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TO. GENERAL SERVICES ADMINISTRATION MITURAL ADDRIVES AND RECORDS SERVICE WASHINGTON, DC 20408 NC1-263-84-6 T. PEDMINISTRATION Central Intelligence Agency DATE RECEIVED 2. MADE SUBDIVISION Central Intelligence Agency 4. MADE OF PERSON WITH WHOM TO COMPER 5. TEL EXT. 3. MMOR SUBDIVISION 5. TEL EXT. 4. MADE OF PERSON WITH WHOM TO COMPER 5. TEL EXT. 5. GERTIFICATE OF AGENCY REPRESENTATIVE: 5. TEL EXT. 1. hereby certify that I am authorized to act for this agency in matters pertaining to the dispusal of the agency's records; that the records proposed for disposal in this Request of 28 page(5) are not now needed for the business of this agency or will not be needed after the retention periods specified. B Request for disposal after a specified period of time or request for permanent retention. TITLE Agency Records Management Officer C. DATE 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. Directives Files. a. OL Instruction and Handbooks. PERMANENT. 1980 op present. Less than 1 cubic foot. Annual grown less than 1 cubic foot. b. OL Notices, Instruction Manuals, and Bulletins. DESTROY when superseded or obsolete. MARNIER NOTICE THIS DOCUMENT IS CLASSIFIED CONFIDENTIAL IN THE AGERGAREATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/ FOR OFFICIAL USE ONLY EXCEPT AS MARKED<	RE		UTHORITY		LEAVE BLANK	
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Request f	or Records Disposition Authority Continuation	JOB NO.	PAGE 226
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	c. OL Procurement Notes.		
	DESTROY 3 years after cutoff. Cut off when superseded or cancelled.		
2.	Personnel Security Clearance Status Files.	GRS 18-:	24
	a. Contractor personnel. DESTROY upon expiration of clearance.	NC1-263-	a (No Change)
	b. Liaison personnel. DESTROY upon expiration of clearance.	NC1-263	(No Change)
3.	Contractor Security Files.		
	a. Industrial Security Facilities Files.		
	(1) Contractor facilities case files. DESTROY 5 years after cutoff. Cut off whe Agency's relationship with the contractor terminated or when there has been no activ with the contractor in 3 years.	n is	-77-6 3a (CHANGE)
	(2) 3x5 cards showing name of contractor, contractor mailing address, contract steri and other security information.	lity, Item 12	-77-6 3b (No Change
	DESTROY when Agency's relationship with th contractor is terminated.	e	
	b. Classified contractor inspection schedules. DESTROY when card completed and new card made.	NC1-263 Item 12	77-6 (No Change)
	DESIROI when card completed and new card made.		
115-203	Four copies, including original, to be submitted to the National Arc		FORM 115-A
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Request	Request for Records Disposition Authority – Continuation		PAGE OF 3/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	
°.	c. Reserved.		
			t.
4	Information Accounting and Control Files.		
	a. Courier recepts maintained by the Mail and Courier Branch.	NC1-263-77-6 Items 40841	7-6 41
	DESTROY when 6 months old.	(No Chang GRS 12-6f	e)
	b. Reports Receipt, Form 898.	NC1-263-7 T+em 119	7-6 (CHANGE)
	DESTROY 2 years after cutoff. Cut off at end of each 6 months.	Deviates GRS 18-3	
ۍ ۲	Liaison Files.	NEW	
	a. Assistance to other government agencies.		
	DESTROY 10 years after cutoff. Cut off at end of each calendar year.		
115-203	Four copies, including original, to be submitted to the National Archives	STANDARD Bevised July	FORM 115-A 1974
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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.	 Duplicate copies of agreements and requests for assistance. DESTROY when no longer needed. 		
б.	Delegation of Authority Files.		
	a. Record copy to be filed in subject file for whic delegation was granted.		77-6 (CHANGE)
	Hold or DESTROY in accordance with approved Agen disposition instructions for subject file.	су	
	b. OL central reference files.	NEW	
	DESTROY 6 years after cutoff. Cut off at end of each calendar year.		
	c. Duplicate copies maintained by OL components.	NC1-263- Item 3b	77-6 (No Change)
	DESTROY when no longer needed.		(CHANGE)
7.	Headquarters Board of Surveys Records Files. DESTROY 2 years after final action completed.	NC1-263- Item 13 GRS 3-10	(No Change)
8.	A Demonral Dresenter Glaims Descride Files		
0.	Personal Property Claims Records Files.		
	a. Claims diles.	NC1-263- Item 14a	77-6 (No Change
	DESTROY 2 vears after case is closed.		
	b. Claims register.	NC1-263- Item 144	77-6 (CHANGE)
	DESTROY 5 years after case is closed.		
203	Four copies, including original, to be submitted to the National Archi	• • • • • • • • • • • • • • • • • • • •	FORM 115-A
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Request	for Records Disposition Authority-Continuation	JOB NO.		PAGE OF 5/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	1	9. Sample or Job No.	10. ACTION TAKE
9.	Stamp Account Files.			
	a. Postage Slip, Form 239. DESTROY when 6 months old.		NC1-263-7 Item 44a	
	 Detailed accounting of stamps and funds used by Mail and Courier Branch. DESTROY when 1 year old. 	the	NC1-263-7 Item 44c	
	c. Stamp Account Ledger. DESTROY when audit is completed.		NC1-263-7 Item 44d	
10.	Mail Routing Aids and Distribution Files. DESTROY when superseded or no longer needed.		NC1-263-7 Items 458	
11.	Courier Schedule Files. DESTROY when 2 months old.		NC1-263-7 Item 46 GRS 12-1	
12.	Forms Files. a. Flats containing the negative and data pertaining to the printing of Agency produced forms. DESTROY when form is superseded, discontinued, cancelled.		NC1-263- Item 49 GRS 16-41	No Change
	 b. Files containing copies of requests for approva of forms, samples, memoranda, and other materia relating to forms of interest to the Office of Logistics. DESTROY previous orders when reorders are processed. DESTROY file when related form is superseded, discontinued, or cancelled. 			

