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REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	
1. FROM (AGENCY OR ESTABLISHMENT) Central Intelligence Agencyee	
2. MAJOR SUBDIVISION 60-84	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER [Redacted]	5. TEL. EXT. ee 351-2853
6. CERTIFICATE OF AGENCY REPRESENTATIVE:	

LEAVE BLANK	
JOB NO NC1-263-84-11	
DATE RECEIVED 3-12-84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-12-84 Date	<i>Frank S. Bandy</i> Archivist of the United States

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 29 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 84/02/14	E. 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
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. FOIA(b)3 - 50 USC 403, Section 6 of the CIA Act of 1949</p> <p><u>War Plans.</u></p> <p>DESTROY when superseded, obsolete, or no longer needed. (Records are <u>duplicates</u>)</p>	NC1-263-77-11 Items 1f & 68 (No Change)	
2.	<p><u>Periodic Significant Activity Reports.</u></p> <p>a.eeOffice level and above and overseas stations.ee</p> <p>PERMANENT. 1941 to present. 8 cubic feet. Annual growth less than 1 cubic foot.ee</p> <p>THIS DOCUMENT IS CLASSIFIED CONFIDENTIAL IN THE AGGREGATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/ FOR OFFICIAL USE ONLY EXCEPT AS MARKED</p>	NEW	

51 items

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

115-107

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 OF JOB NO.	10. ACTION TAKEN
2.	<p>b.eeBelow Office, overseas station level.ee</p> <p>DESTROY no later than 2 years after cutoff. Cut off ee at end of each calendar year.ee</p>		
3.	<p><u>Appropriations and Budget Files.</u></p>		
	<p>a.eeBudget estimates and justification files.ee</p> <p>DESTROY 5 years after cutoff. Cut off at end of ee the fiscal year to which the budget applies.ee</p>	<p>NC1-263-77-11 Item 16b (CHANGE)</p>	
	<p>b.eeRD&E planning, budgeting, and approval notebooks.ee</p> <p>(1)eeRecord copy. (Directorate level)ee</p> <p>DESTROY 10 years after cutoff. Cut off at end ee of fiscal year concerned.ee</p>	<p>NC1-263-77-11 Item 16c(1)e (CHANGE)</p>	
	<p>(2)eeOffice level copies.ee</p> <p>DESTROY when 3 years old.ee</p>	<p>NEW</p>	
	<p>(2) R&D analytical evaluations.</p> <p>DESTROY when no longer needed.</p>	<p>NC1-263-77-11 Item 16c(3)e (No Change)</p>	
	<p>c.eeJoint National Programs.ee</p> <p>(1) Record copy.</p> <p>PERMANENT. 1963 to present. 74 cubic feet. Annual growth 12 cubic feet.</p>	<p>NC1-263-77-11 Item 16d (No Change)</p>	
	<p>(2)eeOther copies.ee</p> <p>DESTROY when 3 years old.ee</p>	<p>NEW</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
4.	<u>Three-dimensional Models.</u> DESTROY when no longer needed. Prior to destruction, offer to NARS, other government agencies, or museums, and transfer if offer is accepted.	NC1-263-77-11 Item 49d(2) (No Change)	
5.	<u>Research and Development Files.</u> a. Contract files. PERMANENT. 1955 to present. 822 cubic feet. Annual growth 16 cubic feet. b. Project feasibility investigation files. (1)eeAccepted and authorized proposals.ee Upon completion of investigation, transfer to ee official project file.ee (2)eeRejected proposals.ee DESTROY 5 years after completion of investigation. c.eeSystem performance reference files.ee DESTROY 5 years and 1 month after cutoff. Cut off ee at end of each month.ee	NC1-263-77-11 Item 13a (No Change) NC1-263-77-11 Item 10 (No Change) GRS 19-12a GRS 19-12b NEW	
6.	<u>Training Files.</u> a. Instructors reference material and background files. DESTROY when course is cancelled, or when material is superseded or obsolete, whichever is sooner.	NC1-263-77-11 Item 43 (No Change)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OF JOB NO.	10 ACTION TAKEN
6.	b. Training request logs. DESTROY when 2 years old.	NC1-263-77-11 Item 47	(No Change)e
7.	c. Student handout materials. DESTROY when course is cancelled or when material is superseded or obsolete, whichever is sooner.	NC1-263-77-11ee Item 45	(No Change)e
8.	d. End-of-Course reports files.	NC1-263-77-11ee Item 46	(No Change)ee
9.	(1) End-of-course report. PERMANENT. 1969 to present. 3 cubic feet. annual growth less than 1 cubic foot.		
10.	(2) All other material. DESTROY when course is cancelled or when no longer needed for reference, whichever is sooner.		
11.	<u>Security Files.</u>		
12.	a. Visitor control files. DESTROY 5 years after final entry.	NC1-263-77-11 Item 51c GRS 18-18	(CHANGE)
13.	b. Supplemental security files. After intra-Agency transfer, resignation, or retirement, screen folder folder immediately, transfer to OS items that should be in the official security file and DESTROY remainder.	NC1-263-77-11 Item 35d	(No Change)
14.	c. Non-Agency personnel security files. After reassignment outside Agency facilities, screen folder immediately, transfer to OS items that should be in the official security file, and DESTROY remainder.	NC1-263-77-11 Item 36	(No Change)e

