

~~CONFIDENTIAL~~
REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-263-84-8
DATE RECEIVED	1-16-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-1-86 <i>Date</i>	<i>Frank S. Bunde</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
Central Intelligence Agency

2. MAJOR SUBDIVISION
63-84

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 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		E. TITLE
84/01/12		Agency Records Management Officer

7. ITEM NO.	8. REM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>All PERMANENT items in this schedule are arranged chronologically and will be offered to NARS in 5 year blocks when national security considerations permit.</p> <p>FOIA(b)3 - 50 USC 403, Section 6 of the CIA Act of 1949</p> <p><u>Directives Files.</u></p> <p>a. ODP Instructions.</p> <p>PERMANENT. 1972 to present. 2 cubic feet. Annual growth 1 cubic foot.</p> <p>b. ODP Notices.</p> <p>DESTROY when rescinded.</p>	NC1-263-76-10 Item 4d (No Change)	

THIS DOCUMENT IS CLASSIFIED CONFIDENTIAL IN THE AGGREGATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/ FOR OFFICIAL USE ONLY EXCEPT AS MARKED

WARNING NOTICE
 INTELLIGENCE SOURCES
 OR METHODS INVOLVED

115-107 *CY to Agency 5-05-86.*
RCV, DARA/NIWAM

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

Request for 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.	<u>Computer Security Files.</u> a. Computer security standards files. DESTROY 5 years after cutoff. Cut off superseded or obsolete standards annually. b. Emanations/TEMPEST files. DESTROY 10 years after cutoff. Cut off inactive material annually.	NEW	
3.	<u>Data Standards Files.</u> DESTROY when superseded or no longer needed.	NCl-263-76-10 Item 16	(CHANGE)
4.	<u>Computer Systems Files.</u> 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.	NCl-263-76-10 Item 15	(CHANGE)
5.	<u>Computer Application Project Files.</u> DESTROY 5 years after cutoff. Cut off when application or project is completed or becomes inactive.	NCl-263-76-10 Item 11	(CHANGE)

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
3/5

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p><u>Computer Application Processing Files.</u></p> <p>a. Program files. ERASE when superseded or obsolete. Upon termination of application, hold, transfer, or ERASE in accordance with approved Agency disposition instructions for the application.</p> <p>b. Input files. Hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the application.</p> <p>c. Machine readable data files. Hold, transfer, or ERASE in accordance with approved Agency disposition instructions for the application.</p> <p>d. Output files. Transfer to customer when produced.</p> <p>e. Computer processing request files. DESTROY when 13 months old.</p>	<p>NC1-263-76-10 Item 20c (No Change)</p> <p>NC1-263-76-10 Item 20b (No Change)</p> <p>NC1-263-76-10 Item 20d (No Change)</p> <p>NC1-263-76-10 Item 20e (No Change)</p> <p>NC1-263-76-10 Item 20f (No Change)</p>	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
4/5

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<p><u>Documentation Files.</u></p> <p>a. Program documentation.</p> <p>DESTROY when superseded or obsolete. Upon termination of system or application, hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the system or application.</p> <p>b. Processing documentation.</p> <p>DESTROY when superseded or obsolete. Upon termination of system or application, hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the system or application.</p> <p>c. User documentation.</p> <p>DESTROY when superseded or obsolete. Upon termination of system or application, hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the system or application.</p>	<p>NC1-263-76-10 Item 23</p> <p>NC1-263-76-10 Item 20a (No Change) Items 21 & 22 (CHANGE)</p> <p>NC1-263-76-10 Items 24 & 25 (CHANGE)</p>	<p>(CHANGE)</p>
8.	<p><u>Computer Center Logs Files.</u></p> <p>DESTROY when 3 months old.</p>	NEW	
9.	<p><u>Systems Availability Files.</u></p> <p>DESTROY when 3 months old.</p>	NEW	
10.	<p><u>Equipment Files.</u></p> <p>DESTROY 10 years after cutoff. Cut off when equipment becomes obsolete or inactive.</p>	NEW	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 5/5
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<u>Equipment Utilization and Maintenance Files.</u> a. 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.	NCl-263-76-10 Item 17	(No Change)
12.	<u>Equipment and Supplies Accountability Files.</u> a. Documents concerning the management of ADP equipment (ADPE). DESTROY 2 years after equipment is discontinued. b. Requirements for cards, paper, and magnetic tape reels, and inventory of ADPE supplies. DESTROY when 1 year old. c. Copies of contractor's invoices for rental and other charges incurred for use of ADPE. DESTROY 1 year after audit.	NCl-263-76-10 Item 18a NCl-263-76-10 Item 18b NCl-263-76-10 Item 19	(No Change) (No Change) (No Change)

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/>