

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on page 3)		HAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 8600 ADELPHI ROAD, COLLEGE PARK, MD. 20740-6001		JOB NUMBER <u>NI-263-07-7</u>	
1 FROM (Agency or establishment) Central Intelligence Agency		DATE RECEIVED <u>1/23/07</u>	
2 MAJOR SUBDIVISION Information Management Services		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <u>10/28/10</u>	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 20 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 <u>1/3/2007</u>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>20</u> pages provide disposition instructions for new and existing Policy 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
	POLICY (PO)			
(U)	PO-APPRO-00000	Appropriations and Budget		
(U)	PO-APPRO-07010	(U) Apportionment Status of Funds Report (All other)	(U) Consists of apportionment status of funds reports, except for year-end	TEMPORARY Maintain for 5 years, then destroy
(U)	PO-APPRO-07020	(U) Apportionment Status of Funds Report (Annual)	(U) Consists of year-end apportionment status of funds report	TEMPORARY Maintain for 5 years, then destroy
(U)	PO-APPRO-07030	(U) Allotment Journal	(U) Consists of entries of each allotment processed during the fiscal year	TEMPORARY Maintain for 5 years after the close of the fiscal year involved, then destroy
(U)	PO-APPRO-07040	(U) Allotment Requests and Requisitioning Authorities	(U) Consists of supporting documentation files for allotment requests and requisitioning authorities used or furnished in defense of the Agency Program and Budget exercises with Office of Management and Budget, Congress and Intelligence Community Staff	PERMANENT
(U)	PO-APPRO-07050	(U) Budget CMI Files	(U) Consists of general guidelines and instructions, issued by the Comptroller to Agency offices, for the preparation and submission of a comprehensive multi-year program (Current Year, Budget Year, Program Year, and four succeeding years) of major activities	PERMANENT
(U)	PO-APPRO-07060	(U) Budget Presentation to ICS and OMB	(U) Consists of formal budget presentation to Intelligence Community Staff (ICS) and Office of Management and Budget (OMB) in defense of the Agency program	PERMANENT
(U)	PO-APPRO-07070	(U) Budget Supporting Documentation (Directorate Correspondence)	(U) Consists of directorate correspondence used or furnished in defense of the Agency Program and Budget exercises with Office of Management and Budget, Congress and ICS	PERMANENT
(U)	PO-APPRO-07080	(U) Community Management Budget Estimates and Justification Files	(U) Consists of Community Management budget estimates and justification files, including data identifying allocation of dollar and manpower resources of individual intelligence programs within the U S Government (Community Management Staff is the office of record)	PERMANENT
(U)	PO-APPRO-07090	(U) Comptroller Budget Executions	(U) Consists of minutes of comptroller's monthly budget execution meetings and correspondence with the Deputy Directors regarding budget level changes and external resource limitation	PERMANENT

