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|--|--|---|--------------------------------|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY  |  | N1-263-99-3   |                                |
| To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408  |  | DATE RECEIVED<br>5-21-99  |                                |
| 1 FROM (Agency or establishment)<br><br>Central Intelligence Agency<br>Washington, D.C. 20505  |  | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |                                |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  |  |   |                                |
|  |  |   |                                |
| 4 NAME OF PERSON WITH WHOM TO CONFER   | 5 TELEPHONE  | DATE  | ARCHIVIST OF THE UNITED STATES |
| <input type="text"/>   | <input type="text"/>                                     | 10-22-99  | <i>John W. Paul</i>            |
| 6 AGENCY CERTIFICATION<br>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 1 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,<br><br><input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  |   |                                |
| DATE<br>27 April 99  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i> | TITLE<br>Director of Information Management   |                                |

| 7 Item No | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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>Schedules of Daily Activities</u></p> <p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of employees while serving in an official capacity</p> <p>a Presidential appointees, and Deputy Directors (heads of Directorates)</p> <p><b>PERMANENT.</b> Transfer to NARA when the CIA determines that continued Agency retention is no longer required, or when 50 years old, whichever is sooner.</p> <p>b All others.</p> <p><b>TEMPORARY.</b> Destroy when 2 years old (Complies with GRS 23, Item 5a)</p> | N1-263-92-2<br>(Item 2)          |                                 |

*Copy to: agency, NWMP, NWCT 11/3/99 abc*

c Office automation copies. Electronic copies of records that are used solely to generate a recordkeeping copy. Includes electronic copies used for dissemination, revision, or updating the recordkeeping copy. Also includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

**TEMPORARY.** Destroy/delete within 180 days after the recordkeeping copy has been produced. (Complies with GRS 23, Item 10 a & b)

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, or 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/>