~~CONFIDENTIAL~~

RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK
JOB NO. NC1-263-84-13
DATE RECEIVED 6-07-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
12-10-86 Date — Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT): Central Intelligence Agency

2. MAJOR SUBDIVISION: 10-84

3. MINOR SUBDIVISION:

4. NAME OF PERSON WITH WHOM TO CONFER: [redacted]

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 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.

C. DATE: 84/05/09

[redacted] LE: ency 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.	History Files.		
	a. Published histories. Record copy. PERMANENT. 1942 to present. 20 cubic feet. Annual growth 5 cubic feet.	NC1-263-77-3 Item 39 (No Change) Deviates from GRS 16-13c	
	b. Extra copies of published histories maintained for reference. DESTROY when no longer needed for reference.	NEW	
			30 years
	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 Copy to Agency 12/10/86

DECL OADR BY SIGNER

~~CONFIDENTIAL~~

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

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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
1.	c. Unfinished historical reports. DESTROY when no longer needed for reference.	NC1-263-77-3 Item 41 (No Change)	
	d. Historical source files. (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. PERMANENT. 1947 to present. 60 cubic feet. Annual growth 10 cubic feet. (2) Card index to source documents in Item 1d(1) above. PERMANENT. 1947-1965. 30 cubic feet.	NEW Deviates from GRS 16-13c	
2.	Legal Subject Records Files (OGC). PERMANENT. 1946 to present. 609 cubic feet. Annual growth 100 cubic feet.	NC1-263-76-7 Item 1a (No Change)	
3.	Impersonal Subject Records Files (OGC). PERMANENT. 1946 to present. 101 cubic feet. Annual growth 20 cubic feet.	NC1-263-76-7 Item 1b (No Change)	
4.	Precedent Files (OGC Legal Decisions). PERMANENT. 1948-1975; 1980 to present. 3 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-76-7 Item 3 (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.	Project Files (OGC). PERMANENT. 1951 to present. 215 cubic feet. Annual growth 4 cubic feet.	NC1-263-76-7 Item 13 (No Change)	
6.	Legislation Files. PERMANENT. 1946 to present. 4 cubic feet. Annual growth 1 cubic foot.	NC1-263-76-6 Item 1b (No Change)	
7.	Congressional Committees Files. PERMANENT. 1949 to present. 252 cubic feet. Annual growth 30 cubic feet.	NC1-263-76-6 Item 1a (No Change)	
8.	Publications Review Board Files (PAO).		
	a. Minutes and official memoranda. PERMANENT. 1976 to present. 28 cubic feet. Annual growth 9 cubic feet.	NEW	
	b. PRB Reference Center documentation including manuscripts submitted for review. PERMANENT. 1955 to present. 69 cubic feet. Annual growth 23 cubic feet.	NC1-263-79-4 Item 1 (No Change)	
	c. Bibliographic computer file. PERMANENT. 1980 to present. Less than 1 disk pack. Annual growth less than 1 disk pack.	NEW	
9.	House Permanent Select Committee on Intelligence Documents Files. PERMANENT. 1973 to present. 55 cubic feet. Annual growth 4 cubic feet.	NC1-263-76-6 Item 17 (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
10.	Material Held by CIA Relating to the House Select Committee on Assassinations Investigations. PERMANENT. 1942-1978. 64 cubic feet.	NC1-263-80-1 Item 1 (No Change)	
11.	Schedules of Daily Activities.	NEW	
	a. DCI and DDCI. PERMANENT. 1953 to present. 40 cubic feet. Annual growth 5 cubic feet.	GRS 23-2a	
	b. All others. DESTROY when 2 years old or no longer needed, whichever is sooner.		
12.	Duplicate Copies of Information Relating to Military Personnel Assigned to the Intelligence Community Staff. DESTROY 2 years after tour of duty is completed.	NEW	
13.	Authorizations For Travel Files (ICS). DESTROY when 2 years old or superseded, whichever is sooner.	NEW	
14.	Private Attorney Panel Records Files. 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.	NC1-263-76-7 Item 2a (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
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.	NC1-263-76-7 Item 1a (No Change)	
