/>