

~~CONFIDENTIAL~~  
**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

**31-83**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

**351-2853**

LEAVE BLANK

JOB NO.

**NC1-263-84-4**

DATE RECEIVED

**11-10-83**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*Oct. 23, 1985*  
Date

*Frederick A. B...*  
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 16 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

**83/11/10**

E. TITLE

**Agency Records Management Officer**

7.  
ITEM NO.

OF ITEM

(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.

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

1. Security Records Files.

a. Staff employees and staff agents.

DESTROY 30 years after date of last action in file.

b. Staff-like employees and all other security files except those listed in Item 1a above and Items 1c through 1r below.

NC1-263-79-1  
Item 5a (CHANGE)  
Deviates from  
GRS 18-23a

NEW  
Deviates from  
GRS 18-23a

34 items:  
25 changes & deviations;  
9 New

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

115-10 DECL OADR BY SIGNER

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

*Cy to A4444 10-23-85, ZCT/NIRW*

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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
1b.	<p>(1) Nonderogatory.</p> <p>DESTROY 20 years after date of last action in file.</p> <p>(2) Derogatory.</p> <p>DESTROY 30 years after date of last action in file.</p>		
	<p>c. Staff and Staff-like applicants-never hired.</p> <p>(1) Nonderogatory.</p> <p>DESTROY 10 years after date of last action in file.</p> <p>(2) Derogatory.</p> <p>DESTROY 15 years after date of last action in file.</p>	<p>NC1-263-79-1 Item 5b(2) (CHANGE) Deviates from GRS 18-23a</p>	
	<p>d. Contractor's employees who had Top Secret or SCI access while working on Agency contracts.</p> <p>(1) Nonderogatory.</p> <p>DESTROY 15 years after date of last significant action in file.</p> <p>(2) Derogatory.</p> <p>DESTROY 20 years after date of last significant action in file.</p>	<p>Deviates from GRS 18-23a</p> <p>NC1-263-79-1 Item 5b(1)(a) (No Change) Item 5b(6)(a) (CHANGE)</p> <p>NC1-263-79-1 Item 5b(1)(b) (No Change) Item 5b(6)(b) (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
1.	<p>e. Contractor's employees who had Secret access while working on Agency contracts.</p> <p>(1) Nonderogatory.</p> <p>DESTROY 10 years after date of last action in file.</p> <p>(2) Derogatory.</p> <p>DESTROY 15 years after date of last action in file.</p> <p>f. Contractor's employees-never utilized.</p> <p>(1) Nonderogatory.</p> <p>DESTROY 5 years after date of last action in file.</p> <p>(2) Derogatory.</p> <p>DESTROY 10 years after date of last action in file.</p> <p>g. Alien or U.S. citizen contacts.</p> <p>(1) Nonderogatory.</p> <p>DESTROY 10 years after date of last action in file.</p> <p>(2) Derogatory.</p> <p>DESTROY 15 years after date of last action in file.</p>	<p>Deviates from GRS 18-23a</p> <p>NC1-263-79-1 Item 5b(3)(a) (No Change) Item 5b(6)(a) (CHANGE)</p> <p>NC1-263-79-1 Item 5b(3)(b), Item 5b(6)(b) (CHANGE)</p> <p>NEW</p> <p>GRS 18-23a</p> <p>Deviates from GRS 18-23a.</p> <p>NC1-263-79-1 Item 5b(4)(a) (No Change) Deviates from GRS 18-23a</p> <p>NC1-263-79-1 Item 5b(4)(b) (CHANGE) Deviates from GRS 18-23a</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
1.	<p>h. JPRS or FBIS aliens (including independent contractors) or U.S. citizens used exclusively on unclassified contracts.</p> <p>DESTROY 10 years after date of last action in file.</p> <p>i. Summer employees cleared at the Secret level.</p> <p>DESTROY 10 years after date of last action in file.</p> <p>j. Liaison personnel.</p> <p>DESTROY 3 years after date of last action in file.</p> <p>k. Exploratory investigative files.</p> <p>DESTROY 1 year after date of last action in file.</p> <p>l. Covert security approvals, covert security clearances, operational approvals, proprietary approvals, covert name checks, and security reliability determinations.</p> <p>(1) Never used and unwitting that investigation was conducted.</p> <p>DESTROY 1 year after date of last action in file.</p> <p>(2) Never used but witting of Agency investigation.</p> <p>DESTROY 5 years after date of last action in file.</p> <p>(3) Used and national agency checks only conducted.</p> <p>DESTROY 10 years after date of last action in file.</p>	<p>NC1-263-79-1 Item 5b(5) (CHANGE) Deviates from GRS 18-23a</p> <p>NEW Deviates from GRS 18-23a</p> <p>NC1-263-77-9 Item 5b(7) (CHANGE)</p> <p>NC1-263-79-1 Item 5b(8) (CHANGE)</p> <p>NC1-263-79-1 Item 5b(9) (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
