

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Central Intelligence Agency

2. MAJOR SUBDIVISION
10-91

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-263-92-2

DATE RECEIVED

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10-4-94 ARCHIVIST OF THE UNITED STATES
Andy Luchamy Peterson

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 ___ 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 2/25/94

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Acting CIA Information Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
-------------	---	-----------------------------------	----------------------------------

1.	<p>Permanent Records: Transfer to the National Archives when 50 years old, pending CIA determination that continued Agency retention is not required.</p> <p><u>Arms Control Inspection Files</u></p> <p>On-site inspection activities relating to existing arms control treaties.</p> <p>a. Final reports of official inspections.</p> <p>PERMANENT. Cutoff at end of each calendar year, hold in current files area for 2 years, then transfer to AARC. 1988 to present. (1 cubic foot) Annual growth rate 1 cubic foot.</p> <p>b. Inspection support materials.</p> <p>TEMPORARY. Hold in current files area for 2 years, transfer to AARC for 3 years, then destroy.</p>	(NEW)	
----	--	-------	--

Copies sent to Agency and to NNT. 10/5/94

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE
ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	<p><u>Schedules of Daily Activities</u></p> <p>Calendars, appointment books, schedules, and other records documenting meetings, appointments, telephone calls, visits, and other activities.</p> <p>a. DCI and DDCI (1953 to present) Inspector General (1990 to present)</p> <p>PERMANENT. Cutoff at end of calendar year, hold in current files area for 2 years, then transfer to AARC. (70 cubic feet) Annual growth rate 6 cubic feet.</p>	<p>NCI-263-84-13 (Item 11a) (Change)</p>	

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/>