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Request f	or Records Disposition Authority – Continuation	JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OF JOB NO.	10. ACTION TAKEN
13.	Pseudonym and Alias Files.		
	 3x5 card file showing pseudonyms and aliases assigned to Office of Logistics personnel. 	NC1-263 Item 51	-77-6 La (CHANGE)
	DESTROY 2 years after cancellation of pseudony or alias	Ym	
	b. Files containing code number key by true name correspondence regarding request for and purpo of aliases.		3-77-6 Lb (No Chang
	DESTROY upon cancellation of pseudonym or alia	as.	
14.	Contract Review Board Files.		
	 Agenda and minutes files. DESTROY 5 years after cutoff. Cut off at end each fiscal year. 		3-77-6 (No Change
	b. Contractor case files. DESTROY 5 years after Agency discontinues busi with contractor.	1	8 -77-6 4 (No Change
15.	Contract Files.		
	a. Transactions of \$25,000 and above and all construction contracts exceeding \$2,000.	NC1-263 Items 5 NC1-263	6a&61 (CHAN
	DESTROY 6 years and 3 months after cutoff. Cut off at end of fiscal year in which final payment is made.		18a&19 (CHANG es from 4a(1)
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contra DESTRO fiscal c. Contra Static DESTRO Agency Item 1 d. Succes DESTRO e. XG con DESTRO f. Contra	acts \$2,000 or under. OY 3 years after cutoff. Cut off at end l year in which final payment is made. act files for transactions administered on 954. OY when official file is transferred to y Archives and Records Center under 15a or b above.	d of at the	Items 56b NC1-263-7 Item 18b Deviates GRS 3-4a(NC1-263-7 Item 56c NEW GRS 3-6a, Deviates	&61 (CHAN 7-7 (CHANGE) from 2) 7-6 (No Chang
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Agency Item 1 d. Succes DESTRO e. XG con DESTRO f. Contra	Archives and Records Center under 5a or b above. ssful and unsucessful bids and proposal:		GRS 3-6a, Deviates	
DESTRO e. XG con DESTRO f. Contra		S.	GRS 3-6a, Deviates	
e. XG con DESTRO f. Contra	DY with related contract file.		Deviates	
DESTRO f. Contra			GRS 3-6b(from
f. Contra	attacts.		NC1-263-7 Item 18c	
	DY upon notification of settlement.		GRS 4-3c	
DESTRO	act records card files.		NC1-263-7 Item 20 (
	DY when no longer needed for reference.			
16. Contract C	Control Records Files.		NC1-263-7 Items 60a	
DESTROY wh	en no longer needed for reference.		(No Chang Item 60b&	e)
17. Contractor	Facilities Files.		NC1-263-7	
DESTROY wh	nen superseded or no longer needed.		Item 58 (No Change
18. CONIF Work	ing Files.		NC1-263-7	
DESTROY wh	en superseded or no longer needed.		Item 59 (NC1-263-7 Item 22 (7-7
-203	Four copies, including original, to be submitted to the Natio	nal Archives		FORM 115-A