1.	<p>(4) Used and field investigation conducted.</p> <p>DESTROY 15 years after date of last action in file.</p> <p>m. Post office boxes.</p> <p>DESTROY 5 years after date of last action in file.</p> <p>n. Covert sites.</p> <p>DESTROY 10 years following termination of the site.</p> <p>o. Clearance action on employees of other federal agencies, Congressional committees, panels, etc.</p> <p>DESTROY 20 years after date of last action in file.</p> <p>p. Limited Facility Access Authorizations.</p> <p>(1) Nonderogatory.</p> <p>DESTROY 5 years after date of last action in file.</p> <p>(2) Derogatory.</p> <p>DESTROY 10 years after date of last action in file.</p> <p>q. Full Facility Access Authorizations.</p> <p>(1) If services were not used and if files contain no derogatory information.</p> <p>DESTROY 15 years after date of last action in file.</p>	<p>NCL-263-79-1 Item 5b(10) (No Change) Item 20 (CHANGE)</p> <p>NCL-263-79-1 Item 5b(11) (No Change) Item 20 (CHANGE)</p> <p>NCL-263-79-1 Item 5b(12) (No Change)</p> <p>NCL-263-79-1 Item 5b(13)(a) (No Change)</p> <p>NCL-263-79-1 Item 5b(13)(b) (CHANGE)</p> <p>NCL-263-79-1 Item 5b(14) (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
1q.	<p>(2) If services were used or if file contains derogatory information.</p> <p>DESTROY 20 years after date of last action in file.</p> <p>r. Individuals of counterintelligence interest.</p> <p>DESTROY when individual is determined not to be of counterintelligence interest. Review remaining records 30 years after date of last action and DESTROY unless there is a continuing interest. Subsequent review and DESTRUCTION at 15-year intervals.</p> <p>s. Secrecy agreement files. Transferred from Items 1a-b, 1d-1, and 1o-r above when those files are destroyed.</p> <p>DESTROY 70 years after date of individual's earliest secrecy agreement.</p>		
2.	<p><u>Security Case Files Index.</u></p> <p>DESTROY 90 days after processing by SRD.</p>	NC1-263-80-4 Item 2 (No Change)	
3.	<p><u>Office of Security Master Index.</u></p> <p>a. Security Automated Name Check Activity (SANCA).</p> <p>DELETE individual entries when related case file is destroyed under Item 1 above. DESTROY irrelevant reference material when no longer needed</p> <p>b. Manual Index.</p> <p>DESTROY individual cards when related case file is destroyed under Item 1 above. DESTROY irrelevant reference material when no longer needed.</p>	NEW  NC1-263-77-9 Item 21 (No Change)  NC1-263-77-9 Item 19a (No Change)  NC1-263-77-9 Item 19b (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
4.	<u>Name Check Report Files.</u>  DESTROY when 90 days old.	NC1-263-77-9 Item 42	(No Change)
5.	<u>Applicant Review Panel Records Files.</u>  DESTROY 20 years after cutoff. Cut off when no longer needed for reference.	NC1-263-79-1 Item 6	(No Change)
6.	<u>Security Analysis Records Files.</u>  DESTROY when no further counterintelligence interest or when updated or superseded.	NC1-263-77-9 Item 36	(No Change)
7.	<u>Security Case Logs.</u>  a. Machine listing of security case files charged to the Office of the Chief, Clearance Division.  DESTROY when superseded.  b. Charge-out log to control files charged to offices in Clearance Division.  DESTROY when 1 year old.	NC1-263-77-9 Item 35	(No Change)
8.	<u>Security File Review Log.</u>  DESTROY when 6 months old.	NC1-263-77-9 Item 34	(No Change)
9.	<u>Security Duty Office Reporting Files.</u>  DESTROY 5 years after cutoff. Cut off at end of each calendar year.	NC1-263-77-9 Item 48	(No Change)

