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

**FROM (AGENCY OR ESTABLISHMENT):** Central Intelligence Agency

**MAJOR SUBDIVISION:** 10-84

**MINOR SUBDIVISION:**

**NAME OF PERSON WITH WHOM TO CONFER:**

**TELS EXT:** 351-2853

**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 16 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.

**DATE RECEIVED:** 6-07-84

**DATE LE 84/05/09**

**DESCRIPTION OF ITEM**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>(With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>History Files.</td>
</tr>
<tr>
<td></td>
<td>a. Published histories. Record copy.</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1942 to present. 20 cubic feet. Annual growth 5 cubic feet.</td>
</tr>
<tr>
<td></td>
<td>b. Extra copies of published histories maintained for reference.</td>
</tr>
<tr>
<td></td>
<td>DESTROY when no longer needed for reference.</td>
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</table>

**SAMPLE OR JOB NO.**

<table>
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<th>ACTION TAKEN</th>
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**NOTIFICATION TO AGENCY**

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- [ ] A Request for immediate disposal.
- [ ] B Request for disposal after a specified period of time or request for permanent retention.

**NOTICE**

**WARNING NOTICE**

INTELLIGENCE SOURCES OR METHODS INVOLVED

**DECL OADR BY SIGNER**

**CONFIDENTIAL**
### Request for Records Disposition Authority – Continuation

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>7. ITEM NO</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>c. Unfinished historical reports.</td>
<td>DESTROY when no longer needed for reference.</td>
</tr>
<tr>
<td></td>
<td>d. Historical source files.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) Historical bibliographic documentary listings, archival and research guides to historical sources and authorities, records of interviews with key personnel, correspondence with Agency components, and other historical sources.</td>
<td>PERMANENT. 1947 to present. 60 cubic feet. Annual growth 10 cubic feet.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Card index to source documents in Item ld(1) above.</td>
</tr>
<tr>
<td>2.</td>
<td>Legal Subject Records Files (OGC).</td>
<td>NCl-263-76-7 Item la (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1946 to present. 609 cubic feet. Annual growth 100 cubic feet.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Impersonal Subject Records Files (OGC).</td>
<td>NCl-263-76-7 Item lb (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1946 to present. 101 cubic feet. Annual growth 20 cubic feet.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Precedent Files (OGC Legal Decisions).</td>
<td>NCl-263-76-7 Item 3 (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1948-1975; 1980 to present. 3 cubic feet. Annual growth less than 1 cubic foot.</td>
<td></td>
</tr>
</tbody>
</table>

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
### Request for Records Disposition Authority - Continuation

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<tr>
<td>5.</td>
<td><strong>Project Files (OGC).</strong></td>
<td>PERMANENT. 1951 to present. 215 cubic feet. Annual growth 4 cubic feet.</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Legislation Files.</strong></td>
<td>PERMANENT. 1946 to present. 4 cubic feet. Annual growth 1 cubic foot.</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Congressional Committees Files.</strong></td>
<td>PERMANENT. 1949 to present. 252 cubic feet. Annual growth 30 cubic feet.</td>
</tr>
<tr>
<td>8.</td>
<td><strong>Publications Review Board Files (PAO).</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Minutes and official memoranda.</td>
<td>NEW</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1976 to present. 28 cubic feet. Annual growth 9 cubic feet.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. PRB Reference Center documentation including manuscripts submitted for review.</td>
<td>NEW</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1955 to present. 69 cubic feet. Annual growth 23 cubic feet.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Bibliographic computer file.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1980 to present. Less than 1 disk pack. Annual growth less than 1 disk pack.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td><strong>House Permanent Select Committee on Intelligence Documents Files.</strong></td>
<td>PERMANENT. 1973 to present. 55 cubic feet. Annual growth 4 cubic feet.</td>
</tr>
</tbody>
</table>
## Request for Records Disposition Authority – Continuation

