

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-263-95-1	DATE RECEIVED 1-11-95
1 FROM (Agency or establishment) Central Intelligence Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION 10-84			
3 MINOR SUBDIVISION		DATE 7/28/95	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE		

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 11/5/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Edmund Colon</i>	TITLE CIA Information Management Officer
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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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Investigative Files</u></p> <p>Case files developed during investigations of known or alleged violations of laws, rules or regulations, or mismanagement, gross waste of funds, abuse of authority, or substantial and specific dangers to the public health and safety, and those that result in national media attention, or substantive changes in Agency policy or procedure. Cases relate to Agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee, citizen and other complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments and working papers. Published in the Federal Register, CIA-72, Notification of Systems of Records, Privacy Act of 1974. The Federal Register must be amended if this system is changed or discontinued.</p> <p style="text-align: center;">Continuation - see attached</p>	(NEW)	

Copies sent to agency, NIT, NIA 8/10/95

Request for Records Disposition Authority - Continuation

a. Case files meeting any of the following criteria:

(1) Investigative case files in which the subject is one of the following:

- the Director of Central Intelligence (DCI);
- the Deputy Director of Central Intelligence (DDCI);
- the Executive Director;
- the Deputy Director for Operations;
- the Deputy Director for Science and Technology;
- the Deputy Director for Intelligence; or
- the Deputy Director for Administration.

conclude on
items (a)(1)
JDF
7-19-95

(2) Investigative case files which document:

- major violations of criminal law or ethical standards by agency officials or others;
- major issues of mismanagement, waste of funds, abuse of authority, or dangers to public health and safety;
- national media attention;
- Congressional Committee interest; or
- substantive changes in agency policy or procedures.

PERMANENT. Place in inactive file when case is closed. Cut off inactive file at the end of the Fiscal Year, then retire to AARC.

b. 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. Place in inactive file when case is closed. Cut off inactive file at the end of the Fiscal Year, hold in current files area for 2 years, then retire to AARC. Destroy 5 years after cutoff. (Complies with GRS 22, Item 1a.)

c. All other case files.

TEMPORARY. Place in inactive file when case is closed. Cut off inactive file at the end of the Fiscal Year, hold in current files area for 2 years, then retire to AARC. Destroy 10 years after cutoff. (Complies with GRS 22, Item 1b.)

Request for Records Disposition Authority - Continuation

- a. 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 CIA or other agencies for handling, and support files providing general information that may prove useful in Inspector General investigations

TEMPORARY. Destroy 5 years after cutoff. Cut off inactive file at end of fiscal year, hold in current files area for 2 years, then transfer to AARC. (Complies with GRS 22, Item 1a)

- b. All other investigative case files except those that document violations of criminal law or ethical standards, mismanagement, waste of funds, abuse of authority, or dangers to public health and safety, involving Agency officials or others.

TEMPORARY. Place in inactive files when case is closed. Cut off inactive file at end of fiscal year, hold in current files area for 2 years, then transfer to AARC. Destroy 10 years after cutoff. (Complies with GRS 22, Item 1b)

- c. Investigative case files of unusually significant matters that document major violations of criminal law or ethical standards, mismanagement, waste of funds, abuse of authority or others that are particularly important for oversight and accountability purposes.

PERMANENT. Place in inactive files when case is closed. Cut off inactive file at end of fiscal year, then transfer to AARC. 1975 to present (40 cubic feet). Annual growth rate 12 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/>