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REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Central Intelligence Agency

2. MAJOR SUBDIVISION

29-83

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

351-2853

LEAVE BLANK

JOB NO.

NC1-263-84-2

DATE RECEIVED

11-07-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

7-24-85
Date

Frank B. Banks
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

83/10/20

E. TITLE

Agency Records Management Officer

7.
ITEM NO.

(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO.

10.
ACTION TAKEN

All PERMANENT items in this schedule are arranged chronologically and will be offered to NARS in 5 year blocks when national security considerations permit.

1. Organizational Records - Below Office Level.

DESTROY 3 years after cutoff. Cut off at end of each calendar year. Screen, transfer record copies of Directorate or Office policy and procedural records to Office level and above organizational files.

FOIA(b)3 - 50 USC 403, Section 6 of the CIA Act of 1949

NC1-263-77-8
Item 1b (CHANGE)

2. Administrative Files.

DESTROY 2 years after cutoff. Cut off at end of each calendar year.

NC1-263-77-8
Item 11 (No Change)
GRS 23-1

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AGGREGATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/
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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

DECL OADR BY SIGNER

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Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<u>Applicant Files.</u> DESTROY everything but biographic profile upon cancellation of processing. DESTROY profile 1 year thereafter. If applicant is hired, transfer material to supplemental personnel (soft) file.	NCL-263-77-8 Item 12b	(No Change)
4.	<u>Information Accounting and Control Files.</u> a. Publication purchase order files. DESTROY when 1 year old. b. Library loan files. DESTROY when 6 months old. c. Standard distribution files. (1) Top Secret collateral, Top Secret and below Codeword, and Restricted Data document distribution files. DESTROY 5 years after document is downgraded, transferred outside the control area, or destroyed, or when superseded or no longer needed, whichever is later. (2) Secret and below collateral document distribution files, excluding Restricted Data. DESTROY when 2 years old or when superseded or no longer needed, whichever is later.	NCL-263-77-8 Item 18d NCL-263-77-8 Item 18e NCL-263-77-8 Item 18h	(No Change) (No Change) (No Change)
5.	<u>Financial Accounting Files.</u> a. Obligation and encumbrance documents. DESTROY liquidated obligation and encumbrance documents after inspection by Audit Staff.	NCL-263-77-8 Item 16b	(No Change)

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p>b. Machine reports.</p> <p>(1) Open Obligation Activity Report. DESTROY monthly reports when superseded by semi-annual report. DESTROY semi-annual reports 1 year after close of fiscal year.</p> <p>(2) Consolidated report on status of allotments. DESTROY when superseded by next monthly report.</p> <p>(3) Open Encumbrance Activity Report. DESTROY monthly reports when superseded by semi-annual reports. DESTROY semi-annual reports 1 year after close of fiscal year.</p> <p>c. All Purpose Obligation Document (APOD). DESTROY as soon as verification information has been recorded in Open Obligation Activity Report.</p> <p>d. "G" Account Files. DESTROY liquidated obligation documents after review by Audit Staff.</p> <p>e. "M" Account Files - Lapsed Appropriations. DESTROY documents after review by Audit Staff.</p> <p>f. Imprest Fund Files. DESTROY 1 year after cutoff. Cut off at end of each fiscal year.</p>	<p>NC1-263-77-8 Item 16c(1) (No Change)</p> <p>NC1-263-77-8 Item 16c(2) (No Change)</p> <p>NC1-263-77-8 Item 16c(3) (CHANGE)</p> <p>NC1-263-77-8 Item 16d (No Change)</p> <p>NC1-263-77-8 Item 16e (No Change)</p> <p>NC1-263-77-8 Item 16f (No Change)</p> <p>NC1-263-77-8 Item 16g (No Change)</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<u>Chronological Files.</u> a. Deputy Director for Intelligence Files. PERMANENT. 1952 to present. 48 cubic feet. Annual growth rate 5 cubic feet. b. Office Directors Files. DESTROY no later than 5 years after cutoff. Cut off at end of each calendar year. c. Below Office level. DESTROY no later than 3 years after cutoff. Cut off at end of each calendar year.	NC1-263-80-3 Item 1	(No Change)
7.	<u>CIA Library Material on Loan.</u> Return to CIA Library when due or no longer needed.	NC1-263-77-8 Item 20a	(No Change)
8.	<u>Items Released to and Received from Foreign Liaison Officers.</u> DESTROY 15 years after cutoff. Cut off at end of each calendar year.	NC1-263-77-8 Item 23b	(No Change)
9.	<u>Intelligence Publications Files.</u> a. Record set and extra copies of component intelligence publications, monthly reviews, and annual reports. (1) Production Case Files. PERMANENT. Prior to offer to NARS consolidate with Item 7a(2) to assure complete record set. 1949 to present. 1856 cubic feet. Annual growth rate 96 cubic feet.	NC1-263-77-8 Item 19a(1)	(No Change)