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-APPRO-07100	(U) Comptroller's Program Plan	(U) Consists of summaries of Office submissions, analyzed and formalized by the Comptroller, and submitted for Executive Director review and approval of Program Plan and resources needed to carry it out	PERMANENT
(U)	PO-APPRO-07110	(U) Congressional Budget Notifications	(U) Memoranda sent to Congress/Intelligence Committees notifying of the intent to transfer monetary funds from one program to another--may or may not contain dollar amounts	PERMANENT
(U)	PO-APPRO-07120	(U) Congressional Marks and Directed Actions	(U) Consists of financial guidance and supplemental instructions to Agency offices on budget levels and resources, consolidated files from budget submissions of the directorates and submitted to Congress, and Congressional budget hearings files, which include speeches, graphic aides, and supporting material prepared by the Comptroller for the D/CIA to use at Congressional budget hearings in defense of Agency appropriations	PERMANENT
(U)	PO-APPRO-07130	(U) Congressional Reprogramming Requests	(U) Consists of documentation and correspondence with the Deputy Directors regarding instructions on Congressional reprogramming requests	PERMANENT
(U)	PO-APPRO-07140	(U) Congressional Reserve Release Requests	(U) Consists of supporting documentation files for Congressional reserve release requests used or furnished in defense of the Agency Program and Budget exercises with OMB, Congress and ICS	PERMANENT
(U)	PO-APPRO-07150	(U) DD/CIA and Chief Financial Office Financial Guidance	(U) Consists of financial guidance and supplemental instructions issued by Deputy Director of the Central Intelligence Agency and Comptroller to Agency offices on budget levels and resources	PERMANENT
(U)	PO-APPRO-07160	(U) Financial Guidance and Supplemental Instructions	(U) Consists of financial guidance to Agency offices furnished by Intelligence Community Staff, Office of Management and Budget, and Congress, on budget levels and resources	PERMANENT
(U)	PO-APPRO-07170	(U) Mission level files--allotments, budgeting, planning, and approval	(U) Consists of monthly allotment status report files, including a listing of obligations, expenditures, and unobligated balances of funds	TEMPORARY Maintain for 10 years, then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-APPRO-07180	(U) National Foreign Intelligence Programs	(U) Consists of supporting documentation files of National Foreign Intelligence Programs used or furnished in defense of the Agency Program and Budget exercises with OMB, Congress and Community Management Staff	PERMANENT
(U)	PO-APPRO-07190	(U) Office-level Budget Submissions	(U) Consists of responses by Agency offices to the Budget Call, submitted by directorate, for summarizing into the Agency Program Plan	PERMANENT
(U)	PO-APPRO-07200	(U) OMB Budget Hearings	(U) Consists of hearing minutes and supplementary documents of meetings with the Office of Management and Budget examiner	PERMANENT
(U)	PO-APPRO-07210	(U) OMB Agency Apportionment Authorization	(U) Consists of agency apportionment authorization from OMB files, OMB's authorization for the Agency to incur obligations and spend money (amount that can be obligated regardless of amounts appropriated), SF 132, Reapportionment Requests, supporting documents, and relevant background information	PERMANENT

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-BOARD-00000	Boards, Committees, and Task Forces		
(U)	PO-BOARD-07110	(U) Policy Sponsor, Secretariat, or Agency Representative	(U) Consists of correspondence and other documents related to the establishment, organization, membership, policy, and activities of advisory or policy formulating Boards, Panels, and Task Forces. Sponsor is responsible for the official copy of meeting agenda and minutes.	PERMANENT
(U)	PO-BOARD-07320	(U) Advisory or Non-Policy	(U) Consists of correspondence and other documents related to the establishment, organization, membership, policy, and activities of Advisory Non-Policy Agency Boards, Panels, and Task Forces. Sponsor is responsible for the official copy of meeting agenda and minutes. This also includes the member's working copy.	TEMPORARY Keep records active for 2 years after termination of group, then destroy
(U)	PO-DIREC-00000	Directives (Regulations, Notices, Handbooks)		
(U)	PO-DIREC-07410	(U) Below Office Level	(U) Consists of case files containing correspondence and documentation, below office level, related to Agency regulations, policy notices, handbooks, and similar items. This includes contributions to Agency issuances, background material, comments, and drafts of regulatory issuances.	TEMPORARY Maintain until superseded or obsolete, then destroy
(U)	PO-DIREC-07420	(U) Office Level and Above	(U) Consists of correspondence and documentation at the office level and above related to its regulations, policy notices, handbooks, and similar items. This includes background material, comments, studies, analyses, drafts of regulatory issuances and the final issuance.	PERMANENT

