

10-263

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 263

Litane
TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Central Intelligence Agency

2. MAJOR SUBDIVISION

(b)(3)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED AUG 28 1974	JOB NO NC-263-75-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
9-12-74 (Date)	<i>James B. Rhoads</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

8-22-74
Date

[Redacted Signature]

CIA Records Management Officer

(Title)

7 ITEM NO	DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>Insurance Claims and Settlement Files. (Discontinued Plans)</p> <p>These are records relating to the settlement of insurance claims for which the Agency acted as carrier. The insurance plans have been discontinued and sufficient time has elapsed to relieve the underwriter of any obligation for reimbursement under the terminated plans. The files include individual claims, record of settlement, and related correspondence.</p> <p>NOTE: This item was previously authorized for disposal after 5 years retention by Job No. NN-169-99, 18 April 1969. We now wish to reduce the authorized retention to 4 years. This will allow us to dispose of a considerable amount of these records and experience has proved that the fifth yearholdings have no reference value to our needs.</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/>