

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on page 3)

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-263-081

DATE RECEIVED

7/15/08

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

1. FROM (Agency or establishment)

Central Intelligence Agency

2. MAJOR SUBDIVISION

Information Management Services (IMS)

3. MINOR SUBDIVISION

(b)(3)

4. NAME OF PERSON WITH WHOM TO CONFER

(b)(3)

5. TELEPHONE

(b)(3)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

1-13-09

ARCHIVIST OF THE UNITED STATES

Adrienne Thomas

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 2 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

05/20/2008

SIGNATURE OF AGENCY REPRESENTATIVE

Joseph W. Smith

TITLE

Director Information Management Services (C10)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><u>Item Description</u> Media Highlights consist of press clippings collected daily by the Office of Public Affairs (OPA) from online newspapers, magazines, wire services, and broadcast transcripts containing references to the CIA, the larger intelligence community, or deal with national security and foreign policy issues of interest to the CIA work force.</p> <p>These clippings are provided as convenience copies only and are not intended to replace newspapers, broadcast media, and periodicals as a means of keeping informed. They are not intended as sole source materials and are not stand-alone, vital records.</p> <p>CIA does NOT add any record value to these clippings via coding, classifying, sorting, or compiling into other records. They are filed chronologically and have had no measurable archival, historical, or collection value as permanent records.</p> <p>Media Highlights are derived from open sources readily available to the general public through a number of venues including newspapers, the internet, and libraries.</p> <p>Media Highlights have been <u>incorrectly</u> scheduled as permanent under item 39c when in fact they are convenience and temporary records exactly as described in Item 39e</p>	<p>Currently: CIA RCS #10-84 Item #39c (Permanent)</p> <p>Proposed: CIA RCS #10-84 Item #39e (Temporary - Destroy when 6 months old)</p> <p>Citation to Prior NARA Job #: NC1-263-84-13 Item 36c</p>	

Copy

(b)(3)

Proposed Disposition Change the item number for *Media Highlights* from item 39c (Permanent retention) under RCS 10-84 to Item 39e (**Temporary retention - destroy when 6 months old**). Additionally, amend the Files Identification (item/record description) for RCS 10-84, item 39e to include the words *Media Highlights*:

Newspaper and periodical articles files, including Media Highlights. Duplicate copies of newspaper and periodical articles of interest to the Agency. Filed chronologically.

This disposition change is also to apply retroactively to existing *Media Highlights* records as provided for in 36CFR 1228 §1228.50, Item (c)(4).

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/>