

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on page 3)		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	Ni-263-07-6
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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4 NAME OF PERSON WITH WHOM TO CONFER (b)(3)	5 TELEPHONE (b)(3)	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 8 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 <i>[Signature]</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>8</u> pages provide disposition instructions for new and existing Administration (AD) 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
	ADMINISTRATION (AD)			
(U)	AD-ACQUI-00000	Acquisition, Supply and Finance		
(U)	AD-ACQUI-05010	(U) Billing Records	(U) Includes billing files, statement files, certifications, original receipts, memorandum copies of officers' returns, expenditures accounting and postings files, and all support data applicable to financial accountings	TEMPORARY Maintain for 3 years, then destroy
(U)	AD-ACQUI-05020	(U) Charge-Back Calculations	(U) Includes correspondence files, invoice, and accounting files, such as ledgers, forms, and electronic records used to accumulate data for use in cost reports	TEMPORARY Maintain for 3 years, then destroy
(U)	AD-ACQUI-05030	(U) Component Financial Accounting Files	(U) Includes financial accounting files such as correspondence and subject files, and general accounting ledgers maintained by components responsible for expenditures accounting, pertaining to their internal operations and administration. Contains 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 after close of year, then destroy
(U)	AD-ACQUI-05040	(U) Contracting Officer Representative Contract Files	(U) Includes duplicate copies of contract files maintained by decentralized contracting officers and contracting teams. Records include day-to-day tasking and periodic contracting reports. (The files are retained by OL for specified time periods based on the dollar value of the contract. The record COTR contract file will be filed as an integral part of the project file, and copies in other subject or case files pertaining to Agency Programs.)	TEMPORARY File record copy with project or case files. Destroy all duplicate copies upon completion of contract.
(U)	AD-ACQUI-05050	(U) Inventory	(U) Includes equipment inventory files	TEMPORARY Maintain for 2 years after date of survey action or posting, then destroy
(U)	AD-ACQUI-05060	(U) Purchase Orders/Loan Issue Receipts	(U) Includes requisition files, consisting of duplicates of requisitions, purchase orders, leases, justifications, and other supporting documents. Includes Form 2420, Request for Procurement Services, and Form 2620, Request for Facilities Support. (Office of Logistics is the Office of Record.)	TEMPORARY Maintain as active for 3 years, then destroy
(U)	AD-ACQUI-05070	(U) Support Documentation	(U) Includes files pertaining to routine administration, support of acquisition, and supply and finance activities, not covered elsewhere in this schedule. This item does not include program records.	TEMPORARY Maintain for 2 years or when no longer needed, then destroy

Classification	AFP File Tag	File Series	Description	Disposition
(U)	AD-ACRPT-00000	Activities Reports/Weeklies		
(U)	AD-ACRPT-05110	(U) Below Office Level	(U) Includes periodic significant activity reports files filed by component, below office level, not covered elsewhere in this schedule (Originating office is the Office of Record)	TEMPORARY Maintain for 5 years, then destroy
(U)	AD-ACRPT-05120	(U) Metrics (Not including annual summary)	(U) Includes related data, planning documents, and metrics used in office reports in support of activities	TEMPORARY Maintain for 2 years, then destroy
(U)	AD-ACRPT-05130	(U) Office Level and Above	(U) Includes office level and above periodic significant activity reports, not covered elsewhere in this schedule (Originating office is the Office of Record)	PERMANENT
(U)	AD-ACRPT-05140	(U) Working and Reference Files	(U) Includes working papers, background papers, reference files, and duplicate copies on finished or unfinished programs, projects, reports, and miscellaneous papers not covered elsewhere in this schedule Maintained at various levels and locations to facilitate daily operations	TEMPORARY Screen annually File substantive documents in the appropriate official file Destroy duplicates and transitory information