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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
7.	a. Survey and inspection of Government-owned facilities files. DESTROY when 3 years old or when facility use is terminated, whichever is sooner.	NCL-263-77-11 Item 39 (No Change) GRS 18-10	
	b. Identification credentials files. DESTROY requests, listings, and related information when no longer needed for reference. Return ID cards and other issued documents to issuing office when employee is separated from component or upon expiration date, whichever is sooner.	NCL-263-77-11 Item 41 (No Change)	
	8. <u>Information Accounting and Control Files.</u>		
	a. Master indices to permanent file systems. PERMANENT. 1962 to present. 55 cubic feet. Annual growth 3 cubic feet.	NCL-263-77-11 Item 50 (No Change)	
	b. Destruction certificates. DESTROY 5 years after documents listed have been destroyed.	NCL-263-77-11 Item 53e (No Change) GRS 18-6a	
9.	<u>Financial Accounting Files.</u> a.ee Accountable officers files.ee (1) Agency funds. DESTROY 6 years and 3 months after the fiscal year covered by the account. (2)ee Joint National Program Funds.ee DESTROY 20 years after cutoff. Cut off at end of each fiscal year.ee	NCL-263-77-11 Item 17a (No Change) Item 18a (CHANGE) GRS 6-1a NCL-263-77-11 Items 17b & 18b (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
9.	<p>b. Disbursing office files.</p> <p>DESTROY 6 years and 3 months after audit.</p> <p>c. Imprest Fund files.</p> <p>DESTROY after audit.</p> <p>d. Station accounting files.</p> <p>(1) Accountings containing indigenous payroll.</p> <p>DESTROY 56 years after period of account.</p> <p>(2) Accountings not containing indigenous payroll.oo</p> <p>DESTROY 20 years after period of account.</p> <p>(3) Non-appropriated funds accountings.</p> <p>DESTROY 6 years and 3 months after close of account.</p>	<p>NC1-263-77-11 Item 20 (CHANGE) GRS 6-1</p> <p>NC1-263-77-11 Item 21 (No Change)</p> <p>NC1-263-77-11 Item 19 (CHANGE)</p> <p>GRS 2-1</p> <p>Deviates from GAO Title 8</p>	
10.	<p><u>Logistics Files.</u></p> <p>a. Loan issue receipts for accountable property (OTS Field).</p> <p>DESTROY 2 years after audit.</p> <p>b.oo Sole source documentation files.oo</p> <p>DESTROY 6 years and 3 months after cutoff. Cut off oo annually in year final payment made.oo</p>	<p>NC1-263-77-11 Item 69b (No Change)</p> <p>NEW</p>	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<u>Working Files.</u> a. Deputy Directors files. DESTROY no later than 8 years after cutoff. Cut off annually as appropriate. b. Office directors and subordinate office chiefs files. DESTROY no later than 2 years after cutoff. Cut off annually as appropriate. c. Analysts, technicians, and other operating office files. DESTROY no later than 5 years after cutoff. Cut off annually as appropriate.	NCl-263-77-11 Item 9a	(No Change)
12.	<u>Intelligence Publications Files.</u> a. Record set and extra copies of component intelligence publications. (1) Production case files. PERMANENT. 1941 to present. 49 cubic feet. Annual growth 5 cubic feet. (2) Record copy of intelligence publications. PERMANENT. 1941 to present. 13 cubic feet. Annual growth 1 cubic foot. (3) Supplemental copies. DESTROY when no longer needed.	NCl-263-77-11 Item 2a NCl-263-77-11 Item 2a NCl-263-77-11 Item 2b, NCl-263-79-2 Item 1b	(No Change) (No Change) (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
12.	<p>b. Master file for publications.</p> <p>DESTROY 6 months after cutoff. Cut off at end of each month.</p> <p>c. Project status log.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each calendar year.</p> <p>d. Dissemination files on materials released to foreign governments.</p> <p>PERMANENT. 1961 to present. 1 cubic foot. Annual growth less than 1 cubic foot.</p> <p>e. Processing media.</p> <p>Cut off at end of each project and reuse.</p> <p>f. Daily Reports files (FBIS).</p> <p>(1) Record copy of reports.</p> <p>PERMANENT. Offer textual reports to NARA when latest record is 30 years old. Offer in 5 year blocks after initial shipment. First group would include 1941 through 1954, 1955 through 1959 would be offered in 1991. Offer microfiche reports dated 1979 - 1983 to NARA with initial shipment of textual reports. Then offer in 5 year block, 1984 through 1988 would be offered in 1991. (1941 - 1978 bound paper; 1979 to present are microfiche.) 125 cubic feet. Annual growth 5 cubic feet.</p> <p>(2) Other copies.</p> <p>DESTROY when no longer needed for reference.</p> <p>g. Photographic Interpretation Reports Files.</p> <p>(1) Minicard file.</p> <p>PERMANENT. 1955-1970. 6 cubic feet.</p>	<p>NC1-263-77-8 Item 19b (No Change)</p> <p>NC1-263-77-8 Item 19c (No Change)</p> <p>NC1-263-77-8 Item 19d (No Change)</p> <p>NC1-263-77-8 Item 19e (No Change)</p> <p>NEW</p> <p>NC1-263-79-2 Item 1a (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
12g.	(2) Reference files. DESTROY when 20 years old or no longer needed for reference, whichever is sooner.	NCI-263-79-2 Item 1b (CHANGE)	
	(3) Original source files. PERMANENT. 1954 to present. 100 cubic feet. Annual growth 10 cubic feet.	NEW	
	(4) Keys to Photographic Interpretation Reports. DESTROY when updated or superseded.	NCI-263-77-11 Item 49f(2) (CHANGE)	
	(5) Film chip file. DESTROY when no longer needed.	NCI-263-77-11 Item 49f(3) (No Change)	
	(6) Paper record copy. PERMANENT. 1971 to present. 214 cubic feet. Annual growth 4 cubic feet.	NCI-263-78-3 Item 2b (No Change)	
13.	<u>Mission Statistical Data.</u> PERMANENT. 1955 to present. 2861 cubic feet. Annual growth 250 cubic feet.	NCI-263-77-11 Item 1d (No Change)	
14.	<u>Auditors Working Papers.</u> DESTROY 5 years after completion of audit.	NCI-263-77-11 Item 15 (No Change)	
15.	<u>Station Files.</u> Consist of administrative correspondence, routine reports, and duplicate copies of architectural and electrical drawings. DESTROY 10 years after station closes.	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
16.	<p><u>Operational Activity Support Files.</u></p> <p>Consist of extra copies of routine correspondence, requirements, recommendations, studies, reports, and drawings in support of various operational activity proposals.</p> <p>DESTROY 10 years after cutoff. Cut off when activity terminates.</p>	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
17.	<u>Directorate Information Control Data Base Files.</u> a. Data and file specifications, dictionaries, and system approval documentation. RESERVED. To be included in forthcoming schedules of inventoried ADP records. b. Computer listings (either paper or COM) of various reports generated from the data base. DESTROY when superseded or no longer needed.	NEW	
18.	<u>Communications Records Files.</u> a. Telephone statements. DESTROY 2 years after cutoff. Cut off at end of each calendar year. b. Telephone toll tickets (copy). DESTROY 1 year after cutoff. Cut off every 3 months.	NEW Deviates from GRS 3-11	
19.	<u>Motor Vehicle Accident Files.</u> DESTROY 6 years after case is closed.	NCL-263-77-11 Item 28 (CHANGE) GRS 10-5	
20.	<u>Building Space and Maintenance Files.</u> Transfer to new custodian upon completion of sale, trade, donation proceedings, or acceptance of purchase mortgage.	NCL-263-77-11 Item 29 (No Change) GRS 4-7	

