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**ITEM NO.**  

**1.** Permanent Records: Transfer to the National Archives when 50 years old, pending CIA determination that continued Agency retention is not required.

**2.** Arms Control Inspection Files  

On-site inspection activities relating to existing arms control treaties.

- **a.** Final reports of official inspections.  
  
  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.

- **b.** Inspection support materials.  
  
  TEMPORARY. Hold in current files area for 2 years, transfer to AARC for 3 years, then destroy.
### 2. Schedules of Daily Activities

Calendars, appointment books, schedules, and other records documenting meetings, appointments, telephone calls, visits, and other activities.

a. DCI and DDCI (1953 to present)
   Inspector General (1990 to present)

   **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.
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/