

~~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
39-84

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

351-2853

LEAVE BLANK

JOB NO.

NC1-263-84-10

DATE RECEIVED

2-09-84

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

12-26-85
Date

James S. Bunker
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 10 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

84/01/26

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

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. Medical Dispatch Files.

DESTROY 1 year after cutoff. Cut off at end of each calendar year.

NC1-263-77-4
Item 8 (CHANGE)

2. Employee Medical Chart Files.

a. Agency employees basic medical records.

DESTROY 75 years after birth date of employee.

NC1-263-77-4
Item 25a (No Change)
GRS 1-1b(2)

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

115-107

Cy to Agency 12-23-85, RCT/NARA/NIEM

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

DECL OADR BY SIGNER

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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
2.	<p>b. ee Applicants medical chart files. ee</p> <p>If applicant enters on duty, transfer to employee medical records (Item 2a above). If applicant is disqualified or does not EOD, place in inactive file. DESTROY inactive files when 2 years old.</p> <p>c. Report of Medical History, Form 89.</p> <p>DESTROY when 6 months old if additional information is not received. If further processing is accomplished, transfer to appropriate medical chart file under Item 2a or 2b above.</p> <p>d. Hold files awaiting completion reports from Agency's medical labs.</p> <p>Transfer to employee medical records (Item 2a above) if applicant qualified. Transfer to inactive applicant files (Item 2b above) if applicant disqualified or rejected.</p>	<p>NC1-263-77-4ee Item 25b GRS 1-15</p> <p>NC1-263-77-4ee Item 25c</p> <p>NC1-263-77-4ee Item 25d</p>	<p>(No Change) ee</p> <p>(No Change) ee</p> <p>(No Change) ee</p>
3.	<p><u>Dependent Medical Files.</u></p> <p>DESTROY 75 years after birth date of dependent.</p>	<p>NC1-263-77-4ee Item 26</p>	<p>(No Change) ee</p>
4.	<p><u>Locator Index Card Files.</u></p> <p>a. ee Active files. ee</p> <p>Upon notification of employees separation from the Agency, prepare a card for inactive file (Item 4b below) and DESTROY.</p> <p>b. ee Inactive files. ee</p> <p>DESTROY when case is returned to active file (Item 2a above) or when chart has been destroyed.</p>	<p>NC1-263-77-4ee Item 27a</p> <p>NC1-263-77-4 Item 27b</p>	<p>(No Change) ee</p> <p>(No Change)</p>