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-EMERG-00000	Emergency Planning		
(U)	PO-EMERG-07510	(U) Disaster Preparedness and Recovery Plans	(U) Case files and correspondence files relating to administration and operation of the emergency planning programs, accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files	TEMPORARY Maintain 3 years after issuance of a new plan or directive, then destroy
(U)	PO-EMERG-07520	(U) Emergency Planning Files	(U) Consists of correspondence and documentation of emergency plans for local emergencies and the component's contribution to Agency or national emergency plans	PERMANENT
(U)	PO-EMERG-07530	(U) National Intelligence Emergency Planning Case Files and Reports	(U) Consists of case files accumulated by offices responsible for preparation and issuance of national intelligence emergency plans and directives, agency reports of operations tests, and consolidated or comprehensive reports reflecting Agency-wide results of tests conducted under emergency plans	PERMANENT
(U)	PO-EMERG-07550	(U) Tests of Emergency Plans	(U) Consists of documentation accumulated from tests conducted under emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests by communications and facilities, and retained copies of reports	TEMPORARY Maintain active records for 3 years, then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-EQUAL-00000	Equal Employment Opportunity		
(U)	PO-EQUAL-07610	(U) Affirmative Employment Plans	(U) Consists of quarterly summary report submitted to Agency EEO on uniform selection relating to new hires and promotions for the reporting report, copies of issuances relating to the Handicap Program, employee self identification of Medical Disability form, cumulative disability statistical report, and the EEO Affirmative Action Plan	TEMPORARY Maintain 4 years after date of last entry, then destroy
(U)	PO-EQUAL-07620	(U) Harassment Correspondence and Investigations	(U) Consists of names of alleged harassers, all statements from alleged harasser, target, and witnesses about the alleged behavior, copies of all relevant administrative correspondence, any investigative documents, copies of all management deliberative records, and copies of corrective and disciplinary actions (If the investigation concludes that the alleged behavior did not occur, the names of the accuser will also be recorded)	TEMPORARY Maintain 4 years after the case is closed, then destroy
(U)	PO-EQUAL-07640	(U) OEEO Case Files	(U) Consists of complaint case files, including sworn affidavits from the complainant, the alleged discriminating officers and other individuals involved, documentation and correspondence or statistical evidence pertinent to the case or which helps the Agency make a decision, and EEO counselors' reports and related documentation	TEMPORARY Keep records active until resolution of the case, then maintain for 4 years, then destroy
(U)	PO-EQUAL-07650	(U) OEEO Complaint Investigations and Correspondence Files	(U) Consists of official formal discrimination complaint files, including all statements from the alleged discriminating official, target, and witnesses about the alleged behavior, any investigative documents, copies of all relevant administrative correspondence and forms, copies of all management deliberative records, and copies of all records of corrective and disciplinary actions	TEMPORARY After the case is closed, maintain for 4 years, then destroy
(U)	PO-EQUAL-07670	(U) Component Correspondence Files	(U) Consists of correspondence to complainants, attorneys, the EEOC, and internal memoranda	TEMPORARY Maintain for 5 years, then destroy

Classification	APR File Tag	File Series	Description	Disposition
(U)	PO-EQUAL-0769	(U) Reasonable Accommodations	(U) Consists of written summaries of all counseling sessions, evaluations, reasonable accommodation panel process meetings, and job offers to the employee. Documentation contains items discussed, the nature of accommodation options that were considered, and resolutions to any pertinent issues.	TEMPORARY Hold records in office area until employee separates, then forward to HRM in a sealed envelope "to be opened by OEEOP personnel only" for inclusion in employee's official personnel file.

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-GRIEV-00000 PO-GRIEV-07710	Grievance (U) Grievance Case Files	(U) Consists of records relating to grievances raised by employees, except EEO complaints. These case files include employee "Grievance Record," which initiates the grievance and states the nature of grievance, statement of witnesses, circumstances that caused grievance, reports of interviews and hearings, examiner's findings and recommendations, employee withdrawal, related correspondence, and final resolution of grievance.	TEMPORARY After the case is closed, maintain for 7 years, then destroy
(U)	PO-GRIEV-07760	(U) Grievance Statistics	(U) Consists of grievance statistic summaries	TEMPORARY Maintain for 7 years; then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-INVES-00000	Investigations		
(U)	PO-INVES-07810	(U) Allegations	(U) Consists of case files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to other components of the CIA or other agencies for handling, and support files providing general information that may prove useful in Inspector General investigations.	TEMPORARY After the case is closed; maintain for 5 years, then return files to the Office of Inspector General for review prior to destruction.
(U)	PO-INVES-07820	(U) Component Case Files	(U) Consists of component copies of Inspector General reports, surveys, and related correspondence produced in connection with audits and surveys of Agency components, projects, stations, bases, and other activities.	TEMPORARY Keep records active until 3 years after the completion of audit or survey; then destroy.
(U)	PO-INVES-07830	(U) External Review Files	(U) Consists of record copies of documents containing names of Agency personnel and other individuals compiled in response to Executive Commission and Legislative committee reviews of Agency activities.	PERMANENT
(U)	PO-INVES-07840	(U) Inspector General Correspondence	(U) Consists of outgoing correspondence prepared by the Inspector General covering decisions and matters that are not completely duplicated in permanent subject files.	PERMANENT
(U)	PO-INVES-07850	(U) Investigations of Major Violations	(U) Consists of investigative case files which document major violations of criminal law or ethical standards by Agency officials or others, such as waste of funds, dangers to public health and safety, and abuse of authority. Also includes case files in which the subject is one of the Agency Directorates and Mission Support Offices.	PERMANENT
(U)	PO-INVES-07860	(U) Investigations of Minor Violations	(U) Consists of all other case files containing information or allegations of an investigative nature case files that do not relate to a specific investigation.	TEMPORARY. After close of case, maintain for 5 years then return to Office of Inspector General for review prior to destruction.
	PO-LEGAL-00000	Legal		