115-203

Four copies, including original, to be submitted to the National Archives

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STANDARD FORM 115-A

Revised July 1974

Prescribed by General Services  
Administration

FPMR (41 CFR) 101-11.4

GPO : 1975 O - 579-387

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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
10.	<u>Security Duty Office Operational and Instruction Files.</u>  a. Copies of survey reports, guard post instructions, and duty officer rosters.  Destroy when superseded, obsolete, or no longer needed.  b. Record copies of requests for telephone backstopping.  DESTROY 3 years after cutoff. Cut off when backstop arrangement is terminated.	NC1-263-77-9 Item 52	(No Change)
11.	<u>Security Support Files.</u>  DESTROY 3 years after cutoff. Cut off at termination of project.	NC1-236-77-9 Item 2	(No Change)
12.	<u>Reference Card Index.</u>  a. Index and inventory cards.  DESTROY when superseded, obsolete, or no longer needed.  b. Letter drop card index.  DESTROY when superseded, obsolete, or no longer needed.	NC1-263-77-9 Item 24a	(No Change)
13.	<u>Operational Reference Index.</u>  Chronological log books containing brief topical descriptions of operational activities.  DESTROY when 5 years old or no longer needed, whichever is sooner.	NEW	



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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
14.	<u>Special Security Center Project Files.</u>  PERMANENT. 1956 to present. 23 cubic feet. Annual growth rate 1 cubic foot.	NC1-263-77-9 Item 3 (No Change)	
15.	<u>Accredited SCI Facilities Files.</u>  DESTROY 7 years after cutoff. Cut off when facility is deactivated.	NC1-263-77-9 Item 38 (No Change) Deviates from GRS 18-10	
16.	<u>Special Access Files (4C).</u>  DELETE from system when 75 years old. DESTROY machine listings when superseded.	NC1-263-77-9 Items 14 & 26 (CHANGE) Deviates from GRS 18-24	
17.	<u>Security Violations Index Files.</u>  DESTROY 2 years after cutoff. Cut off at end of each calendar year.	NC1-263-77-9 Item 29 (CHANGE)	
18.	<u>Guard Personnel Files (Soft).</u>  DESTROY when officer is released from duty. Screen and transfer any appropriate materials for filing in security records (Item 1b above) and DESTROY remainder.	NC1-263-77-9 Item 8 (No Change)	
19.	<u>Case Control Cards.</u>  DESTROY 4 months after cutoff. Cut off when case is closed.	NC1-263-77-9 Item 28 (No Change) Items 25 & 30 (CHANGE)	
20.	<u>Case Processing and Evaluation Reports System Files (CAPER).</u>  DELETE records from system 2 months after last processing action.	NC1-263-79-1 Item 24 (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
21.	<u>Case Processing and Evaluation Reports System (CAPER)</u> <u>Monthly Statistical Report Files.</u>  DESTROY 1 year after report is compiled.	NC1-263- Item 15	79-1 (No Change)
22.	<u>Central Badge System Files.</u>  DELETE individual entries from machine record upon separation of the badge holder.	NC1-263- Item 12	77-9 (No Change)