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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.	Procurement Action Files.		
	a. Transactions of \$25,000 and above. DESTROY 6 years and 3 months after cutoff. Cut off at end of fiscal year in which final payment is made.	NC1-263- Item 633 Deviates GRS 3-43	(CHANGE) from
	b. Transactions of less than 25,000. DESTROY 3 years after cutoff. Cut off at end of fiscal year in which final payment is made.	NC1-263 Item 63 Deviates GRS 3-4	(CHANGE) from
20.	Supply Action Files.		
	a. Files consisting of requisitions, receiving reports shipping documents, reports of inventory adjustment issue verifications, and source documents used to input into the Inventory Control System (ICS) data base.		77-6 (CHANGE)
	DESTROY 3 years after cutoff. Cut off at end of fiscal year in which action completed.		
	b. Category I Material. DESTROY 25 years after completion.	NC1-263	(No Chang
	c. Requisition files. DESTROY 2 years after completion.	NC1-263 Item 65 GRS 3-9	(No Chang
	d. Working files. DESTROY when 6 months old.	NC1-263 Item 65 GRS 3-9	(No Chang
	Didikot when o monents ofd.		
-203	 Four copies, including original, to be submitted to the National Archives 	Revised Jul	FORM 115-A y 1974 by General Service

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE 0 JOB NO	
20.	e. Category I material stock cards files. DESTROY when 25 years old.	NC1-263 Item 13	-77-7 (No Change
21.	Reimbursable Sales Files. DESTROY 6 years after completion.	NC1-263 Item 66	-77-6 (No Change
22.	On Loan Files (Equipment and Material).	NC1-263 Item 67	-77-6 (CHANGE)
	 a. Case files on loan of material to or from other Government agencies. DESTROY 6 months after return of equipment. b. Files on loan of material from stock to various components within the Agency. 		
	DESTROY 6 months after return of equipment provi ICS has been updated.	đing	
23.	MILSTRIP/FEDSTRIP Status Cards Files. DESTROY card upon receipt of order.	NC1-263 Item 69	-77-6 (No Change
24.	Master DCN Log. DESTROY 7 years after outoff. Cut off at end of eac fiscal year.		-77-6 (No Change
25.	Master PIN Log. DESTROY 2 years after cutoff. Cut off at end of eac fiscal year.	NCl-263 Item 71	
-203	Four copies, including original, to be submitted to the National Arc		ARD FORM 115-A July 1974

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	SAMP	9. 21 E OR	10. CTION TAKEN
26.	Cross Reference Logs.	Ite	-263 77 ms 6 &7 Cha ge	2
27.	DESTROY when 2 years old. Authorization Files.	NC1	-263-77	
28.	DESTROY when superseded. Motor Vehicle (MV) Files.			
	a. Table of Vehicular Allowance (TVA) files. DESTROY quarterly reports when superseded. DES annual reports when corrected copy received.	Ite	-263-77 m 74a (-6 CHANGE)
	b. Vehicle files. DESTROY 2 years after disposal of vehicle.	Ite Dev	-263-77 m 74c (iates f 10-1	No Chang
	C. Motor Vehicle Register. DESTROY page when all vehicles on page are no longer assigned to or the responsibility of the Agency.	Ite	-263-77 m 74 d (-6 No Chang
29.	Register of Motor Vehicles Files.			
	a. Executive Office tags. DESTROY card upon receipt of new tag.		-263-77 m 75 (C	
	b. Vehicle registration files.	NEW		
	DESTROY l year after turn-in of vehicle.			
203	Four copies, including original, to be submitted to the National Arch	Q174	NDARD FOR	
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equest fo	r Records Disposition Authority – Continuation	JOB NO.	PAGE OF 11/26
7. TEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. Sample Job No	
29.	c. Leased vehicle file.	NEW	
	DESTROY 2 years after turn-in of vehicle.		
30.	Motor Vehicle Operating Files.		263-77-6 76 (No Change
	a. Daily Operational Report, Form 164	GRS	10-2a
	DESTROY when 3 months old.		
	b. Mileage records.		ates from 10-2a
	DESTROY 3 months after book is complete.		
	c. Driver logs and dispatch records.	GRS	10-2a
	DESTROY when 3 months old.		
31.	Agency Driver Qualification Files.		263-77-6 77 (No Chang
	a. Files consisting of memos requesting qualifit of employees to drive Agency vehicles, medic qualification forms, and check lists and sco sheets for road tests.	al	10-7
	DESTROY 3 years after cancellation or permit employee's separation from the Agency, which is sooner.		
	b. 3x5 card containing brief summary of informa contained in Item 31a above.	ation GRS	10-7
	DESTROY 3 years after cancellation of permit employee's separation from the Agency, which is sooner.		
	c. Looseleaf book register of permit numbers ar expiration dates.	nđ	
	DESTROY 3 years after last permit expires.	v	