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5.	<u>Medical Log Files.</u> a. Physical Examination Schedule, Form 1485. DESTROY 6 months after cutoff. Cut off at end of 6 months. b. 3x5 cards on individuals scheduled for physicals. DESTROY 1 month after medical action is completed. c. Daily log of individuals scheduled for physicals. DESTROY 2 years after cutoff. Cut off at end of each month d. Claims Logs. DESTROY 1 year after cutoff. Cut off at end of each calendar year. e. Integree Files. DESTROY 1 year after cutoff. Cut off at end of each calendar year. f. Status Logs. DESTROY 6 months after cutoff. Cut off at end of 6 months. g. Daily Logs. DESTROY 1 year after cutoff. Cut off at end of each calendar year. h. Consultant Appointment Logs. DESTROY when 1 year old or when final statement has been prepared, whichever is later.	NCI-263-77-4 Item 28a (No Change) NCI-263-77-4 Item 28b (No Change) NCI-263-77-4 Item 28c (No Change) NCI-263-77-4 Item 28d (No Change) NCI-263-77-4 Item 28e (No Change) NCI-263-77-4 Item 28f (No Change) NCI-263-77-4 Item 28g (No Change) NCI-263-77-4 Item 28h (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
5.	i. Book Index. DESTROY when no longer needed.	NC1-263-77-4 Item 28i	(No Change)
	j. Patient Referral Logs. DESTROY 1 year after cutoff. Cut off at end of each calendar year.	NC1-263-77-4 Item 28j	(No Change)
	k. Hospitalization Logs. DESTROY 6 months after log book is filled.	NC1-263-77-4 Item 28k	(No Change)
	l. X-Ray Index. DESTROY card when X-ray is returned to file.	NC1-263-77-4 Item 28l	(No Change)
	m. Hold File Index. DESTROY when chart is returned to file.	NC1-263-77-4 Item 28m	(No Change)
	n. Narcotic Log. DESTROY 2 years after book is filled provided annual inspection has been completed.	NC1-263-77-4 Item 28n	(No Change)
	o. Shot Record, Form 616. DESTROY when information has been transcribed to master card.	NC1-263-77-4 Item 28o	(No Change)
	p. Request for Medical Evaluation. DESTROY when individual has been released from medical office.	NC1-263-77-4 Item 28p	(No Change)
	q. 48 Hour Log. DESTROY 1 year after cutoff. Cut off at end of each calendar year.	NC1-263-77-4 Item 28q	(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
5.	<p>r. Integree Log.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each calendar year.</p> <p>s. Numerical Identification Log.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each calendar year.</p>	<p>NC1-263-77-4 Item 28 r</p> <p>NC1-236-77-4 Item 28 s</p>	<p>(No Change)</p> <p>(No Change)</p>
6.	<p><u>Sick Leave Report Files.</u></p> <p>DESTROY when no longer needed.</p>	<p>NC1-263-77-4 Item 29</p>	<p>(No Change)</p>
7.	<p><u>Reassignment Inventory Files.</u></p> <p>DESTROY 25 years after cutoff. Cut off at end of each calendar year.</p>	<p>NC1-263-77-4 Item 30</p>	<p>(No Change)</p>
8.	<p><u>Psychological Test Files.</u></p> <p>a. Agency employees case files.</p> <p>DESTROY 25 years after cutoff. Cut off at end of each calendar year.</p> <p>b. State Department employees case files. (File series has been discontinued.)</p> <p>DESTROY when 25 years old.</p>	<p>NC1-263-77-4 Item 31a</p> <p>NC1-263-77-4 Item 31b</p>	<p>(No Change)</p> <p>(No Change)</p>
9.	<p><u>Psychiatric Case Files.</u></p> <p>Transfer to employees medical chart file (Item 2a above), when employee is separated from the Agency.</p>	<p>NC1-263-77-4 Item 32 GRS 1-15(2)</p>	<p>(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
10.	<u>Personality Project Files.</u> a. Personality study correspondence files. PERMANENT 1963 to present. 6 cubic feet. Annual growth less than 1 cubic foot. b. Personality study working files. DESTROY when no longer needed for reference. c. Project reference files. DESTROY when no longer needed for reference.	NC1-263-77-4 Item 33a NC1-263-77-4 Item 33b NC1-263-77-4 Item 33c	(No Change) (No Change) (No Change)
11.	<u>Defector Research Files.</u> PERMANENT. 1969 to present. 14 cubic feet. Annual growth 1 cubic foot.	NC1-263-77-4 Item 34	(No Change)
12.	<u>Dispensary Treatment Record Files.</u> DESTROY 2 years after last entry on card.	NC1-263-77-4 Item 35 GRS 1-20b	(No Change)
13.	<u>Health Record Files.</u> Transfer to medical chart file (Item 2a above), when employee separates from Agency.	NC1-263-77-4 Item 36 GRS 1-1b	(No Change) (2)
14.	<u>Master Immunization Record Files.</u> DESTROY 10 years after date of last shot.	NC1-263-77-4 Item 37	(No Change)
15.	<u>Immunization Certificate (WHO Card) Files.</u> DESTROY when superseded or no longer needed.	NC1-263-77-4 Item 38	(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
16.	<u>X-Ray Files.</u> a. Photographic negatives. DESTROY 15 years after separation by employee or upon disqualification by employee. b. Cross-reference index. DESTROY when no longer needed for reference.	NC1-263-77-4 Item 39a (No Change) NC1-263-77-4 Item 39b (No Change)	
17.	<u>Laboratory Referral Slip Files.</u> DESTROY 1 year after cutoff. Cut off at end of each month, hold in current files area for 1 year, then destroy.	NC1-263-77-4 Item 40 (No Change)	
18.	<u>Monthly Report Files.</u> DESTROY 2 years after last entry.	NC1-263-77-4 Item 41 (CHANGE) Deviates from GRS 1-20a	
19.	<u>Sample Test Files.</u> a. Sample copies of commercial and Agency developed tests. DESTROY when no longer needed. b. Sample test index. DESTROY when tests (Item 19a above) are destroyed.	NC1-263-77-4 Item 43a (No Change) NC1-263-77-4 Item 43b (No Change)	