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21.	<p><u>Special Compartmented Communications Files.</u></p> <p>a. Record copy of policy and procedures used in the establishment, maintenance, and operations of compartmented communications channels and facilities.</p> <p>PERMANENT. 1955 to present. 14 cubic feet. Annual growth 1 cubic foot.</p> <p>b. Record copy of communications documenting the development, policy, support, operations, and production of research and development programs and projects.</p> <p>PERMANENT. 1955 to present. 348 cubic feet. Annual growth 24 cubic feet.</p>	NC1-263 Item 23	77-11 (No Change)
22.	<p><u>FBIS Subject Files--not covered elsewhere in this schedule (FBIS).</u></p> <p>a. Office of the Director.</p> <p>DESTROY 30 years after cutoff. Cut off at end of each calendar year.</p> <p>b. Below Office level.</p> <p>DESTROY 5 years after cutoff. Cut off at end of each calendar year.</p>	NEW	
23.	<p><u>Independent Contractor Files (FBIS).</u></p> <p>a. Independent contractors.</p> <p>DESTROY 57 years after cutoff. Cut off upon separation of contractor.</p>	NC1-263 Item 42	77-8 (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
23.	<p>b.oo Applicants.oo</p> <p>Transfer files on successful applicants to Item 23aoo above. DESTROY unsuccessful applicants filesoo 3 months after applicant is turned down or cancelledoo</p>	NC1-263-77-8 (Item 42b (CHANGE))	
24.	<p><u>Joint Publications Research Service (JPRS) Files (FBIS).</u></p> <p>a.oo Record copy of published translations (microfiche).oo</p> <p>PERMANENT. Offer to NARA when latest record is 10 years old. Offer in 5 year blocks after initial shipment. First group would include 1956 through 1976, 1977 through 1982 would be offered in 1993.</p> <p>1956 to present. 94 cubic feet. Annual growth 5 cubic feet.</p> <p>b.oo Paper copy of published translations.oo</p> <p>DESTROY when no longer needed after verification of microfiche.</p> <p>c.oo Unpublished translations.oo</p> <p>DESTROY 30 years after cutoff. Cut off at end of each calendar year.oo</p> <p>d. Indexes.oo</p> <p>(1) Index of published JPRS reports.</p> <p>PERMANENT. 1975 to present. 1 cubic foot. Annual growth less than 1 cubic foot.</p> <p>(2)oo Consolidated Translation Survey file.oo</p> <p>PERMANENT. 1946 to present. 18 cubic feet.oo Annual growth less than 1 cubic foot.oo</p>	<p>NC1-263-77-8 Item 43a (CHANGE)</p> <p>NEW</p> <p>NC1-263-77-8 Item 43b (CHANGE)</p> <p>NC1-263-77-8 Item 43c(1) (No Change)</p> <p>NC1-263-77-8 Item 43c(2) (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
24.ee	<p>e. Requests for translation services.ee</p> <p>(1) Translation Contract Service Orders. DESTROY when no longer needed.</p> <p>(2) <u>Ad hoc</u> requirements.ee DESTROY 3 years after completion of service.</p> <p>f.ee Completed invoices for reimbursable customers.ee DESTROY when 2 years old.ee</p> <p>g.ee Reimbursable translating job requests/ee DESTROY when 2 years old.ee</p>	<p>NCl-263-77-8 Item 43d</p> <p>NEW</p> <p>NEW</p>	<p>77-8 (No Change)</p>
25.	<p><u>Cabinet and Diplomatic Changes Files (FBIS).</u></p> <p>a. Pages containing names of individuals and diplomatic or cabinet position held. DESTROY when superseded or no longer needed.</p> <p>b.ee 3x5 cards maintained on pending changes in diplomatic lists.ee DESTROY when 2 years old.ee</p>	<p>NCl-263-77-8 Item 44a</p> <p>NCl-263-77-8 Item 44b</p>	<p>77-8 (No Change)</p> <p>(CHANGE)</p>
26.	<p><u>Wire Room Service Files (FBIS).</u></p> <p>a.ee Copies of administrative messages to and from field offices and bureaus.ee DESTROY 5 years after cutoff. Cut off at end of each calendar year.ee</p>	<p>NCl-263-77-8 Item 45a</p>	<p>77-8 (CHANGE)</p>