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Request fo	r Records Disposition Authority-Continuation	JOB NO.		PAGE OF 12/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. Action taken
	Motor Vehicle Accident Files. DESTROY 6 years after case is closed.		NC1-263- Item 78 GRS 10-5	(No Change)
33.	Responsible/Accountable Officer Files.			
	a. Material Record Card, Form 1331. DESTROY cards with zero balance and completed cards upon completion of audit providing pertir information has been transferred to new card.	nent	NC1-263- Item 79a	77-6 (CHANGE)
	 Requisition log. DESTROY completed requisitions upon completion audit. 	of	NC1-263- Item 79k	77-6 (CHANGE)
	c. Requisitions. DESTROY 6 months after cutoff. Cut off at end each fiscal year.	of	NC1-263- Item 79c	77-6 (No Change
	d. Consolidated Memorandum Receipt files. DESTROY upon receipt of corrected listing.		NC1-263 Item 790	77-6 (CHANGE)
	e. Property In-Use Runs. DESTROY when superseded or no longer needed.		NC1-263 - Item 79∉	77-6 (No Change
34.	Agency Garage Property Accountability Files.		NC1-263 Item 80	77-6 (No Change)
	a. Supply Record Card and Property Inventory Recor DESTROY 3 years after item disposed of or completion of card, whichever is sooner.	ds.	Deviate\$ GRS 8-4	_
5-203	Four copies, including original, to be submitted to the National Arc		Revised July	FORM 115-A 1974 Sy General Services

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equest f	or Records Disposition Authority-Continuation	JOB NO.		PAGE OF 13/26
7. TEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. Action taken
34.	 b. Property Turn-In Slip. DESTROY 3 years after cutoff. Cut off at end each calendar year. 	of	Deviate GRS 8-4	
	c. Delivery Ticket and Receipt. DESTROY 3 months after audit.			
35.	Stock Records Cards Files.			
	a. Stock item cards. DESTROY 2 years after the item is discontinued balance is transferred ro a new card, or the equipment is no longer under control of the office.	, the	NC1-263 Item 81 GRS 3-1	a (No Chang
	b. Nomenclature cards. DESTROY l year after completion of card.		NC1-263 Item 81	-77-6 b (No Chang
	c. Stock replenishment cards. DESTROY when item is replaced or declared obsolete.		NC1-263 Item 81	-77-6 c (CHANGE)
36.	Transactions and Combined Transactions Registers. DESTROY when 3 years old.		NC1-263 Item 82	-77-6 (No Change
37.	Stock Status Reports Files.		NC1-263 Item 83	-77-6 (No Change
	a. Computer listings produced from ICS data base containing all stock. DESTROY when 3 years old.			

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Request f	or Records Disposition Authority – Continuation	JOB NÒ.		PAGE OF 14/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. Action take
37.	b. Stock status listings used by components for reference.			
	DESTROY upon receipt of new listing.			
38.	Pre-Inventory Stock Status - Past Inventories and Reports Files.		NC1-263- Item 83	7-6 No Change
	DESTROY when 3 years old.			
39.	Encumbrance Status Reports Files.		NC1-263- Item 85	7-6 No Change
	DESTROY when 1 year old.			
40.	Receipts and Issues Files.		NC1-263-7 Item 86	
41.	DESTROY when 1 year old. 903 Activity Report Tiles.		NC1-263-	7-6
	DESTROY when 1 year old.			No Change
42.	Stock Locator Files.		NC1-263- Item 89	
	DESTROY card when item is discontinued or relocated.		Deviates GRS 3-101	from
43.	Identification and Cataloging Reference Files.		NC1-263-7 Item 90	7-6 No Change
	a. Microfiche copies of various supply catalogs.			
	DESTROY when superseded, obsolete, or no longer needed.			
5 202	Four copies, including original, to be submitted to the National Arc	hlves	STANDADO	FORM 115-A
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7. ITEM NO. 43.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) D. Copies of General Services Administration supply		9.	
43.	b. Copies of General Services Administration supply	_	SAMPLE OR JOB NO.	10. Action Taken
	catalogs, Federal Item Identification Guides (Fi and other Federal supply manuals. DESTROY when superseded.			
44.	Catalog Action Requests Files.		NC1-263- Item 91	77-6 (No Change
	a. Catalog Action Request, Form 3531. DESTROY when 6 months old.			
	b. Federal catalog action requests. DESTROY when reply received from GSA and action verified by catalogers			
	c. Catalog action request log DESTROY when superseded or no longer needed.			
45.	Agency Stock Numbers Log. DESTROY when no longer needed for reference.		NC1-263- Item 92	77-6 (No Change
46.	Master Item Identification Card Files. DESTROY cards when data entered in ICS data base.		NC1-263- Item 94	77-6 (No Change
47.	Stock Number History Files. DESTROY when no longer needed for reference.		NC1-263- Item 95	77-6 (No Change
			\searrow	
-203	Four coples, including original, to be submitted to the National Archi	ves	STANDARD I Revised July	