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-LEGAL-07910	(U) Civil Litigation	(U) Consists of civil litigation subject files covering Agency employees, defectors, individual plaintiffs in litigation cases, individuals asserting claims against the Agency, contractors, consultants, authors, journalists, and other individuals who become involved in legal relationships or matters with the Agency. Includes correspondence, affidavits, briefs, and other legal documents, reports of investigation, Government forms, cables, and internal Agency memoranda.	PERMANENT.
(U)	PO-LEGAL-07920	(U) Criminal Litigation	(U) Consists of criminal litigation subject files covering Agency employees, defectors, individual plaintiffs in litigation cases, individuals asserting claims against the Agency, contractors, consultants, authors, journalists, and other individuals who become involved in legal relationships or matters with the Agency. Includes correspondence, affidavits, briefs, and other legal documents, reports of investigation, Government forms, cables, and internal Agency memoranda.	PERMANENT
(U)	PO-LEGAL-07930	(U) Employment Litigation	(U) Consists of closed case files involving employment litigation. Includes correspondence, affidavits, briefs, and other legal documents, reports of investigation, Government forms, cables, and internal Agency memoranda.	TEMPORARY After case is closed, maintain for 7 years, then destroy.
(U)	PO-LEGAL-07940	(U) FOIA/PA/EO Litigation	(U) Consists of correspondence and documentation relating to Freedom of Information Act, Privacy Act, and Executive Order requests that have been appealed.	TEMPORARY Maintain for 10 years after final action by the Agency or final adjudication by the courts, whichever is later, then destroy.

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-LEGAL-07950	(U) Legal Review and Legal Subject Files	(U) Legal review files - Consists of correspondence, reports and other documentation relating to opinions and decisions on legal matters in connection with the official business of the Agency, proposed and existing legislation affecting Agency activities and specific Agency projects, and the interpretations of Public Laws, Executive Orders, and other regulatory issuances as they pertain to the Agency, also includes copies of legal decisions issued by the Office of General Counsel Legal subject records files- Includes correspondence, affidavits, briefs, and other legal documents, reports of investigation, Government forms, cables, and internal Agency memoranda Used to provide factual information for legal opinions, for litigation reports prepared for the Department of Justice, and for dealing with Agency contractors and consultants The individuals covered by these records are Agency employees, defectors, individual plaintiffs in litigation cases, individuals asserting claims against the Agency, contractors, consultants, authors, journalists, and other individual case fi	PERMANENT.
	PO-LEGAL-07960	(U) Private Attorney Panel Files	(U) Consists of information on private practice attorneys available for use on classified projects and for referral to employees whose employment with the Agency must be protected Includes name, address, date, place of birth, education, law firm, state bars to which admitted and date and type of clearance	TEMPORARY Keep records active of cleared but never used attorneys for 1 year after clearance is cancelled, then destroy Keep records active of cleared and used attorneys until deceased or when services are no longer of interest, whichever is earlier, then destroy.
	PO-LEGIS-00000	Legislation		
(U)	PO-LEGIS-08010	(U) Congressional Inquiries and Surveys	(U) Consists of Agency assessments and reports in response to Congressional inquiries and surveys (The responsible House or Senate body is the office of record The originating component providing Agency response is the office of record for Agency input.)	PERMANENT
(U)	PO-LEGIS-08020	(U) Proposed Legislation	(U) Consists of correspondence, memoranda, reports, position papers, background information, and other data pertaining to proposed legislation affecting the Agency or amendments to Agency Bills Serves as a reference to new and proposed legislation affecting the Agency	PERMANENT