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26.	<p>b. Non-administrative messages to and from the field bureaus.</p> <p>DESTROY when 1 month old.</p> <p>c. Copies of all incoming operational teletypes of monitored broadcasts from the bureaus and messages requesting routine information.</p> <p>Every day DESTROY material over 1 month old.</p> <p>d. Monitored material edited and transmitted to consumers as fast wire service and daily log of what is sent.</p> <p>DESTROY when 6 months old.</p> <p>e. Classified cable file.</p> <p>DESTROY 20 years after cutoff. Cut off at end of each calendar year.</p>	<p>NEW</p> <p>NC1-263-77-8 Item 45b (No Change)</p> <p>NC1-263-77-8 Item 45c (No Change) GRS 12-3a</p> <p>NC1-263-77-8 Item 45d (No Change)</p>	
27.	<p><u>Commentary List Files (FBIS).</u></p> <p>a. Raw teletype list received from London of Moscow commentaries monitored worldwide, and from Okinawa of Beijing commentaries monitored worldwide.</p> <p>Every day DESTROY material over 1 day old.</p> <p>b. Beaming slips.</p> <p>PERMANENT. 1953-1977. 105 cubic feet.</p> <p>c. Tally sheet.</p> <p>PERMANENT. 1949-1978. 1 cubic foot.</p>	<p>NC1-263-77-8 Item 46a (No Change)</p> <p>NC1-263-77-8 Item 46b (No Change)</p> <p>NC1-263-77-8 Item 46c (No Change)</p>	