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Request	for Records Disposition Authority-Continuation	JOB NO.		PAGE 25
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. Sample or Job no.	10. ACTION TAKEN
48.	Cargo Files. a. Bills of lading. DESTROY 3 years after cutoff. Cut off when act is completed.	ion	NCl-263- Item 96a GRS 9-la	(No Change
	b. Agency transportation control and movement docu DESTROY when no longer needed.	ments.	NC1-263- Item 96b	7-6 (No Change
	c. Dray tickets. DESTROY when I year old or no longer needed, whichever is sooner.		NCl-263- Item 96c	7-6 (No Change
	d. Domestic depots cargo record files. DESTROY 3 months after completion of shipment.		NC1-263- Item 16	7-7 No Change)
49.	Shipment Authorization Files. DESTROY when shipment completed.		NC1-263- Item 97	7-6 No Change)
50.	Incoming Shipment (Indicator) Files.			
	a. Incoming shipment files. DESTROY 1 year after shipment completed.		NC1-263- Item 98 Deviates GRS 9-5a	(CHANGE)
	b. Incoming shipment log. DESTROY when 3 years old.		NEW	
-203	Four copies, including original, to be submitted to the National Arc	chives	Revised July	FORM 115-A 1974 y General Services

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Request	for Records Disposition Authority – Continuation	JOB NO.		PAGE OF 17/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. Sample or Job No.	10. Action taker
51.	Real Property Project Files.		NC1-263-7 Item 100a (CHANGE)	
	 Agency owned or assigned property. PERMANENT. 1947 to present. 70 cubic feet. annual growth 5 cubic feet. 			
	b. Other property.			
	DESTROY 6 years after property is disposed of, is cancelled, or project is deactivated.	lease		
52.	<u>Real Property Summary (Real Estate) Files.</u>			
	a. Program documentation.		NC1-263-7 Item 5 (0	
	DESTROY 1 year after termination of system.		1	hapter II:
	b. Input data. DESTROY when data is input into system.		NC1-263-7 Item 100c	7-6 (No Chan
			NC1-263-7	76
	c. Output data. DESTROY ad hoc reports when no longer needed. Transfer annual reports to project files (Item ! above) when property is disposed of, lease is cancelled, or project is deactivated.	51a	1	/-0 (CHANGE)
	d. Duplicate copies of reports maintained by		New	
	divisions and staffs as working files. DESTROY when l year old or no longer needed, whichever is sooner.			
203	Four copies, including original, to be submitted to the National Arc	hives	STANDARD F Revised July	

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Request	for Records Disposition Authority–Continuation	JOB NO.	<u>e</u> • •	PAGE OF 18/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. Action taken
53.	Safehouse Project Files. (C) a. Project files.		NC1-263-	
	PERMANENT. 1952 to present. 93 cubic feet. Annual growth less than 1 cubic foot.		Item 101	a (No Chan
	b. Accountings. DESTROY 25 years after cutoff. Cut off at end each fiscal year.	of	NC1-263-	77-6 c (CHANGE)
54.	Fine Arts Commission Files. DESTROY when 5 years old.		NC1-263- Item 102	77-6 (CHANGE)
55.	Computer Run on Agency Metropolitan Area Space (CRAN DESTROY end of fiscal year report when 10 years old DESTROY other listings when updated.		NC1-263- Item 103	77-6 a (No Chan
56.	 Work Order Files. a. Files containing requests for building alteration work orders levied on GSA, and related material. DESTROY 3 years after cutoff. Cut off completed files at end of each fiscal year. 	•	NC1-263- Item 104	77-6 (No Chang
	 b. Copies of GSA Work Order used in the obligation and liquidation of funds. DESTROY 3 years after cutoff. Cut off completed files at end of each fiscal year. 	a		
15-203	Four coples, including original, to be submitted to the National Ar	chiuce	STANDARD	FORM 115-A