16.	Cable Files (OGC). DESTROY when 3 months old.	NC1-263-76-7 Item 12 (No Change)	
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.	NC1-263-76-6 Item 11 (No Change)	
18.	Intelligence Publications Files. a. Intelligence production files. (1) Production Case Files. PERMANENT. Prior to offer to NARS, consolidate with Item 16a(2) below to assure complete record set. 1950 to present. 225 cubic feet. Annual growth 27 cubic feet.	NC1-263-76-8 Item 1c(1) (No Change) NC1-263-76-4 Item 3a (No Change) NC1-263-77-11 Item 2c (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
18a.	(2) Record copy of finished intelligence publications, papers, or videotapes. PERMANENT. 1950 to present. 158 cubic feet. Annual growth 9 cubic feet.	NC1-263-77-5 Item 19 (No Change)	
	(3) Supplemental Distribution copies. DESTROY 6 years after publication.	NC1-263-76-8 Item 2e (CHANGE)	
	b. Masters file for publications. DESTROY 6 months after cutoff. Cut off at end of each month.	NEW	
	c. Project status log. DESTROY 1 year after cutoff. Cut off at end of each calendar year.	NC1-263-77-11 Item 2d (CHANGE)	
	d. Dissemination files on materials released to foreign governments. PERMANENT. 1950 to present. 24 cubic feet. Annual growth 2.5 cubic feet.	NEW	
	e. Processing media. Reuse magnetic cards, tapes, and disks when project is completed.	NEW	
19.	<u>Strategic Warning Files (NIC).</u>		
	a. Strategic Warning Staff monthly reports and other special intelligence reports. PERMANENT. 1969 to present. 5 cubic feet. Annual growth 1 cubic foot.	NC1-263-77-8 Item 41a (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
19.	b. Indications and warnings reports. PERMANENT. 1962 to present. 17 cubic feet. Annual growth 2 cubic feet.	NC1-263-77-8 Item 41b	(No Change)
20.	Intelligence Collection Files.		
	a. Data on methods, sources, responsibilities, agreements, and requirements involved in the collection of intelligence. PERMANENT. 1950 to present. 16 cubic feet. Annual growth 2 cubic feet.	NC1-263-77-5 Item 18	(No Change)
	b. Record copies of requirements and associated documentation prepared by Agency components and and levied on the various collectors throughout the Intelligence Community. DESTROY 1 year after cutoff. Cut off 1 year after requirement is closed.	NC1-263-77-5 Item 20	(No Change)
21.	Budget Formulation Files (Comptroller).		
	a. Budget Call files. PERMANENT. 1949 to present. 7 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-5 Items 6a & 7a (No Change) GRS 5-1	
	b. Office budget submissions files. PERMANENT. 1949 to present. 30 cubic feet. Annual growth 2 cubic feet.	NC1-263-77-5 Items 6b & 7b (No Change) GRS 5-2a	
	c. Program Plan with Comptroller's recommendations files. PERMANENT. 1949 to present. 10 cubic feet. Annual growth 1 cubic foot.	NC1-263-77-5 Item 6c GRS 5-2a	(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
21.	d. Budget presentation to the Intelligence Community Staff and Office of Management and Budget files. PERMANENT. 1949 to present. 10 cubic feet. Annual growth 1 cubic foot.	NC1-263-77-5 Items 6d, 7c, & 21 (No Change) GRS 5-2a	
	e. OMB budget hearings files. PERMANENT. 1949 to present. 10 cubic feet. Annual growth 1 cubic foot.	NC1-263-77-5 Item 7d (No Change) GRS 5-2a	
	f. Congressional budget hearings files. PERMANENT. 1949 to present. 10 cubic feet. Annual growth 3 cubic feet.	NC1-263-77-5 Items 7g & 2a(1)&(2) (No Change) GRS 5-2a	
	g. Congressional budget files. PERMANENT. 1949 to present. 4 cubic feet. Annual growth 2 cubic feet.	NC1-263-77-5 Items 7e & f (No Change) GRS 5-1	
	h. Financial guidance furnished by ICS, OMB, and Congress. PERMANENT. 1949 to present. 8 cubic feet. Annual growth 1 cubic foot.	NC1-263-77-5 Item 6e (No Change) GRS 5-1	
	i. Financial guidance issued by DDCI and Comptroller. PERMANENT. 1949 to present. 6 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-5 Item 6f (No Change) GRS 5-1	
	j. Agency apportionment authorization from OMB files. PERMANENT. 1949 to present. 7 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-5 Item 7h (No Change) GRS 5-1	