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<thead>
<tr>
<th>7. ITEM NO.</th>
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<th>10. ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Material Held by CIA Relating to the House Select Committee on Assassinations Investigations.</td>
<td>NCl-263-80-1</td>
<td>Item 1 (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1942-1978. 64 cubic feet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Schedules of Daily Activities.</td>
<td></td>
<td>NEW</td>
</tr>
<tr>
<td>a. DCI and DDCI.</td>
<td>PERMANENT. 1953 to present. 40 cubic feet. Annual growth 5 cubic feet.</td>
<td>GRS 23-2a</td>
<td></td>
</tr>
<tr>
<td>b. All others.</td>
<td>DESTROY when 2 years old or no longer needed, whichever is sooner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Duplicate Copies of Information Relating to Military Personnel Assigned to the Intelligence Community Staff.</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DESTROY 2 years after tour of duty is completed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Authorizations For Travel Files (ICS).</td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DESTROY when 2 years old or superseded, whichever is sooner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Private Attorney Panel Records Files.</td>
<td>NCl-263-76-7</td>
<td>Item 2a (No Change)</td>
</tr>
<tr>
<td></td>
<td>DESTROY records of cleared but never used attorneys 1 year after clearance is cancelled. DESTROY records of cleared and used attorneys when deceased or when services are no longer of interest, whichever is earlier.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

115-203 Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
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FPMR (41 CFR) 101-11.4
15. **Legal Opinions and Review of Contracts, Maintained Separately from other Legal Subject Records Files (Item 2 above) (OGC).**

   PERMANENT. 1946 to present. 25 cubic feet.
   Annual growth 8 cubic feet.

16. **Cable Files (OGC).**

   DESTROY when 3 months old.

17. **Congressional Liaison Files (OLL).**

   a. Record copies of Agency positions on proposed legislation, correspondence with Congressional offices, etc.

   PERMANENT. 1959 to present. 20 cubic feet.
   Annual growth 2 cubic feet.

   b. All other records.

   DESTROY 5 years after cutoff. Cut off at end of each calendar year or when case is closed, whichever is sooner.

18. **Intelligence Publications Files.**

   a. Intelligence production files.

   (1) **Production Case Files.**

   PERMANENT. Prior to offer to NARS, consolidate with Item 16b(2) below to assure complete record set. 1950 to present. 225 cubic feet. Annual growth 27 cubic feet.
7. ITEM NO.
8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)

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<tr>
<th>ITEM NO.</th>
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<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>18a. (2)</td>
<td>Record copy of finished intelligence publications, papers, or videotapes.</td>
<td>NCL-263-77-5</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1950 to present. 158 cubic feet. Annual growth 9 cubic feet.</td>
<td>Item 19 (No Change)</td>
</tr>
<tr>
<td></td>
<td>(3) Supplemental Distribution copies.</td>
<td>NCL-263-76-8</td>
</tr>
<tr>
<td></td>
<td>DESTROY 6 years after publication.</td>
<td>Item 2e (CHANGE)</td>
</tr>
<tr>
<td>b. Masters file for publications.</td>
<td></td>
<td>NEW</td>
</tr>
<tr>
<td></td>
<td>DESTROY 6 months after cutoff. Cut off at end of each month.</td>
<td>NCL-263-77-11</td>
</tr>
<tr>
<td>c. Project status log.</td>
<td></td>
<td>Item 2d (CHANGE)</td>
</tr>
<tr>
<td></td>
<td>DESTROY 1 year after cutoff. Cut off at end of each calendar year.</td>
<td>NEW</td>
</tr>
<tr>
<td>d. Dissemination files on materials released to foreign governments.</td>
<td></td>
<td>NEW</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1950 to present. 24 cubic feet. Annual growth 2.5 cubic feet.</td>
<td>NEW</td>
</tr>
<tr>
<td>e. Processing media.</td>
<td></td>
<td>NEW</td>
</tr>
<tr>
<td></td>
<td>Reuse magnetic cards, tapes, and disks when project is completed.</td>
<td>NEW</td>
</tr>
<tr>
<td>19. Strategic Warning Files (NIC).</td>
<td></td>
<td>NEW</td>
</tr>
<tr>
<td>a. Strategic Warning Staff monthly reports and other special intelligence reports.</td>
<td>NCL-263-77-8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1969 to present. 5 cubic feet. Annual growth 1 cubic foot.</td>
<td>Item 41a (No Change)</td>
</tr>
</tbody>
</table>
**Request for Records Disposition Authority – Continuation**