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	AD-BUDGE-00000	Budget		
(U)	AD-BUDGE-05210	(U) Apportionment and Reapportionment Schedules	(U) Includes budget apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation	TEMPORARY Maintain for 2 years, then destroy after close of the fiscal year
(U)	AD-BUDGE-05220	(U) Estimates and Justifications	(U) Includes budget estimates and justification files, consisting of copies of appropriation language sheets, narrative statements, and related data in support of component activities, excluding Community Management Budget files (Office of the Comptroller is the Office of Record) Extra copies of instructions, narrative and statistical statements or requirements, copies of operational programs, preliminary estimates, and office estimates, copies of budget presentations and related work papers Also includes correspondence files pertaining to routine administration, internal procedures, and other matters related to the budget These are files that accumulate during the process of preparing staff and division budget presentations for the Comptroller and are filed by subject and fiscal year	TEMPORARY Maintain for 5 years, then destroy
(U)	AD-BUDGE-05230	(U) Financial Appropriation and Apportionment Reports	(U) Includes periodic reports on the status of appropriation accounts and apportionment, such as annual reports	TEMPORARY Maintain for 5 years, then destroy
(U)	AD-BUDGE-05240	(U) Below Office Level - Submissions	(U) Includes budget submission files, consisting of responses by Agency offices to the Budget Call, submitted by below office level Also includes budget correspondence and background files, such as correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule	TEMPORARY Maintain for 5 years or less, then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	AD-CALEN-00000	Calendars		
(U)	AD-CALEN-05310	(U) D/CIA, DD/CIA, Inspector General and General Counsel	(U) Includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Presidential appointees and Deputy Directors (heads of Directorates), while serving in an official capacity	PERMANENT
(U)	AD-CALEN-05320	(U) Non-Appointee Calendars	(U) Includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files EXCLUDING records relating to the official activities of high Government officials or materials determined to be personal	TEMPORARY Maintain for 2 years, then destroy
(U)	AD-GADMN-05410	(U) Office Administrative Files	(U) Includes records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs, the expenditure of funds, including budget records, day-to-day administration of office personnel including training and travel, supplies and office services and equipment requests and receipts, and the use of office space and utilities They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels), "chron files," and other materials that do not serve as unique documentation of the programs of the office	TEMPORARY Maintain for at least 2 but no more than 5 years, then destroy
	AD-GADMIN-05420	(U) Telephone Lists (Locators and Directories)	(U) Includes employee locator files and office directories, containing employee contact information	TEMPORARY Maintain until superseded or when no longer needed, then destroy

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Classification	AFP File Tag	File Series	Description	Disposition
(U)	AD-HEALT-00000	Health, Safety and Environment		
(U)	AD-HEALT-05501	(U) Health, Safety and Environment	(U) Includes files pertaining to the routine administration and support of Health, Safety and Environment programs, not covered elsewhere in this schedule	TEMPORARY. Maintain for 5 years, then destroy
(U)	AD-INMGTT-00000	Information Management		
(U)	AD-INMGTT-05701	(U) Information Management	(U) Includes files pertaining to the routine administration and support of information management programs, not covered elsewhere in this schedule	TEMPORARY. Maintain for 5 years, then destroy
(U)	AD-INREL-00000	Information Release		
(U)	AD-INREL-05801	(U) Information Release	(U) Includes files pertaining to the routine administration and support of information release programs, not covered elsewhere in this schedule	TEMPORARY. Maintain for 5 years, then destroy
(U)	AD-INTEC-00000	Information Technology		
(U)	AD-INTEC-05901	(U) Information Technology	(U) Includes files pertaining to the routine administration and support of information technology, not covered elsewhere in this schedule	TEMPORARY. Maintain for 5 years, then destroy
(U)	AD-LOGIS-06050	(U) Logistics Business and Correspondence Files	(U) Includes files pertaining to the routine administration and support of logistics activities, not covered elsewhere in this schedule	TEMPORARY. Maintain for 5 years or when superseded or obsolete, then destroy
(U)	AD-SECUR-00000	Security		
(U)	AD-SECUR-06101	(U) Security	(U) Includes files pertaining to the routine administration and support of security programs, not covered elsewhere in this schedule	TEMPORARY. Maintain for 5 years or when superseded or obsolete, then destroy
(U)	AD-TRAVE-00000	Travel and Transportation		
(U)	AD-TRAVE-06310	(U) Employee Travel Files	(U) Includes employee travel files, consisting of records such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by employees, dependents, or others authorized by law to travel	TEMPORARY. Maintain for 6 years, then destroy
(U)	AD-TRAVE-06320	(U) Travel Guidance Files	(U) Includes general travel and transportation files, consisting of correspondence, forms, and related records pertaining to Agency travel and transportation functions, not covered elsewhere in this schedule	TEMPORARY. Maintain for 2 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/>