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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
21.	k. Apportionment Status of Funds monthly report to OMB.	NC1-263-77-5 Item 7i	(No Change)
	(1) Year-end report. DESTROY 5 years after cutoff. Cut off at end of each fiscal year.	GRS 5-5a	
	(2) All other reports. DESTROY 3 years after cutoff. Cut off at end of each fiscal year.	GRS 5-5b	
	l. Comptrollers monthly budget execution meetings files. PERMANENT. 1949 to present. 6 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-5 Item 6g GRS 5-1	(No Change)
	m. 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.	NC1-263-77-5 Item 7j GRS 7-3	(No Change)
	n. Allotment Journal. DESTROY 3 years after cutoff. Cut off at end of each fiscal year.	NC1-263-77-5 Item 7k	(No Change)
	o. Monthly Allotment Status Report files. DESTROY 10 years after cutoff. Cut off at end of each fiscal year.	NC1-263-77-5 Item 7l GRS 7-3	(No Change)
	p. Supporting documentation files. PERMANENT. 1949 to present. 6 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-5 Item 2b & 7m (No Change) GRS 5-2a	

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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
22.	Intelligence Community Budget Estimates and Justifications Files (ICS). PERMANENT. 1960 to present. 150 cubic feet. Annual growth 25 cubic feet.	NC1-263-76-8 Items 6a(1) & 6a(2)(a) GRS 5-2a	(No Change)
23.	Guide to Law of CIA (OGC). a. Record copy of finished publications. PERMANENT. 1958 to present. 2 cubic feet. Annual growth less than 1 cubic foot. b. Copies of source information, background material, correspondence, and distribution information on Guide to Law. DESTROY when superseded or no longer needed. c. Supplemental copies. DESTROY when superseded or no longer needed.	NEW	
24.	National Intelligence Emergency Planning Files (NIESO). a. Emergency planning case files. PERMANENT. 1980 to present. 8 cubic feet. Annual growth 5 cubic feet. b. Emergency planning reports files. PERMANENT. 1980 to present. 32 cubic feet. Annual growth 30 cubic feet.	NEW Deviates from GRS 18-28a Deviates from GRS 18-30	

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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
25.	CIA Legislation Files. PERMANENT. 1961 to present. 60 cubic feet. Annual growth 12 cubic feet.	NC1-263-76-6 Item 3a (No Change)	
26.	Employee Grievance Files (IG).		
	a. Record copy of closed cases involving litigation. DESTROY when official personnel folder is destroyed.	NC1-263-76-5 Item 3a (CHANGE) Deviates from GRS 1-31	
	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.	NC1-26-76-5 Item 3b (No Change)	
	c. Index DESTROY when related case file (Items 29a and 29b above) is destroyed.	NC1-263-76-5 Item 3c (CHANGE)	
	d. Employee grievance log. DESTROY when all case files (Items 29a and 29b above) on log are destroyed.	NC1-263-76-5 Item 3d (CHANGE)	
27.	EEO Investigative Files (IG). DESTROY 4 years after cutoff. Cut off resolved cases at end of each calendar year.	NC1-263-77-1 Item 34a (CHANGE) Deviates from GRS 1-26a	
28.	Survey Reports Files (IG). PERMANENT. 1953 to present. 30 cubic feet. Annual growth 6 cubic feet.	NC1-263-76-5 Item 2 (No Change)	