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27.	<p>d. Event Counting Sheets. (Replaces beaming slips and tally sheets (Items 27b&c above).)</p> <p>PERMANENT. 1978 to present. 1 cubic foot. Annual growth less than 1 cubic foot.</p> <p>e. Commentary lists.</p> <p>PERMANENT. 1953 to present. 35 cubic feet. Annual growth 3 cubic feet.</p> <p>f. Administrative message file.</p> <p>(1) Copies of messages to and from the field requesting clarifications, refiles, notifying of delays, monitor absences, etc.</p> <p>DESTROY when no longer needed.</p> <p>(2) Copies of messages to and from the field containing instructions and procedures.</p> <p>PERMANENT. 1959 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.</p>	<p>NEW</p> <p>NC1-263-77-8 Item 46d (No Change)</p> <p>NC1-263-77-8 Item 46e (No Change)</p>	
28.	<p><u>Key Themes Activities Files (FBIS).</u></p> <p>PERMANENT. 1956 to present. 52 cubic feet. Annual growth 2 cubic feet.</p>	<p>NC1-263-77-8 Item 47 (No Change)</p>	
29.	<p><u>Propaganda Indicator Files (FBIS).</u></p> <p>a. Copies of raw teletype reports containing Soviet news items.</p> <p>DESTROY when no longer needed.</p>	<p>NC1-263-77-8 Item 48a (No Change)</p>	

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29.	<p>b. Copies of teletype field summaries of Chinese Hellschreiber and Beijing Domestic Service.</p> <p>DESTROY when no longer needed.</p> <p>c. Beijing Domestic Service in Mandarin, 1200 GMT.</p> <p>PERMANENT. 1981 to present. 5 cubic feet. Annual growth 1 cubic foot.</p> <p>d. XINHUA in English.</p> <p>PERMANENT. 1979 to present. 3 cubic feet. Annual growth 1 cubic foot.</p> <p>e. Personality card files maintained for reference purposes on Soviet commentators and Vietnamese personalities who have written articles that appeared in Daily Reports or JPRS publications.</p> <p>DESTROY 20 years after cutoff. Cut off at end of each calendar year.</p>	<p>NC1-263-77-8 Item 48b (CHANGE)</p> <p>NEW</p> <p>NEW</p> <p>NC1-263-77-8 Item 48d (CHANGE)</p>	
30.	<p><u>Regional Files (FBIS).</u></p> <p>a. PRC regional files.</p> <p>PERMANENT. 1966-78. 38 cubic feet.</p> <p>b. USSR Republic files.</p> <p>PERMANENT. 1981 to present. 6 cubic feet. Annual growth 2 cubic feet.</p> <p>c. Moscow and Beijing television program summaries and videotapes.</p> <p>PERMANENT. Offer to NARA immediately when no longer needed to support current requirements. 1980 to present. 18 cubic feet. Annual growth 3 cubic feet.</p>	<p>NC1-263-77-8 Item 49 (No Change)</p> <p>NEW</p> <p>NEW</p>	