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20.	<u>Testing Files.</u> DESTROY test materials when no longer needed. Upon completion of processing, transfer employee and applicant tests to employee contact files, assessment files, or professional applicant files (Item 23, 23, or 25 below) as appropriate. DESTROY Medane runs and data cards when 1 month old. DESTROY Medane log book 1 year after cutoff. Cut off at end of each fiscal year.	NC1-263-77-4 Item 44	(No Change)
21.	<u>Test Battery Card Files.</u> DESTROY when no longer needed.	NC1-263-77-4 Item 45	(No Change)
22.	<u>Employee Contact Files.</u> Microfilm when employee leaves the Agency. DESTROY paper copy upon verification of microfilm. DESTROY microfilm when no longer needed for research.	NC1-263-77-4 Item 46	(No Change)
23.	<u>Assessment Files.</u> Microfilm employee files when individual leaves the Agency. DESTROY paper copy upon verification of microfilm. DESTROY microfilm when no longer needed for research. DESTROY applicant files 3 years after cutoff. Cut off upon completion of processing.	NC1-263-77-4 Item 47	(No Change)
24.	<u>Test Record Card Files.</u> DESTROY when no longer needed.	NC1-263-77-4 Item 48	(No Change)
25.	<u>Professional Applicant Files.</u> Transfer successful applicant files to employee contact file (Item 22 above). DESTROY other applicant files 3 years after cutoff. Cut off at end of each fiscal year.	NC1-263-77-4 Item 49 Deviates from GRS 1-15	(No Change)

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26.	<u>Terrorist Files.</u> a. Terrorist incident files. PERMANENT. 1973 to present. 12 cubic feet. Annual growth rate 1 cubic foot. b. Terrorist background files. DESTROY when no longer needed for reference. c. Cassette tapes of hostage victims debriefings. DESTROY 7 years after cutoff. Cut off at completion of incident. Screen and transfer tapes of significance, and transcriptions if available, to Item 26a above.	NEW	
27.	<u>Alcohol Program Files.</u> a. Alcohol case card files. When employee separates from Agency, transfer to employees medical chart file (Item 2a above). b. Alcohol case files. When employee separates from Agency, transfer to employees medical chart file (Item 2a above). c. Name and number cross-reference cards. DESTROY 3 years after termination of counseling.	NEW	
28.	<u>Returnee Card Files.</u> DESTROY when 3 years old.	NCL-263-77-4 Item 21	(No Change)

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29.	<u>Chart Log Files.</u> DESTROY 1 year after cutoff. Cut off at end of each calendar year.	NCL-263-77-4 Item 22 GRS 1-20	(No Change)
30.	<u>Recruitment Source Files.</u> DESTROY 2 years after termination of interest for employment.	NCL-263-77-4 Item 23	(No Change)
31.	<u>Name Index Files.</u> DESTROY when pseudonym is cancelled.	NCL-263-77-4 Item 24	(No Change)
32.	<u>Area Medical Surveys Files.</u> PERMANENT. 1955 to present. 2 cubic feet. Annual growth less than 1 cubic foot.	NCL-263-77-4 Item 50	(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/>