23.	<u>Badge Machine Files.</u>  a. Documents concerning installation of the Security Access Control System (SACS) and evaluations of earlier proposed badge machine systems.  PERMANENT. 1969 to present 7 cubic feet. Annual growth less than 1 cubic foot.  b. Correspondence, reports, and booklets on the Security Access Control System.  DESTROY 5 years after cutoff. Cut off at end of each calendar year.	NC1-263- Item 82    NEW	77-9 (No Change)
24.	<u>Polygraph Interview Files.</u>  DESTROY when security interest in individual has terminated and any training need for file has been completed. Review remaining records 10 years after date of last action and DESTROY unless there is continuing interest or training need. Subsequent review and DESTRUCTION at 1-year intervals.	NC1-263- Item 1	80-4 (No Change)
25.	<u>Polygraph Interview Card Index.</u>  DESTROY when no longer needed.	NC1-263- Item 3	80-4 (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
26.	<u>Polygraph Interview Log.</u>  DESTROY 1 year after cutoff. Cut off at end of each calendar year.	NC1-263- Item 11	77-9 (No Change)
27.	<u>Leak Data Base Files.</u>  PERMANENT. 1952 to present. 25 cubic feet. Annual growth less than 1 cubic foot.	NC1-263- Item 40	77-9 (No Change)
28.	<u>Information Systems Security Files.</u>  DESTROY 5 years after cutoff. Cut off when information or word processing system discontinued.	NC1-263- Item 37	77-9 (No Change)
29.	<u>Computer Security Research Files.</u>  PERMANENT. 1976 to present. 2 cubic feet. Annual growth rate less than 1 cubic foot.	NC1-263- Item 54	77- <sup>9</sup> <del>54</del> (No Change)
30.	<u>Technical Projects Files.</u>  DESTROY 10 years after cutoff. Cut off when project terminates.	NC1-263- Item 4	77-9 (No Change)
31.	<u>Technical Finds Files.</u>  PERMANENT. 1960 to present. 6 cubic feet. Annual growth rate less than 1 cubic foot.	NC1-263- Item 72	77-9 (No Change)
32.	<u>Receiver Program Files.</u>  DESTROY 10 years after cutoff. Cut off when no longer needed on a current basis.	NC1-263- Item 73	77-9 (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
33.	<u>Building Admittance Passes Files.</u>  a. Admission Form.  DESTROY 5 years and 3 months after cutoff. Cut off at end of each quarter.  b. Special meetings correspondence.  DESTROY 5 years after cutoff. Cut off at end of each calendar year.	NCL-263- Item 44 GRS 18-18	77-9 (No Change)
34.	<u>Building Admittance Log.</u>  DESTROY 5 years after cutoff. Cut off at end of each calendar year.	NCL-263- Item 45	77-9 (No Change)
35.	<u>Visitor-No-Escort Record Files.</u>  a. Record copy of machine record card listings and other reports on each Visitor-No-Escort badge holder.  DESTROY 5 years after cutoff. Cut off at end of each calendar year.  b. Record copy of application forms for Visitor-No-Escort badge.  DESTROY 5 years after cutoff. Cut off at end of each calendar year.  c. Visitor-No Escort Badge files.  DESTROY when 1 year old.	NCL-263- Item 43 GRS 18-18	77-9 (No Change)