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-LIAIS-00000	Liaison		
(U)	PO-LIAIS-08110	(U) External	(U) Consists of documentation relating to officially assigned external liaison authority with Congress, Federal agencies and other domestic and foreign organizations. Records include correspondence, memorandum, relationships, agreements, responsibilities, clearance data, and certifications. Items also document foreign gifts and declarations presented to Agency personnel. Also includes correspondence, newspaper and publication clippings, Agency assessments, and reports in response to Congressional inquiries and surveys. In addition, include sensitive classified documents furnished to or generated by the House Permanent Select Committee on Intelligence. These materials are placed in the possession of the Agency by agreement between the Chairman, House Select Committee on Intelligence, and the D/CIA.	PERMANENT
(U)	PO-LIAIS-08120	(U) Internal	(U) Consists of correspondence documenting officially assigned internal liaison authority within the Agency. Records include relationships, agreements, responsibilities, clearance data, and certifications.	PERMANENT
(U)	PO-LIAIS-08130	(U) MOAs and MOUs	(U) Consists of record copy of memorandum of agreements and memorandum of understandings, maintained separately from the liaison files.	PERMANENT.
(U)	PO-MGTST-00000	Management Studies and Strategic Plans		
(U)	PO-MGTST-08210	(U) Annual Metrics Summaries	(U) Consists of background and supporting documentation maintained for statistical purposes, includes metrics information and related correspondence.	PERMANENT
(U)	PO-MGTST-08220	(U) Audits and Evaluations	(U) Consists of office level copy and related correspondence of audit reports of Agency components, projects, stations, bases and miscellaneous activities of the Agency, both domestic and foreign, also includes financial, security, information management and other audits and evaluations done by Audit staff and others with oversight responsibility for that function.	PERMANENT

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-MGTST-08230	(U) Strategic Plans	(U) Consists of Agency strategic plans at the office level and above, including correspondence, directives, documentation and planning papers	PERMANENT
(U)	PO-MGTST-08240	(U) Surveys and Special Studies	(U) Consists of reports and related data on surveys and special studies of Agency facilities, components, programs, projects, personnel, and responses to Congressional inquiries and surveys	PERMANENT
(U)	PO-MGTST-08250	(U) Strategic Plans - Below Office Level	(U) Consists of strategic plans below the office level, including correspondence, directives, documentation and planning papers	TEMPORARY. Keep records active for 3 years or superseded or until no longer needed for reference, whichever is later; then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-POLIC-00000	Policy and Organization		
(U)	PO-POLIC-00001	(U) Operational Policy and Management	(U) Consists of policy, management, development, and planning documents dealing with the authorization, objectives, accomplishments, and termination of Operational Activities Also includes, semi-annual and annual operational management reports prepared at the Division and Staff level for submission to the D/NCS and correspondence of the Office of the NCS and Offices of the Chiefs of Divisions and Staffs	PERMANENT
(U)	PO-POLIC-08310	(U) Below Office Level	(U) Consists of subject files below the office level, not covered elsewhere in this schedule, pertaining to the establishment, organization, and history of components; policies, planning, and management, procedures, analyses, and surveys, and coordination of activities, projects, and programs	TEMPORARY Keep records active until no longer needed for reference, then destroy
(U)	PO-POLIC-08320	(U) Delegation of Authority and Approvals	(U) Consists of correspondence and documentation relating to the designations or revocations of individuals as financial approving officers, certifying officers and agent cashiers	TEMPORARY Keep records active for 20 years, then destroy
(U)	PO-POLIC-08330	(U) Office Level and Above	(U) Consists of subject files at the office level and above, not covered elsewhere in this schedule, pertaining to the establishment, organization, and history of components, policies, planning, and management, action tracking data at the D/O/A and DD/CIA level, procedures, analyses, and surveys, and coordination of activities, projects, and programs	PERMANENT

