CONFIDENTIAL .

Agency Records Management Officer  7. //	REC	REQUEST FOR RECORDS DISPOSITION AUTHORITY			LEAVE BUANK	
THIS DOCUMENT IS CLASSIFIED CONFIDENTIAL IN THE AGGREGATE - INDIVIDUAL POPTIONS ARE DUCLASSIFIED/  PERMANENT. 1972 to present. 2 cubic feet.  DATE RECEIVED  1-16-84  NONTHING SUBSTROY  1-16-84  NONTHING ALLOWED STANDARD STRUCK - WASHINGTON - 0C - 28408  IN ACCRETICATE OF ACENCY 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		(See Instructions on reverse)		JOB NO		
NATIONAL ARCHIVES_AND_RECORDS_SERVICE_WASHINGTON_DC_20098  INVALIDATION OF STABLISHMENT?  Central Intelligence Agency  Central Intelligence Agency  Central Intelligence Agency  Central Intelligence Agency  MANOR SUBDIVISION  63-84  MANOR SUBDIVISION  63-84  MANOR SUBDIVISION  63-84  MANOR SUBDIVISION  1 A REQUEST OF AGENCY REPRESENTATIVE:  I hereby certify that I am authorized to at for this agency in matters pertaining to the disposal of the agency's records; that the records propase for disposal in this Request of 5 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.  AGENCY RECORDS Management Officer  MAGENCY RECORDS MANAGEMENT OF THE MAGENCY OF THE MAGE	TO CENER	AL SERVICES ADMINISTRATION		NC1-2	263-84-8	
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is accounter with the provision of the title disposal of the Subset of the United States    A Request for disposal after a specified period of time or request for permanent retention.				NOTIFI	CATION TO AGEN	CY
NAME OF PERSON WITH WHOM TO CONFER    S. TEL. EXT.   351-2853   Dure   Archivist of the Claimed States						
NAME OF PERSON WITH WHOM TO CONPER    STATEMENT OF AGENCY REPRESENTATIVE:				quest, including amendme be stamped "disposal no	ints, is approved excep t approved" or "withdi	t for items that may awn" in column 10.
CERTIFICATE OF AGENCY REPPESENTATIVE:  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 5 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  Adency Records Management Officer  Adency Records Management Officer  M. Adency Records Management Officer  Adency Records Management Officer  M. Adency Records Management Officer  Adency Records Management Officer  SAMPLE OR 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.  PETA(s) = 20 USC 403s Section s of the CIA Act of 1948  1. Directives Files.  NC1-263-76-10  Item 46 (no Change)  THIS DOCUMENT IS CLASSIFIED CONFIDENTIAL IN THE AGGREGATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/  PERMANENT, 1972 to present. 2 cubic feet.  Annual growth 1 cubic foot.  DESTROY when reactined.  WARNING NOTICE INTELLIGENCE SOURCE  OR METHODS INVOLVED  STANDARD FORM 115  PERMANDARD FORM 115	,					
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## CONFIDENTIAL

Request 1	or Records Disposition Authority—Continuation	JOB NO.		PAGE OF 2/5
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	Computer Security Files.		NEW	
	a. Computer security standards files.			
	DESTROY 5 years after cutoff. Cut off supersede or obsolete standards annually.	ed		
	b. Emanations/TEMPEST files.			
	DESTROY 10 years after cutoff. Cut off inactive material annually.	9		
3.	Data Standards Files.  DESTROY when superseded or no longer needed.		NC1-263-7 Item 16	6-10 CHANGE)
4.	Computer Systems Files.		NC1-263-	76 <b>–</b> 10
<b>4</b>	Computer bystems riles.		Item 15	CHANGE)
	a. Large-scale or unique systems.  PERMANENT. 1978 to present. 27 cubic feet.  Annual growth 3 cubic feet.			
	b. Other systems.			
	DESTROY 10 years after cutoff. Cut off when system becomes inactive or obsolete.			
5.	Computer Application Project Files.		NC1-263-:	
	DESTROY 5 years after cutoff. Cut off when applicat or project is completed or becomes inactive.	ion	item ii	CHANGE)
115-203	Four copies, including original, to be submitted to the National Arc	hives	STANDARD	FORM 115-A

Request for Re	cords Disposition Authority—Continuation	JOB NO.		PAGE OF 3/5
ITEM NO.	DESCRIPTION OF ITEM     (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6. <u>Cc</u>	Program files.  ERASE when superseded or obsolete. Upon			-76-10 c (No Change
b.	thermination of application, hold, transfer, or ERALE in accordance with approved Agency disposition instructions for the application.  Input files.  Hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the application.			-76-10 b (No Change
c.	Machine readable data files.  Hold, transfer, or ERASE in accordance with approved Agency disposition instructions for the application.		1	3-76-10 Od (No Change
d.	Output files.  Transfer to customer when produced.		)	3-76-10 De (No Chang
е.	. Computer processing request files.  DESTROY when 13 months old.			3-76-10 Of (No Chang
5-203	Four copies, including original, to be submitted to the National Arc	hives	STANDARD Revised July	FORM 115-A

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	s	9. AMPLE OR JOB NO.	10. ACTION TAKEN
7.	Documentation Files.			
	a. Program documentation.  DESTROY when superseded or obsolete. Upon termination of system or application, hold, transfer, or DESTROY in accordance with approv Agency disposition instructions for the system or application.	ed	NC1-263 Item 23	-76-10 (CHANGE)
	b. Processing documentation. DESTROY when superseded or obsolete. Upon termination of system or application, hold, transfer, or DESTROY in accordance with approv Agency disposition instructions for the system or application.	ed	NC1-263 Item 20 (No Cha Items 2 (CHANGE	a nge) 1 & 22
	c. User documentation.  DESTROY when superseded or obsolete. Upon termination of system or application, hold, transfer, or DESTROY in accordance with approve Agency disposition instructions for the system or application.	ed	NC1-263 Items 2 (CHANGE	4 & 25
8.	Computer Center Logs Files.  DESTROY when 3 months old.	1	NEW	
	Systems Availability Files.  DESTROY when 3 months old.	]	NEW	
	Equipment Files.  DESTROY 10 years after cutoff. Cut off when equipment becomes obsolete or inactive.	1	NEW	
	-CONFIDENTIAL-			

Request	for Records Disposition Authority – Continuation		PAGE OF 5
ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	Equipment Utilization and Maintenance Files.	NC1-263- Item 17	76-10 (No Change)
	Forms or cards on equipment use, non-use, or maintenance.		-
	DESTROY when 3 years old or no longer needed, whichever is sooner.		
	b. Daily detail cards, intermediate summary decks, and related magnetic disk files and computer listings.		
	ERASE or DESTROY when 90 days old or when no longer needed, whichever is later.		
	c. Monthly summary of cost and utilization reports.		
	ERASE or DESTROY when 3 years old or no longer needed, whichever is later.		
12.	Equipment and Supplies Accountability Files.		
	a. Documents concerning the management of ADP equipment (ADPE).	NC1-263- Item 18a	76-10 (No Change)
	DESTROY 2 years after equipment is discontinued.		
	b. Requirements for cards, paper, and magnetic tape reels, and inventory of ADPE supplies.	NC1-263- Item 18b	76-10 (No Change)
	DESTROY when 1 year old.		
	c. Copies of contractor's invoices for rental and other charges incurred for use of ADPE.	NC1-263- Item 19	76-10 (No Change)
	DESTROY 1 year after audit.		
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15-203	Four copies, including original, to be submitted to the National Archives	STANDARD	FORM 115-A

STANDARD FORM 115-A Revised July 1974 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4

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/