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36.	<u>Foreign Visitor Log.</u>  DESTROY when 1 year old.	NC1-263- Item 46	77-9 (No Change)
37.	<u>Photograph and Negatives Files.</u>  DESTROY 2 years after cutoff. Cut off when employee is separated.	NC1-263- Item 47	77-9 (No Change)
38.	<u>Weapons Log.</u>  DESTROY 2 years after cutoff. Cut off at end of each calendar year.	NC1-263- Item 33	77-9 (No Change)
39.	<u>Safe Combination Files.</u>  DESTROY when combination is changed or upon disposal of safe, whichever is sooner.	NC1-263- Item 50 GRS 18-8	77-9 (No Change)
40.	<u>Domestic Investigation Files.</u>  DESTROY 5 years after cutoff. Cut off at end of each calendar year.	NC1-263- Item 70	77-9 (CHANGE)
41.	<u>Domestic Support Files.</u>  DESTROY 2 years after cutoff. Cut off at end of each calendar year.	NC1-263- Item 65	77-9 (No Change)
42.	<u>Domestic Installation Files.</u>  DESTROY 3 years after cutoff. Cut off when facility closes or material is no longer needed on a current basis.	NC1-263- Item 66 GRS 18-10	77-9 (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
43.	<u>Domestic Field Files.</u>  DESTROY 1 month after cutoff. Cut off when case is completed.	NC1-263-77-9 Item 67	(No Change)
44.	<u>Domestic Field Financial Records Files.</u>  DESTROY 10 years and 3 months after cutoff. Cut off at end of each fiscal year.	NC1-263-77-9 Item 68	(No Change)
45.	<u>Safesite Inspection Report Files.</u> (C)  DESTROY 10 years after cutoff. Cut off when facility is terminated or material is no longer needed on a current basis.	NC1-263-77-9 Item 64 Deviates from GRS 18-11	(No Change)
46.	<u>Foreign Support Files.</u>  DESTROY 2 years after cutoff. Cut off at end of each calendar year.	NC1-263-77-9 Item 62	(No Change)
47.	<u>Foreign Installation Files.</u>  DESTROY 10 years after cutoff. Cut off when facility closes or material is no longer needed on a current basis.	NC1-263-77-9 Item 63 Deviates from GRS 18-11	(No Change)
48.	<u>Cryptonym/Pseudonym and True Name Index.</u>  DESTROY when employee resigns or terminates.	NC1-263-77-9 Item 22	(No Change)
49.	<u>Facility Access Roster Files.</u>  DESTROY upon receipt of periodic update listing.	NEW	

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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
50.	<u>Contractor Installation Files.</u>  DESTROY 10 years after cutoff. Cut off when contract terminates or material is no longer needed on current basis.	NEW	
51.	<u>Contractor Support Files.</u>  DESTROY 2 years after cutoff. Cut off when no longer needed.	NEW	
52.	<u>Communication Control Records Files.</u>  DESTROY when 6 months old.	NC1-263-77-9 Item 18e	(No Change)
53.	<u>Legislation and Executive Order Correspondence Files.</u>  DESTROY upon enactment of the law or implementation of the executive order or when no longer needed, whichever is sooner.	NC1-263-77-9 Item 56	(No Change)
54.	<u>Crank Mail/Threats Files.</u>  a. Unsolicited nonthreatening correspondence and packages.  DESTROY when 1 year old or when no longer needed, whichever is sooner.  b. Threats orally or in writing against official personnel or installations.  DESTROY when 15 years old.	NC1-263-79-1 Item 30     NEW	(No Change)

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55.	<u>OPERATION MHBOUND</u>  Permanent. 1 January 1961 to 30 June 1976. 4 Cu. Ft.	NCI-263- Item 81	77-9 (No Change)
56.	<u>Liaison Index.</u>  DISCONTINUED. File destroyed.	NCI-263- Item 27	77-9 (CANCEL)
57.	<u>Retired Case File Controls.</u>  DISCONTINUED. File destroyed.	NCI-263- Item 39	77-9 (CANCEL)
58.	<u>Release of Information File.</u>  DISCONTINUED. File destroyed.	NCI-263- Item 41	77-9 (CANCEL)
59.	<u>Collateral Clerk File.</u>  DISCONTINUED. File destroyed.	NCI-263- Item 51	77-9 (CANCEL)

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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/>