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<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>JOB NO</th>
<th>PAGE OF</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. b.</td>
<td>Indications and warnings reports.</td>
<td>NCl-263-77-8</td>
<td>7/16</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1962 to present. 17 cubic feet. Annual growth 2 cubic feet.</td>
<td>Item 41b (No Change)</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td><strong>Intelligence Collection Files.</strong></td>
<td>NCl-263-77-5</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Data on methods, sources, responsibilities, agreements, and requirements involved in the collection of intelligence.</td>
<td>Item 18 (No Change)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1950 to present. 16 cubic feet. Annual growth 2 cubic feet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Record copies of requirements and associated documentation prepared by Agency components and levied on the various collectors throughout the Intelligence Community.</td>
<td>NCl-263-77-5</td>
<td>Item 20 (No Change)</td>
</tr>
<tr>
<td></td>
<td>DESTROY 1 year after cutoff. Cut off 1 year after requirement is closed.</td>
<td></td>
<td></td>
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<tr>
<td>21.</td>
<td><strong>Budget Formulation Files (Comptroller).</strong></td>
<td>NCl-263-77-5</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Budget Call files.</td>
<td>Items 6a &amp; 7a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1949 to present. 7 cubic feet. Annual growth less than 1 cubic foot.</td>
<td>(No Change)</td>
<td>GRS 5-1</td>
</tr>
<tr>
<td>b.</td>
<td>Office budget submissions files.</td>
<td>NCl-263-77-5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1949 to present. 30 cubic feet. Annual growth 2 cubic feet.</td>
<td>Items 6b &amp; 7b</td>
<td>(No Change)</td>
</tr>
<tr>
<td>c.</td>
<td>Program Plan with Comptroller's recommendations files.</td>
<td>NCl-263-77-5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1949 to present. 10 cubic feet. Annual growth 1 cubic foot.</td>
<td>Item 6c (No Change)</td>
<td>GRS 5-2a</td>
</tr>
</tbody>
</table>
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<tbody>
<tr>
<td>21.</td>
<td>d. Budget presentation to the Intelligence Community Staff and Office of Management and Budget files.</td>
<td>NCI-263-77-5</td>
<td>Items 6d, 7c, &amp; 21 (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1949 to present. 10 cubic feet. Annual growth 1 cubic foot.</td>
<td></td>
<td>GRS 5-2a</td>
</tr>
<tr>
<td></td>
<td>e. OMB budget hearings files.</td>
<td>NCI-263-77-5</td>
<td>Item 7d (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1949 to present. 10 cubic feet. Annual growth 1 cubic foot.</td>
<td></td>
<td>GRS 5-2a</td>
</tr>
<tr>
<td></td>
<td>f. Congressional budget hearings files.</td>
<td>NCI-263-77-5</td>
<td>Items 7g &amp; 2a(1)&amp;(2) (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1949 to present. 10 cubic feet. Annual growth 3 cubic feet.</td>
<td></td>
<td>GRS 5-2a</td>
</tr>
<tr>
<td></td>
<td>g. Congressional budget files.</td>
<td>NCI-263-77-5</td>
<td>Items 7e &amp; f (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1949 to present. 4 cubic feet. Annual growth 2 cubic feet.</td>
<td></td>
<td>GRS 5-1</td>
</tr>
<tr>
<td></td>
<td>h. Financial guidance furnished by ICS, OMB, and Congress.</td>
<td>NCI-263-77-5</td>
<td>Item 6e (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1949 to present. 8 cubic feet. Annual growth 1 cubic foot.</td>
<td></td>
<td>GRS 5-1</td>
</tr>
<tr>
<td></td>
<td>i. Financial guidance issued by DDCI and Comptroller.</td>
<td>NCI-263-77-5</td>
<td>Item 6f (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1949 to present. 6 cubic feet. Annual growth less than 1 cubic foot.</td>
<td></td>
<td>GRS 5-1</td>
</tr>
<tr>
<td></td>
<td>j. Agency apportionment authorization from OMB files.</td>
<td>NCI-263-77-5</td>
<td>Item 7h (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1949 to present. 7 cubic feet. Annual growth less than 1 cubic foot.</td>
<td></td>
<td>GRS 5-1</td>
</tr>
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<tr>
<td>21.</td>
<td>Apportionment Status of Funds monthly report to OMB.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) Year-end report. DESTROY 5 years after cutoff. Cut off at end of each fiscal year.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>(2) All other reports. DESTROY 3 years after cutoff. Cut off at end of each fiscal year.</td>