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	PO-PUBLI-00000	Publications		
(U)	PO-PUBLI-08510	(U) Historical Source Files and Published Histories	(U) Consists of completed historical recollections of Agency components or activities, historical bibliographic documentary listings; archival and research guides to historical sources and authorities, records of interviews with key personnel, correspondence with Agency components and other historical sources, and copies of policy documents selected for historical significance.	PERMANENT
(U)	PO-PUBLI-08520	(U) Publication Production Files	(U) Consists of publication production files, regardless of media, including printing procurement unit copies of requisitions, invoices, specifications, and related papers, artwork retained for reuse, editing, and reproduction as needed; negatives used for duplication, correspondence, reference materials, reports, photographs, and related material pertaining to the administrative, operational, and technical aspects of media projects, printing and photography requisition files, graphics master files, and posters and other media related to routine events.	TEMPORARY. Keep records active for 2 years, then destroy
(U)	PO-PUBLI-08530	(U) Publication Case Files	(U) Consists of source information documenting an event, unique to the Agency, containing significant intelligence value, such as record copies of all Agency publications, correspondence, background material, distribution information, artifacts, multimedia presentations, audio-visuals, photographs and motion pictures, audio and video recordings produced by or for Agency components (Does not cover intelligence reports)	PERMANENT
(U)	PO-PUBLI-08540	Posters	(U) Consists of printed and illustrated announcements produced in support of Agency mission activities (not routine events) for display in Agency facilities. Posters relating to Agency officials, facilities, operations, achievements, historical commemorations, and other mission-related subjects (NOTE: This item does not exclude the requirement to maintain a copy of the poster with the corresponding subject file.)	PERMANENT Transfer two copies of each finished poster in original form
(U)	PO-PUBRE-00000	Public Relations		
(U)	PO-PUBRE-08410	(U) News Media and Academic Contacts	(U) Consists of correspondence and documentation relating to contacts with the news media seeking information on the Agency	TEMPORARY Maintain for 25 years, then destroy

UNCLASSIFIED

Classification	AFR File Tag	File Series	Description	Disposition
(U)	PO-PUBRE-0842	(U) Press Releases and Notices	(U) Consists of Agency released publicity concerning Agency and OSS personalities, including copies of press and periodical releases on Agency and OSS personalities	PERMANENT
(U)	PO-PUBRE-08430	(U) Public Information Requests Files	(U) Consists of correspondence relating to inquiries from private individuals about the Agency and its mission	TEMPORARY Keep records for 1 year; then destroy
(U)	PO-PUBRE-08440	(U) References to Agency in Media or Other Sources	(U) Consists of copies of media articles and memoranda making reference to Agency files, subjects or events, or domestic organizations in connection with the Agency	PERMANENT
(U)	PO-PUBRE-08450	(U) Original Publication Materials for Public Release	(U) Consists of record copy of handouts with images, such as pictures of the Director, Deputy Director and Agency Seal, textual handouts such as pamphlets, and unclassified FACT books	PERMANENT

UNCLASSIFIED

Classification	AFP File Tag	File Series0	Description	Disposition
	PO-SPCHS-00000	Speeches, Lectures, and Briefings		
(U)	PO-SPCHS-08610	(U) Mission-related and Senior Officer Presentations	(U) Consists of material used in mission-related presentations made by senior officers of a component to a higher-level internal or external organization, the Comptroller, Congress, or similar groups. Agency sponsored or produced presentations, for education, training or recruiting, regarding significant Agency functions, activities and research analysis, and may include photographs, artifacts, motion picture films, manuscripts and audiovisual records used in the presentation	PERMANENT
(U)	PO-SPCHS-08620	(U) Presentations (All Others)	(U) Consists of material used in all other presentations, not made by a senior officer to a higher level organization	TEMPORARY Keep records 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/>