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31.	<u>Area and Topic Files (FBIS).</u> PERMANENT. 1947 to present. 120 cubic feet. Annual growth 5 cubic feet.	NC1-263-77-8 Item 50 (No Change)	
32.	<u>Authoritative Communist and Third World Statements Files (FBIS).</u> PERMANENT. 1920 to present. 500 cubic feet. Annual growth 25 cubic feet.	NC1-263-77-8 Item 51 (No Change)	
33.	<u>Teletype Copy Files (FBIS).</u> DESTROY when no longer needed.	NC1-263-77-8 Item 52 (No Change)	
34.	<u>Direction and Administration of FBIS Field Bureaus Files (FBIS).</u> a. Policy and planning files. PERMANENT. 1941 to present. 5 cubic feet. Annual growth 1 cubic foot. b. Site surveys. DESTROY when 20 years old or no longer needed, whichever is sooner. c. Construction project files. (2) Correspondence, TWX's, photographs, reports, and other engineering documents. Upon completion of project, screen and transfer policy and planning records such as photos, reports, maps, plans, and engineering documents to Item 34a above. DESTROY remainder when no longer needed for reference.	NC1-263-77-8 Item 53a (No Change) NEW NC1-263-77-8 Item 53b(1) (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
34c.	<p>(2) Extra copies of plans and blueprints files.</p> <p>DESTROY when obsolete or no longer needed for reference.</p>	NC1-263-77-8 Item 53b(2) (No Change)	
35.	<p><u>Field Monitoring Operations Files (FBIS).</u></p> <p>a. Records dealing with support of FBIS monitoring programs.</p> <p>DESTROY 3 years after cutoff. Cut off at end of each calendar year.</p> <p>b. Television monitoring.</p> <p>(1) Files containing information on monitoring and exploiting foreign television broadcasts for the intelligence community.</p> <p>DESTROY 3 years after cutoff. Cut off at end of each calendar year.</p> <p>(2) Videoselection list.</p> <p>DESTROY 3 years after cutoff. Cut off at end of each calendar year.</p> <p>(3) Video tapes.</p> <p>Recycle tapes when video material no longer needed.</p> <p>c. Sourceline information.</p> <p>PERMANENT. 1941 to present. 11 cubic feet. Annual growth 2 cubic feet.</p>	<p>NC1-263-77-8 Item 54a (No Change)</p> <p>NC1-263-77-8 Item 54b(1) (CHANGE)</p> <p>NEW</p> <p>GRS 21 Item 45 (CHANGE)</p> <p>NC1-263-77-8 Item 54c (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
35.	<p>a. Press agency coverage and press agency contacts.</p> <p>PERMANENT. 1950 to present. 8 cubic feet. Annual growth 2 cubic feet.</p> <p>e. Schedule files.</p> <p>(1) Background information collected from various sources.</p> <p>DESTROY when obsolete or no longer needed for reference.</p> <p>(2) Cruising reports/station activity files.</p> <p>PERMANENT. 1937 to present. 13 cubic feet. Annual growth 2 cubic feet.</p> <p>(3) Liaison clandestine broadcasting files. Consists of messages relating to value of broadcasts for translation and or publication.</p> <p>DESTROY 30 years after cutoff. Cut off at end of each calendar year.</p>	NC1-263-77-8 Item 54d (No Change)	
36.	<p><u>Field Bureau Records Files (FBIS).</u></p> <p>a. Administrative files.</p> <p>(1) Records which document the operation and administration of the field bureaus.</p> <p>DESTROY 5 years after cutoff Cut off at end of each calendar year. Screen and transfer policy and organizational records to Item 34a above.</p> <p>(2) Original vouchers.</p> <p>Transfer to Office of Finance upon completion of audit.</p>	NC1-263-77-8 Item 55a(1) (CHANGE)	
		NC1-263-77-8 Item 55a(2) (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
36a.	<p>(3) Documents which record the coverage exchange relationship between FBIS and the British Broadcasting Company and Deutsche Welle.</p> <p>PERMANENT. 1981 to present. 2 cubic feet. Annual growth 1 cubic foot.</p> <p>b. Operational records.</p> <p>(1) Bureau coverage files.</p> <p>DESTROY 3 years after cutoff. Cut off at end of each calendar year.</p> <p>(2) Cruising reports files.</p> <p>DESTROY 5 years after cutoff. Cut off at end of each calendar year.</p> <p>(3) Chrono copies of classified cables sent to Headquarters.</p> <p>DESTROY 2 years after cutoff. Cut off at end of each calendar year.</p> <p>c. Monitored broadcast materials and related material.</p> <p>(1) Recordings of monitored broadcasts.</p> <p>Erase when 30 days old, except those selected for review under Item 36c(3) below.</p> <p>(2) Communist and non-Communist source material.</p> <p>DESTROY when 30 days old, except those selected for review under Item 36c(3) below.</p>	<p>NEW</p> <p>NC1-263-77-8 Item 55b(3) (No Change)</p> <p>NC1-263-77-8 Item 55b(4) (No Change)</p> <p>NC1-263-77-8 Item 55b(5) (No Change)</p> <p>NC1-263-77-8 Item 55c (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
36c	<p>(3) Recordings and related material of "live" speeches or statements by the personalities listed below.</p> <p>PERMANENT. Offer to NARA immediately when no longer needed to support current requirements. 1950 to present. 48 cubic feet. Annual growth 4 cubic feet.</p> <p>(4) Full members and candidate members of the party politburo or presidium of the USSR and the Peoples Republic of China.</p> <p>(5) Prime ministers/premiers and party first secretaries of Albania, Bulgaria, Cambodia, Cuba, Czechoslovakia, German Democratic Republic, Hungary, Laos, Mongolia, North Korea, Poland, Yugoslavia, and Vietnam. (For Vietnam, the President's speeches in his own voice should be considered for permanent retention.)</p> <p>(6) Recordings of other communist leaders excluded from the categories above should be reviewed for permanent retention based on local evaluation of significance or based on Headquarters request or stated interest.</p> <p>(7) Recordings of the actual voice of any non-US person whose identity and topic are judged to be officially or historically significant to the U.S. Government.</p>		
37.	<p><u>FBIS Alien Employees Personnel Files (FBIS).</u></p> <p>Transfer to the Office of Personnel 2 years after separation of employee.</p>	NEW	
38.	<p><u>Academic Relations Files (FBIS).</u></p> <p>DESTROY when no longer needed.</p>	NEW	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 22/29
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
39.	<u>Mission and Intelligence Film Library Files (NPIC).</u> Permanent. 1947 to present. 13,952 cubic feet. Annual growth 400 cubic feet.	NC1-263-77-11 Item 49b(1) (CHANGE)	
40.	<u>World Area Charts (WACS) and Overlays (NPIC).</u> Permanent. 1947 to present. 733 cubic feet. Annual growth 48 cubic feet.	NC1-263-77-11 Item 49b(2) (CHANGE)	
41.	<u>Ground Photography Files (NPIC).</u> a. Master negative file. PERMANENT. 1947 to present. 1,309 cubic feet. Annual growth 98 cubic feet. b. Caption reports. (1) Captions reports master file. PERMANENT. 1947 to present. 16 cubic feet. Annual growth 1 cubic foot. (2) Original source file. PERMANENT. 1947 to present. 644 cubic feet. Annual growth 59 cubic feet. (3) Transitory source items. DESTROY 5 years after cutoff. Cut off when file becomes inactive.	NC1-263-77-11 Item 49e(1) (No Change) NC1-263-77-11 Item 49e(2) (No Change) NC1-263-77-11 Item 49e(3)(a) (No Change) NC1-263-77-11 Item 49e(3)(b) (No Change)	