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equest f	or Records Disposition Authority-Continuation	JOB NO.	PAGE OF
7. TEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
57.	Service Contract Files (Building Services).	NC1-263-	7-6 (No Change
	DESTROY when 1 year old.		
58.	Service Call Records Files.	NC1-263-7	7-6 (No Change
	DESTROY completed pages when 3 months old or when no longer needed, whichever is sooner.		
59.	Parking Permit Files		
	a. Application files.	NC1-263-7 Items 107	1
	DESTROY upon overall reallocation of parking per		1
	b. Parking Record, Form 3614.	NC1-263-7 Item 1070	7-6 (No Chang
	DESTROY upon overall reallocation of parking per	mits.	
iO .	Building Supply Requistion Files.	NC1-263-7 Item 108	7-6 (No Change
	 Files containing copies of requisitions documents the supply service furnished to Headquarters components. 	ing	
	DESTROY completed files 3 months after end of fig year involved.	scal	
	b. Book log.	\mathbf{n}	
	DESTROY when no longer needed for reference.	\mathbf{X}	
	c. Commercial and 903 stock files.		
	DESTROY 1 year after completion.		
	Four coples, including original, to be submitted to the National Arc	hives STANDARI Revised Jul	FORM 115-A y 1974
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equest for	Records Disposition Authority-Continuation		20/26
7. TEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. Action taken
60. d	Binder identifying GSA order numbers. DESTROY when no longer needed for reference.		
	Equipment Disposition Files. DESTROY 1 year after cutoff. Cut off at end of each discal year.		7-6 (No Change
62. <u>F</u>	roperty Passes Files.		
a	 Requests and authorizations for permanent proper passes. DESTROY when superseded or cancelled. 	ty NCl-263- Item 110 (No Chan	a&b
ł	DESTROY when 6 months old.		77-6 c&d (CHANGE
63. <u>E</u>	quipment and Supplies Accountability Files.		
ā	. Hand receipts. DESTROY upon turn-in of item.	NC1-263- Item 111	77-6 a (CHANGE)
ľ	 Basic requisition with signature of approving official for all 90-day loan items. 	NC1-263- Item 111	77-6 þ (CHANGE)
	DESTROY upon turn-in of item.		
	Lists of individuals who are resigning, retiring or being transferred, and who may be responsible for government property.		77-6 c (No Chang
	DESTROY upon return of any outstanding property.	•	
~203	Four copies, including original, to be submitted to the National Arc	Revised Jul	by General Service

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equest	for Records Disposition Authority – Continuation	JOB NO,	PAGE OF 21/26
7. TEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OF JOB NO.	ACTION TAKEN
64.	Carpet Maintenance and Installation Files. DESTROY when 1 year old.	NC1-263 Item 11	-77-6 2 (No Change
65.	Building Services Activity Log. DESTROY when 6 months old.	NC1-263 Item 11	-77-6 4 (CHANGE)
66.	Printing and Photography Requistion Files.		
	 Files containing requisitions, work orders, scheduling records, and other papers relating to processing, costing, and completion of a printin photography job. 		-77-6 5a (CHANGE)
	DESTROY 1 year after cutoff. Cut off at end of fiscal year.	each	
	 b. Job request suspense files. DESTROY when job completed or no longer needed reference. 		-77-6 5b (No Chan
67.	<u>GPO Printing Files.</u> DESTROY 3 years after cutoff. Cut off at end of eac fiscal year.		6 (No Change s from
68.	<u>GPO Purchase Order Files.</u> DESTROY 3 years after cutoff. Cut off completed fil at end of each fiscal year.		7 (No 'Change
69.	Job Order Log. DESTROY 1 year after cutoff. Cut off at end of each calendar year.		8 (No Change s from

