

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	N1-26398-1
1. FROM (Agency or establishment) Central Intelligence Agency		DATE RECEIVED	4-6-98
2. MAJOR SUBDIVISION 00-84		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303e 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
		9-16-98	John W. Carl

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 2/26/98	SIGNATURE OF AGENCY REPRESENTATIVE Edmund Cohen	TITLE Director of Information Management
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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 GRS OR SUPERSEDED JOB CITATION	10.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>POSTERS. Consists of printed and illustrated announcements produced in support of Agency activities for display in Agency facilities. NOTE: This item does not exclude the requirement to maintain a copy of the poster with the corresponding subject file.</p> <p>a. Posters relating to Agency officials, facilities, operations, achievements, historical commemorations, and other mission-related subjects.</p> <p>PERMANENT. Transfer two copies of each finished poster in original form upon publication to the National Archives and Records Administration/Still Pictures Branch Special Media Archives Services Division - Still Pictures.</p> <p>b. Posters relating to routine events and subjects common to most agencies, such as savings bond campaigns, CFC Campaigns, blood drives, and health and safety education programs.</p> <p>TEMPORARY. Destroy when two years old, or when no longer needed for Agency business, whichever is sooner. Earlier disposal is authorized if records are no longer needed for agency business.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>POSTERS (continued)</p> <p>c. Poster production materials, including negatives, routine artwork, layouts, and other preparatory graphic material.</p> <p>TEMPORARY. Destroy when two years old, or when no longer needed for Agency business, whichever is sooner. Earlier disposal is authorized if records are no longer needed for agency business.</p> <p>All changes to this schedule made per telephone conversation of 6/11/98 between David A. Langbart (NARA) and (CIA).</p> <p>DA Langbart, NWML 8/25/98</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/>