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Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 23/29
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
41.	a. CIA graphics coordinator files. DESTROY 2 years after cutoff. Cut off at end of each calendar year.	NC1-263-77-11 Item 49e(4) (No Change)	
	b. Ground photography file (positives of Item 41a above. DESTROY when superseded, obsolete, or no longer needed. Transfer prints having permanent value to 41a.	NC1-263-78-3 Item 1a (No Change)	
	c. Color slide file. PERMANENT. Screen and DESTROY images of obsolete information or of objects that no longer exist such as razed buildings. 1947 to present. 42 cubic feet. Annual growth 4 cubic feet.	NC1-263-77-11 Item 49e(6) (No Change)	
	d. Special collection for which the Agency is the sponsoring source. PERMANENT. 1967 to present. 130 cubic feet. Annual growth 2 cubic feet.	NC1-263-78-3 Item 1b (No Change)	
42.	<u>Graphics Files.</u>	NC1-263-77-11 Item 49g (No Change)	
	a. Record copy of graphics art material and samples. PERMANENT. 1954 to present. 163 cubic feet. Annual growth 16 cubic feet.		
	b. Graphics photographs and illustrations. DESTROY when obsolete or no longer needed.		
	c. Original graphics consisting of color separation positive and negative originals. DESTROY when superseded or obsolete.		