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	8. DESCRIPTION OF ITEM {With Inclusive Dates or Retention Periods)	SA	9.	22/26
			MPLE OR JOB NO.	10. Action taken
	Photography Scheduling Files.		1-263-7 em 120	7-6ee (CHANGE)ee
	DESTROY when 6 months old.			
71.	Daily Printing Production Report Files.		1-263-7 em 121	7-6 (CHANGE)e
	DESTROY when 6 months old.	De	viates S 13-7	
72.	Reproduction Machine Records Files.	1	1-263-7 em 122	7-6 (CHANGE)
	DESTROY when 5 years old.			(0
73.	Executive Dining Room (EDR) Files.			
	a.eeAdministrative subject files.ee		1-263-7 em 127a	7-6 (No Chan
	Transfer policy papers to OL organizational file and audit reports to OL audit files when no long needed in current files area. DESTROY other material when no longer needed.			
	b.eeVoucher files.ee		1-263-7 em 127	7-6 (No Chan
	DESTROY upon completion of audit.			
	c.eeVendor files.ee Transfer to voucher files (Item 73b above) after	It	1-263-7 .em 127	7-6 : (No Chan
	payment.			
	d.eeLedgers, journals, statements, and Imprest Funde files.ee	It	1-263-7 em 127 viates	(CHANGE)
	DESTROY 3 years after cutoff. Cut off at end of each fiscal year.		S 7-4a	

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73. e. Accounts receivable statements and receipts. DESTROY upon completion of audit. NCL-26-77-6 Item 17 (No Cha DESTROY upon termination of membership. f. Membership files. DESTROY upon termination of membership. NCL-263-77-6 Item 127f (No Cha DESTROY upon termination of membership. h. Daily meal chits. DESTROY upon completion of audit. NCL-263-77-6 Item 127f (No Cha DESTROY upon completion of audit. i. Luncheon files. DESTROY upon completion of audit. NCL-263-77-6 Item 127h (No Cha DESTROY upon completion of audit. j. Equipment files. DESTROY 2 years after disposal of equipment. NCL-263-77-6 Item 127h (No Cha DESTROY 2 years after disposal of equipment. 74. Domestic Depots Cryptographic Records Files. DESTROY when superseded or no onger needed. NCL-26 = 77-7, Item (No Ch ange) b. Office record copy of all incoming and outgoing messages. DESTROY 2 years after cutoff. Cut off at end of each calendar year. Deviat \$ from GRS 12 3b	Request fo	or Records Disposition Authority-Continuation	JOB NO.	PAGE OF 23/26
74. Domestic Depots Cryptographic Records Files. DESTROY when superseded or no onger needed. NC1-263-77-6 Item 127f (No Cha NC1-263-77-6 Item 127f (No Cha NC1-263-77-6 Item 127f (No Cha NC1-263-77-6 Item 127f (No Cha NC1-263-77-6 Item 127f (No Cha DESTROY upon completion of audit. 74. Domestic Depots Cryptographic Records Files. DESTROY when superseded or no onger needed. NC1-263-77-6 Item 127f (No Cha Cha DESTROY upon completion of audit. 74. Domestic Depots Cryptographic Records Files. DESTROY when superseded or no onger needed. NC1-263-77-6 Item 127f (No Cha Cha DESTROY when superseded or no onger needed. 8. Office record copy of all incoming and outgoing messages. DESTROY 2 years after cutoff. Cut off at end of each calendar year. Deviat is from GRS 12 3b			SAMPLE OR	10. Action taken
203 Item 127f (No Champership. Item 127f (No Champership.	73.		1	
203 Four copies, including original, to be submitted to the National Actives Standade room 115-A Beviced July 1974				
203 Item 127h (No Cha NC1-263-77-6 Item 127h (No Cha NC1-263-77-6 Item 127h (No Cha NC1-263-77-6 Item 127j (No Cha NC1-263-77-7, Item (No Change) a. Procedures and regulations pertaining to the operation of the signals communications center. DESTROY 2 years after cutoff. Cut off at end of each calendar year. Item 127h (No Cha Item 127h (No Change)				
74. Destroy upon completion of audit. NC1-261-77-6 Item 127j (No Charling 127j (No Charling 127j (No Charling 127j)) 74. Domestic Depots Cryptographic Records Files. NC1-261-77-6 Item 127j (No Charling 127j) 74. Domestic Depots Cryptographic Records Files. NC1-261-77-7, Item (No Charge) a. Procedures and regulations pertaining to the operation of the signals compunications center. NC1-261-77-7, Item (No Charge) b. Office record copy of all incoming and outgoing messages. Deviat is from GRS 12 3b DESTROY 2 years after cutoff. Cut off at end of each calendar year. Standaho FORM 115-A Revised July 1974		-		
74. Destroy 2 years after disposal of equipment. Item 127j (No Change) 74. Domestic Depots Cryptographic Records Files. NC1-26 2-77-7, Item (No Change) a. Procedures and regulations pertaining to the operation of the signals communications center. NC1-26 2-77-7, Item (No Change) b. Office record copy of all incoming and outgoing messages. Deviat \$\$ from GRS 12 3b DESTROY 2 years after cutoff. Cut off at end of each calendar year. STANDARD FORM 115-A Fewised July 1974				1
 a. Procedures and regulations pertaining to the operation of the signals communications center. DESTROY when superseded or no longer needed. b. Office record copy of all incoming and outgoing messages. DESTROY 2 years after cutoff. Cut off at end of each calendar year. 				1
 a. Procedures and regulations pertaining to the operation of the signals communications center. DESTROY when superseded or no longer needed. b. Office record copy of all incoming and outgoing messages. DESTROY 2 years after cutoff. Cut off at end of each calendar year. 	74.	Domestic Depots Cryptographic Records Files.		
messages. DESTROY 2 years after cutoff. Cut off at end of each calendar year. -203 Four copies, including original, to be submitted to the National Archives STANDARD FORM 115-A Revised July 1974		operation of the signals communications center.		
-203 Four copies, including original, to be submitted to the National Archives STANDARD FORM 115-A Revised July 1974		messages. DESTROY 2 years after cutoff. Cut off at end o	GRS 12	-
Revised July 1974	-203		STANDARD	FODM 115-A
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Request	or Records Disposition Authority – Continuation	JOB NO.	PAGE OF 24/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. Sample of Job No.	10
74.	c. Log on all incoming and outgoing messages. Destroy 2 years after cutoff. Cut off at end o each calendar year.	f Deviate	
	 d. Crypto area visitor register. DESTROY 6 months after cutoff. Cut off at end each calendar year. 	of	
	e. Crypto material accountability files. DESTROY 2 years after cutoff. Cut off at end o each calendar year.	f	
75.	Domestic Depots Property Records Files.	NC1-263 Item 23	-77-7 (No Chang
	a. Annual property inventory reports. DESTROY when A years old.		
	 Annual property contractor responses. DESTROY upon recenpt of next year's response. 		
	c. Current contractor approved property procedures DESTROY when dealings with contractor are termin		
	d. Facility property records. DESTROY when no longer needed for reference.		
	e. Contractor property cards. DESTROY when annual property inventory report have been submitted.	as	

