

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
30-83

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

351-2853

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 3 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

83/11/03

E. TITLE

Agency Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

1. Directorate of Administration Emergency Planning Files.
PERMANENT. 1983 to present. Annual growth less than 1 cubic foot.
FOIA(b)3 - 50 USC 403, Section 6 of the CIA Act of 1949

2. Ranking Books.
DESTROY when employee resigns or retires from the Agency or is separated from the Career Service.

NEW
Deviates from
GRS 18, item 28a

NC1-263-77-3
Item 16c (No Change)

4 items

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AGGREGATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/
FOR OFFICIAL USE ONLY EXCEPT AS MARKED

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

115-107

*04 to Agency 8-07-85
EST/HEM*

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

DECL OADR BY SIGNER

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2/3
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<u>Representation Allowances Files.</u> a. Copies of letters of authorization. DESTROY when no longer needed. b. Consolidated end of fiscal year expense reports. DESTROY 6 years after cutoff. Cut off at end of each calendar year.	NCl-263-77-3 Item 21	(No Change)
4.	<u>Project Files.</u> a. Projects or programs initiated by the Office of the Deputy Director for Administration (O/DDA). PERMANENT. 1952 to present. 28 cubic feet. Annual growth less than 1 cubic foot. b. Projects or programs initiated by components other than O/DDA. Return to initiating component when no longer needed.	NCl-263-77-3 Item 11 NEW	(No Change)
5.	<u>Safety Staff Installation Files.</u> DESTROY 4 years after cutoff. Cut off when facility closes or material is no longer needed on a current basis.	NEW Deviates from GRS 18-10, GRS 18-11	
6.	<u>Environmental Condition Files.</u> DESTROY 4 years after cutoff. Cut off when no longer needed on a current basis.	NEW Deviates from GRS 18-10, GRS 18-11	

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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
7.	<u>Accident and Injury Files.</u> DESTROY 5 years after cutoff. Cut off at end of each calendar year.	NC1-263-77-9 Item 71	(No Change)
8.	<u>Special Projects (Air) Administrative Material.</u> DISCONTINUED. File destroyed.	NC1-263-77-3 Item 14b	(CANCEL)
9.	<u>Returnee/Departee Reports.</u> DISCONTINUED. File destroyed.	NC1-263-77-3 Item 23	(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/>