<td></td>
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<td>l.</td>
<td>Comptrollers monthly budget execution meetings files. PERMANENT. 1949 to present. 6 cubic feet. Annual growth less than 1 cubic foot.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>m.</td>
<td>Advice of Allotment and/or Requisitioning Authority, Form 716 (Blue Chip), and Allotment Request, Form 1658. DESTROY 10 years after cutoff. Cut off at end of each fiscal year.</td>
<td></td>
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<tr>
<td>n.</td>
<td>Allotment Journal. DESTROY 3 years after cutoff. Cut off at end of each fiscal year.</td>
<td></td>
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<tr>
<td>o.</td>
<td>Monthly Allotment Status Report files. DESTROY 10 years after cutoff. Cut off at end of each fiscal year.</td>
<td></td>
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<tr>
<td>p.</td>
<td>Supporting documentation files. PERMANENT. 1949 to present. 6 cubic feet. Annual growth less than 1 cubic foot.</td>
<td></td>
<td></td>
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<tr>
<td>22.</td>
<td><strong>Intelligence Community Budget Estimates and Justifications Files (ICS).</strong></td>
<td>NC1-263-76-8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1960 to present. 150 cubic feet. Annual growth 25 cubic feet.</td>
<td>Items 6a(1) &amp; 6a(2) (a) (No Change) GRS 5-2a</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td><strong>Guide to Law of CIA (OGC).</strong></td>
<td>NEW</td>
<td></td>
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<tr>
<td></td>
<td>a. Record copy of finished publications.</td>
<td></td>
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<tr>
<td></td>
<td>PERMANENT. 1958 to present. 2 cubic feet. Annual growth less than 1 cubic foot.</td>
<td></td>
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<tr>
<td></td>
<td>b. Copies of source information, background material, correspondence, and distribution information on Guide to Law.</td>
<td></td>
<td></td>
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<td></td>
<td>DESTROY when superseded or no longer needed.</td>
<td></td>
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<tr>
<td></td>
<td>c. Supplemental copies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DESTROY when superseded or no longer needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td><strong>National Intelligence Emergency Planning Files (NIESO).</strong></td>
<td>NEW</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Emergency planning case files.</td>
<td>Deviates from GRS 18-23a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1980 to present. 8 cubic feet. Annual growth 5 cubic feet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Emergency planning reports files.</td>
<td>Deviates from GRS 18-30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1980 to present. 32 cubic feet. Annual growth 30 cubic feet.</td>
<td></td>
<td></td>
</tr>
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<td>ITEM NO.</td>
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<tr>
<td>25.</td>
<td>CIA Legislation Files.</td>
<td>NC1-263-76-6</td>
<td>Item 3a (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1961 to present. 60 cubic feet. Annual growth 12 cubic feet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Employee Grievance Files (IG).</td>
<td>NC1-263-76-5</td>
<td>Item 3a (CHANGE)</td>
</tr>
<tr>
<td></td>
<td>a. Record copy of closed cases involving litigation. DESTROY when official personnel folder is destroyed.</td>
<td>Item 3a (CHANGE)</td>
<td>Deviates from GRS 1-31</td>
</tr>
<tr>
<td></td>
<td>b. Record copy of closed cases not involving litigation. DESTROY 10 years after case is closed unless case becomes involved in litigation. If case becomes involved in litigation, transfer to Item 25a above.</td>
<td>NC1-263-76-5</td>
<td>Item 3b (No Change)</td>
</tr>
<tr>
<td></td>
<td>c. Index DESTROY when related case file (Items 29a and 29b above) is destroyed.</td>
<td>NC1-263-76-5</td>
<td>Item 3c (CHANGE)</td>
</tr>
<tr>
<td></td>
<td>d. Employee grievance log. DESTROY when all case files (Items 29a and 29b above) on log are destroyed.</td>
<td>NC1-263-76-5</td>
<td>Item 3d (CHANGE)</td>
</tr>
<tr>
<td>27.</td>
<td>EEO Investigative Files (IG).</td>
<td>NC1-263-77-1</td>
<td>Item 34a (CHANGE)</td>
</tr>
<tr>
<td></td>
<td>DESTROY 4 years after cutoff. Cut off resolved cases at end of each calendar year.</td>