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Request f	or Records Disposition Authority – Continuation	JOB NO,		PAGE OF 25/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	<u>.</u>	9. SAMPLE OR JOB NO.	10. Action Take
76.	Proprietary Files		NC1-263-7 Item 62	7-6 No change
	a. Administrative Plans for Projects. PERMANENT. 1950 to present. 12 cubic feet. Annual growth 1 cubic foot.			
	 b. Administrative Subject Files PERMANENT. 1950 to present. 35 cubic feet. Annual growth 1 cubic foot. 			
	c. Contracts and Purchase Orders Destroy 20 years after close out of project. He in current file area 3 years after close of proj transfer to the Agency Records Center and destro 17 years thereafter.	ject,		
77.	Memorandum Requests for Replenishment of Postage Sta Account. DISCONTINUED. Files destroyed.	amp	NCl-263- Item 44b	
78.	Patent Files. DISCONTINUED. Files destroyed.		NC1-263- Item 52	
79.	Vendor Files. DISCONTINUED. Files destroyed.		NC1-263- Item 57	77-6 (CANCEL)
80.	<u>PIN Working Files (Receiving).</u> DISCONTINUED. Files destroyed.		NC1-263- Item 64	-
5-203	Four copies, Including original, to be submitted to the National Are	chives	Revised July	FORM 115-A v 1974 by General Servi

equest	for Records Disposition Authority – Continuation	JOB NO.	PAGE OF 26/26
7. TEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKE
81.	Vehicle Status Cards. DISCONTINUED. Files destroyed.	NC1-263-7 Item 74b	
82.	Magnetic Tape Catalog Data. DISCONTINUED. Files destroyed.	NC1-263-7 Item 93 (
83.	<u>Cargo Suspense Files.</u> DISCONTINUED. Files Destroyed.	NC1-263-7 Item 99 (
84.	Stock Forms Machine Runs. DISCONTINUED. Files destroyed.	NC1-263-7 Item 113	
85.	Unnumbered Book Log. DISCONTINUED. Files destroyed.	NC1-263-7 Item 101b	7-6 (CANCEL)
86.	CRAMS Punched Cards and Tapes. DISCONTINUED. Files destroyed.	NC1-263-7 Item 103b	7-6 (CANCEL)
87.	Security Clearance Case Files. DISCONTINUED. Files destroyed.	NC1-263-7 Item 124c	7-6 (CANCEL)
-203	Four copies, including original, to be submitted to the Nation	Revised Ju	FORM 115-A by 1974 by General Serv

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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/