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Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 24/29
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
43.	<u>Presentation Records Files.</u> a. One-time-use presentation records. DESTROY 1 month after issuance of publication in which record is used. b. Recurring-use presentation records. DESTROY 1 year after issuance of publication in which record is used, or when superseded or obsolete, whichever is sooner.	NC1-263-77-11 Item 49h	(No Change)
44.	<u>Intelligence Collection Records Files.</u> No later than 3 years after analysis is completed, DESTROY paper records and ERASE tapes for reuse.	NC1-263-77-11 Item 49i(1)	(No Change)
45.	<u>Exploitation Products Data File (EPDF) (NPIC).</u> DESTROY when superseded.	NC1-263-77-11 Item 52c	(No Change)
46.	<u>Authentication Records Files (OTS).</u> a. Record copy of international travel documents and supporting documentation. PERMANENT. 1935 to present. 220 cubic feet. Annual growth 2 cubic feet. b. Extra copy of international travel documents. TEMPORARY. Destroy when no longer needed.	NC1-263-77-11 Item 3	(No Change)
47.	<u>Patent Files (OSO).</u> PERMANENT. 1957 to present. 5 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-11 Item 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
48.	<p><u>Covert Material Analysis Records Files (OTS).</u></p> <p>a. Technical service analysis of intercepted foreign covert method and techniques material.</p> <p>PERMANENT. 1957 to present. 5 cubic feet. Annual growth less than 1 cubic foot.</p> <p>b. Records of active foreign users of covert method and techniques material, and systems used in the past.</p> <p>PERMANENT. 1958 to present. 3 cubic feet. Annual growth less than 1 cubic foot.</p>	NC1-263-77-11 Item 5 (No Change)	
49.	<p><u>Equipment, Test, and Evaluation Files (OTS).</u></p> <p>a. Reports, equipment, device case files.</p> <p>PERMANENT. 1945 to present. 155 cubic feet. Annual growth 10 cubic feet.</p> <p>b. Duplicate papers or microfilmed evaluation reports.</p> <p>DESTROY when 10 years old or no longer needed, whichever is sooner.</p> <p>c. Test evaluation data sheets.</p> <p>DESTROY when equipment becomes obsolete.</p> <p>d. Record copy of prototype manuals and reports for equipment and devices designed and developed, tested, and evaluated by and for DDS&T.</p> <p>PERMANENT. 1945 to present. 55 cubic feet. Annual growth 6 cubic feet.</p>	NC1-263-77-11 Item 6 (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
48.	a. Operational equipment support work order files. PERMANENT. 1957 to present. 2 cubic feet. Annual growth less than 1 cubic foot.		
50.	<u>Covert Equipment Management Files (OTS).</u> a. Program files. ERASE 1 year after termination of program. ERASE instructions when superseded or obsolete. b. Source data. DESTROY when update verified. c. Input transaction tapes. ERASE second previous generation when update verified. d. Master data and backup files. RESERVED. To be included in forthcoming schedules of inventoried ADP records. e. Computer output listings. DESTROY 1 year after termination of program. DESTROY current version when superseded by updated version. f. Documentation files. DESTROY 1 year after termination of program. DESTROY instructions when superseded or obsolete.	NC1-263-77-15 Item 14 (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
51.	<u>Agency Provided External Support Files.</u> PERMANENT. 1950 to present. 114 cubic feet. Annual growth 4 cubic feet.	NC1-263-77-11 Item 7 (No Change)	
52.	<u>Operational Exposures and Technical Capabilities Files (OTS).</u> DESTROY when no longer needed.	NC1-263-77-11 Item 8 (No Change)	
53.	<u>Cancelled Checks and Stubs Files (OTS).</u> DESTROY check stubs upon receipt of cancelled checks. DESTROY cancelled checks 6 years after audit.	NC1-263-77-11 Item 22 (No Change)	
54.	<u>Prospective Contributors for the Collection of Foreign Intelligence Files (OTS).</u> DESTROY when 30 years old.	NC1-263-77-11 Item 37 (CHANGE)	
55.	<u>Operational Files (OTS Field).</u> Transfer non-duplicative records to Headquarters for disposition under appropriate schedule item. DESTROY control records for issued items upon completion of turn-in accountability. DESTROY other material when superseded, obsolete, or inactive.	NC1-263-77-11 Items 67a-c & 67e-h (No Change)	
56.	<u>Work Order and Job Log Files (OTS Field).</u> DESTROY 6 years after completion of work order.	NC1-263-77-11 Item 73 (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
57.	<u>Directors Opportunity Program (DOP) Files (NPIC).</u> PERMANENT. 1970 to present. 16 cubic feet. Annual growth 1 cubic foot.	NC1-263-77-11 Item 34	(No Change)
58.	<u>Data Automation Program Files (NPIC).</u> a. Planning documents files. PERMANENT. 1954 to present. 16 cubic feet. Annual growth 1 cubic foot. b. Program management files. PERMANENT. 1954 to present. 17 cubic feet. Annual growth 1 cubic foot. c. Magnetic tapes files. RESERVED. To be included in forthcoming schedules of inventoried ADP records.	NC1-263-77-11 Item 57a NC1-263-77-11 Item 57b NC1-263-77-11 Item 57d	(No Change) (No Change) (No Change)
59.	<u>Suggestions and Awards Program (NPIC).</u> PERMANENT. 1963-1982. 17 cubic feet.	NC1-263-77-11 Item 38b	(No Change)
60.	<u>Collection Programs Mission Files.</u> PERMANENT. 1955 to present. 400 cubic feet. Annual growth 10 cubic feet.	NC1-263-77-11 Item 12	(No Change)
61.	<u>Indochina Archives (FBIS).</u> Files series discontinued. Records have been transferred to NARS.	NC1-263-77-8 Item 52a	(CANCEL)

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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
62.	<u>Operational and Experimental Logs (FBIS).</u> Files series discontinued. Records destroyed.	NC1-263-77-8 Item 55b(1)	(CANCEL)
63.	<u>Intercept Printouts and Teletypes (FBIS).</u> Files series discontinued. Files destroyed.	NC1-263-77-8 Item 55b(2)	(CANCEL)
64.	<u>Engineer's Watch Reports (FBIS).</u> Files series discontinued. Files destroyed.	NC1-263-77-8 Item 55b(6)	(CANCEL)
65.	<u>RD&E Approval Notebook Magnetic Cards.</u> Files series discontinued. Files destroyed.	NC1-263-77-11 Item 16c(2)	(CANCEL)
66.	<u>Directorate Security Program Files.</u> Files series discontinued. Files destroyed.	NC1-263-77-11 Item 40	(CANCEL)
67.	<u>Sensitive Program Employment Backstop Records.</u> Files series discontinued. Files destroyed.	NC1-263-77-11 Item 42	(CANCEL)
68.	<u>Source Data Cards.</u> Files series discontinued. Files destroyed.	NC1-263-77-11 Item 57c	(CANCEL)

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/>