<td>Item 34a (CHANGE)</td>
<td>Deviates from GRS 1-26a</td>
</tr>
<tr>
<td>28.</td>
<td>Survey Reports Files (IG).</td>
<td>NC1-263-76-5</td>
<td>Item 2 (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1953 to present. 30 cubic feet. Annual growth 6 cubic feet.</td>
<td>Item 2 (No Change)</td>
<td></td>
</tr>
<tr>
<td>7. ITEM NO.</td>
<td>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</td>
<td>9. SAMPLE OR JOB NO.</td>
<td>10. ACTION TAKEN</td>
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<tr>
<td>29.</td>
<td>Special Studies Files (IG).</td>
<td>NCI-263-76-5</td>
<td>Item 4 (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1953 to present. 5 cubic feet. Annual growth 1 cubic foot.</td>
<td></td>
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</tr>
<tr>
<td>30.</td>
<td>Correspondence Files (IG).</td>
<td>NCI-263-76-5</td>
<td>Item 8 (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1953 to present. 20 cubic feet. Annual growth 10 cubic feet.</td>
<td></td>
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</tr>
<tr>
<td>31.</td>
<td>External Review Files (IG).</td>
<td>NCI-263-76-5</td>
<td>Item 10 (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1953 to present. 5 cubic feet. Annual growth 4 cubic feet.</td>
<td></td>
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</tr>
<tr>
<td>32.</td>
<td>Audit Report Files (Audit Staff).</td>
<td>NCI-263-76-3</td>
<td>Item 2 (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1948 to present. 21 cubic feet. Annual growth less than 1 cubic foot.</td>
<td></td>
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</tr>
<tr>
<td>33.</td>
<td>Public Accountants' Audit Report Files (Audit Staff).</td>
<td>NCI-263-76-3</td>
<td>Item 3 (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1949 to present. 5 cubic feet. Annual growth less than 1 cubic foot.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34.</td>
<td>Audit Workpaper Files (Audit Staff).</td>
<td>NCI-263-30-5</td>
<td>Item 4a (No Change)</td>
</tr>
<tr>
<td>a. Workpapery relating to ongoing activities.</td>
<td>DESTROY 5 years after audit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34.</td>
<td>Audit Workpaper Files (Audit Staff).</td>
<td>NCI-263-76-3</td>
<td>Item 4b (No Change)</td>
</tr>
<tr>
<td>b. Workpapery relating to terminated activities.</td>
<td>DESTROY 3 years after cutoff date of last audit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. ITEM NO.</td>
<td>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</td>
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<tr>
<td>35.</td>
<td><strong>Public Relations Files (PAO).</strong></td>
<td></td>
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</tr>
<tr>
<td>a.</td>
<td>Inquiries from private individuals about the Agency and its mission.</td>
<td></td>
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<tr>
<td></td>
<td>DESTROY 2 years after cutoff. Cut off at end of each calendar year.</td>
<td></td>
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</tr>
<tr>
<td>b.</td>
<td>Photographic and textual handouts.</td>
<td></td>
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<tr>
<td></td>
<td>(1) Record copy.</td>
<td></td>
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<tr>
<td></td>
<td><strong>PERMANENT. 1974 to present. 1 cubic foot. Annual growth less than 1 cubic foot.</strong></td>
<td></td>
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<tr>
<td></td>
<td>(2) All other copies.</td>
<td></td>
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<td></td>
<td>DESTROY when superseded, obsolete, or no longer needed.</td>
<td></td>
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<tr>
<td>c.</td>
<td>Contacts with news media files.</td>
<td></td>
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<tr>
<td></td>
<td>DESTROY when 25 years old.</td>
<td></td>
<td></td>
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<tr>
<td>d.</td>
<td>Index to contacts with news media files.</td>
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<td></td>
<td>DESTROY when 25 years old.</td>
<td></td>
<td></td>
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<tr>
<td>e.</td>
<td>Clearances for publishing and speaking engagements files.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DESTROY when no longer needed.</td>
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<td></td>
</tr>
</tbody>
</table>
### Request for Records Disposition Authority—Continuation