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9a.	<p>(2) Record copy of finished intelligence publications, papers, or videotapes.</p> <p>PERMANENT. 1949 to present. 340 cubic feet. Annual growth rate 26 cubic feet.</p> <p>(3) Supplemental copies.</p> <p>DESTROY 6 years after publication.</p> <p>b. Master File for Publications.</p> <p>DESTROY 6 months after cutoff. Cut off at end of each month.</p> <p>c. Project Status log.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each calendar year.</p> <p>d. Dissemination files on materials released to foreign governments.</p> <p>PERMANENT. 1970 to present. 11 cubic feet. Annual growth rate less than 1 cubic foot.</p> <p>e. Processing media.</p> <p>Reuse magnetic cards, tapes, and discs after project is completed.</p>	<p>NC1-263-77-8 Item 19a(2) (No Change)</p> <p>NC1-263-77-8 Item 19a(3) (No Change)</p> <p>NC1-263-77-8 Item 19b (No Change)</p> <p>NC1-263-77-8 Item 19c (No Change)</p> <p>NC1-263-77-8 Item 19d (No Change)</p> <p>NC1-263-77-8 Item 19e (No Change)</p>	
10.	<p><u>Intelligence Requirements Files.</u></p> <p>a. Files containing intelligence collection requirements, record of action taken, and all other documents relating to these requirements.</p> <p>DESTROY when action on requirement is completed or cancelled.</p>	<p>NC1-263-77-8 Item 22a (No Change)</p>	

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10.	b. Miscellaneous requirements and collection guides. DESTROY when superseded or no longer needed.	NC1-263-77-8 Item 22b	(No Change)
11.	<u>Overseas Support Files.</u> PERMANENT. 1975 to present. 14 cubic feet. Annual growth rate 1 cubic foot.	NC1-263-77-8 Item 26	(No Change)
12.	<u>Graphics Master Files.</u> DESTROY when obsolete or no longer needed.	NC1-263-77-8 Item 29	(No Change)
13.	<u>Maps and Charts Files.</u> a. Archives copy. PERMANENT. 1965 to present. 22 cubic feet. Annual growth rate 15 cubic feet. b. File copy. DESTROY when obsolete or no longer needed.	NC1-263-77-8 Item 30a NC1-263-77-8 Item 30b	(No Change) (No Change)
14.	<u>Map Procurement Files.</u> a. Files contain copies of correspondence, reports on procurement of foreign maps and related geographic publications, and foreign mapping and distribution information. DESTROY when superseded or no longer needed for reference. b. Foreign map source files. DESTROY data on individual source when procurement action is completed or source potential is ended.	NC1-263-77-8 Item 31a NC1-263-77-8 Item 31b	(No Change) (No Change)

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
15.	<u>U.S. Antarctic Exchange Scientists Files.</u> DESTROY when no longer needed for reference.	NC1-263-77-8 Item 32	(No Change)
16.	<u>Telephone Listings (On-Call Personnel).</u> DESTROY when changes are made or listing is superseded.	NC1-263-77-8 Item 35	(No Change)
17.	<u>Daily Log.</u> PERMANENT. 1975 to present. 3 cubic feet. Annual growth rate less than 1 cubic foot.	NC1-263-77-8 Item 36	(No Change)
18.	<u>Long Distance Xerography (LDX) Files.</u> a. Organizational files. PERMANENT. 1975. 1 cubic foot. b. General administrative files. DESTROY 2 years after cutoff. Cut off at end of each calendar year. c. Control and operating files. DESTROY 1 year after cutoff. Cut off at end of each calendar year.	NC1-263-77-8 Item 37a NC1-263-77-8 Item 37b NC1-263-77-8 Item 37c	(No Change) (No Change) (No Change)
19.	<u>Press Files.</u> a. Press Runs. DESTROY each day all material over 7 days old.	NC1-263-77-8 Item 38a	(No Change)

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
19.	b. Press Selects. DESTROY each day corresponding day of previous month.	NCl-263-77-8 Item 38b	(No Change)
	c. Morning Press Highlights. DESTROY 1 month after cutoff. Cut off at end of each month.	NCl-263-77-8 Item 38c	(No Change)
20.	<u>Congressional Briefing Files.</u> PERMANENT. 1974 to present. 22 cubic feet. Annual growth rate 3.5 cubic feet.	NCl-263-77-8 Item 39	(No Change)
21.	<u>Congressional Liaison Files.</u> DESTROY 5 years after cutoff. Cut off at end of each calendar year.	NEW	
22.	<u>Professors and Placement Officers of Selected Colleges.</u> DISCONTINUED. Files destroyed.	NCl-263-77-8 Item 33	(CANCEL)
23.	<u>Briefing Program File.</u> DISCONTINUED. File destroyed.	NCl-263-77-8 Item 40	(CANCEL)

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 USC § 3507 (Previously 50 U.S.C. § 403g, Section 6 of the Central Intelligence Agency 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/>