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>JOB NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.</td>
<td><strong>f. Agency personnel in contact with press.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) 5&quot; x 8&quot; card file of names of Agency employees in contact with the press.</td>
<td>NCl-263-77-1</td>
<td>Item 16c (CHANGE)</td>
</tr>
<tr>
<td></td>
<td>DESTROY 25 years after date of last contact or when no longer needed, whichever is sooner.</td>
<td></td>
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<tr>
<td></td>
<td>(2) Memoranda received from Agency personnel detailing contacts with the press.</td>
<td></td>
<td>NEW</td>
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<tr>
<td></td>
<td>DESTROY when no longer needed for reference.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>g. Social and cultural forces and media reference to the Agency files.</strong></td>
<td>NCl-263-77-1</td>
<td>Item 16d (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1950 to present. 19 cubic feet. Annual growth 1 cubic foot.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>h. Domestic organizations and media reference to the Agency files.</strong></td>
<td>NCl-263-77-1</td>
<td>Item 16e (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1948 to present. 12 cubic feet. Annual growth less than 1 cubic foot.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36.</td>
<td><strong>Publicity Dealing with Subjects Related to the Agency Files (PAO).</strong></td>
<td>NCl-263-77-1</td>
<td>Item 17a (No Change)</td>
</tr>
<tr>
<td></td>
<td><strong>a. Newspaper and magazine articles, radio and TV transcripts of interest to and dealing with the Agency.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1946 to present. 87 cubic feet. Annual growth 3 cubic feet.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>b. Agency released publicity concerning Agency and OSS personalities.</strong></td>
<td>NCl-263-79-4</td>
<td>Item 3 (No Change)</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. 1946 to present. 36 cubic feet. Annual growth 2 cubic feet.</td>
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</tbody>
</table>
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<tbody>
<tr>
<td>36.</td>
<td>d. Newspaper collection files. DESTROY when 1 month old.</td>
<td>NCI-263-77-1</td>
<td>Item 17d(1) (No Change)</td>
</tr>
<tr>
<td>36.</td>
<td>e. Newspaper and periodical articles files. DESTROY when 6 months old.</td>
<td>NCI-263-77-1</td>
<td>Item 17d(2) (No Change)</td>
</tr>
<tr>
<td>37.</td>
<td>a. Organizational, policy, and procedural records. PERMANENT. 1966 to present. 3 cubic feet. Annual growth less than 1 cubic foot.</td>
<td>NCI-263-77-8</td>
<td>Item 34a (No Change)</td>
</tr>
<tr>
<td>37.</td>
<td>b. Correspondence, reports, and related papers maintained for convenience. DESTROY when no longer needed.</td>
<td>NCI-263-77-8</td>
<td>Item 34b (CHANGE)</td>
</tr>
<tr>
<td>37.</td>
<td>c. Biographic information on scholars with whom the Agency maintains contact. Review every 2 years and DESTROY records on individuals no longer associated with the program.</td>
<td>NCI-263-77-8</td>
<td>Item 34c (No Change)</td>
</tr>
<tr>
<td>38.</td>
<td>ADP - Rapid Search Machine (RSM) Program Records. File series discontinued. Files DESTROYED.</td>
<td>NCI-263-76-6</td>
<td>Items 15b-g (CANCEL)</td>
</tr>
<tr>
<td>ITEM NO.</td>
<td>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</td>
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<tr>
<td>39.</td>
<td>Files on CIA member of the Interagency Strategic Warning Review Group.</td>
<td>NCl-263-77-8</td>
<td>Item 41c (CANCEL)</td>
</tr>
<tr>
<td></td>
<td>File series discontinued. Files DESTROYED.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40.</td>
<td>ADP - Rapid Search Machine (RSM) Program Records.</td>
<td>NCl-263-76-7</td>
<td>Item 18 (CANCEL)</td>
</tr>
<tr>
<td></td>
<td>File series discontinued. Files DESTROYED.</td>
<td></td>
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</tr>
<tr>
<td>41.</td>
<td>Cable Files.</td>
<td>NCl-263-76-3</td>
<td>Item 1d (CANCEL)</td>
</tr>
<tr>
<td></td>
<td>File series discontinued. Files DESTROYED.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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/