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JOB NO.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
29.	Special Studies Files (IG). PERMANENT. 1953 to present. 5 cubic feet. Annual growth 1 cubic foot.	NC1-263-76-5 Item 4 (No Change)	
30.	Correspondence Files (IG). PERMANENT. 1953 to present. 20 cubic feet. Annual growth 10 cubic feet.	NC1-263-76-5 Item 8 (No Change)	
31.	External Review Files (IG). PERMANENT. 1953 to present. 5 cubic feet. Annual growth 4 cubic feet.	NC1-263-76-5 Item 10 (No Change)	
32.	Audit Report Files (Audit Staff). PERMANENT. 1948 to present. 21 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-76-3 Item 2 (No Change)	
33.	Public Accountants' Audit Report Files (Audit Staff). PERMANENT. 1949 to present. 5 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-76-3 Item 3 (No Change)	
34.	Audit Workpaper Files (Audit Staff).		
	a. Workpapers relating to ongoing activities. DESTROY 5 years after audit.	NC1-263-80-5 Item 4a (No Change)	
	b. Workpapers relating to terminated activities. DESTROY 3 years after cutoff date of last audit.	NC1-263-76-3 Item 4b (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
35.	Public Relations Files (PAO).		
	a. Inquiries from private individuals about the Agency and its mission. DESTROY 2 years after cutoff. Cut off at end of each calendar year.	NC1-263-77-1 Items 1c(1) & (2) (CHANGE) Item 15a (No Change) Deviates from GRS 14-3	
	b. Photographic and textual handouts.	NC1-263-77-1 Item 15b (CHANGE) Item 15c (No Change)	
	(1) Record copy. PERMANENT. 1974 to present. 1 cubic foot. Annual growth less than 1 cubic foot.		
	(2) All other copies. DESTROY when superseded, obsolete, or no longer needed.		
	c. Contacts with news media files. DESTROY when 25 years old.	NC1-263-77-1 Item 16a(1) (CHANGE)	
	d. Index to contacts with news media files. DESTROY when 25 years old.	NC1-263-77-1 Item 16a(2) (CHANGE)	
	e. Clearances for publishing and speaking engagements files. DESTROY when no longer needed.	NC1-263-79-4 Item 2 (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
35.	f. Agency personnel in contact with press.		
	(1) 5" x 8" card file of names of Agency employees in contact with the press. DESTROY 25 years after date of last contact or when no longer needed, whichever is sooner.	NC1-263-77-1 Item 16c	(CHANGE)
	(2) Memoranda received from Agency personnel detailing contacts with the press. DESTROY when no longer needed for reference.	NEW	
	g. Social and cultural forces and media reference to the Agency files. PERMANENT. 1950 to present. 19 cubic feet. Annual growth 1 cubic foot.	NC1-263-77-1 Item 16d	(No Change)
	h. Domestic organizations and media reference to the Agency files. PERMANENT. 1948 to present. 12 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-1 Item 16e	(No Change)
36.	<u>Publicity Dealing with Subjects Related to the Agency Files (PAO).</u>		
	a. Newspaper and magazine articles, radio and TV transcripts of interest to and dealing with the Agency. PERMANENT. 1946 to present. 87 cubic feet. Annual growth 3 cubic feet.	NC1-263-77-1 Item 17a	(No Change)
	b. Agency released publicity concerning Agency and OSS personalities. PERMANENT. 1946 to present. 36 cubic feet. Annual growth 2 cubic feet.	NC1-263-79-4 Item 3	(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
36.	c. Non-Agency source and subject individuals publicity concerning the Agency. PERMANENT. 1952 to present. 62 cubic feet. Annual growth 2 cubic feet.	NC1-263-79-4 Item 4	(No Change)
	d. Newspaper collection files. DESTROY when 1 month old.	NC1-263-77-1 Item 17d(1)	(No Change)
	e. Newspaper and periodical articles files. DESTROY when 6 months old.	NC1-263-77-1 Item 17d(2)	(No Change)
37.	Academic Affairs Files (PAO).		
	a. Organizational, policy, and procedural records. PERMANENT. 1966 to present. 3 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-8 Item 34a	(No Change)
	b. Correspondence, reports, and related papers maintained for convenience. DESTROY when no longer needed.	NC1-263-77-8 Item 34b	(CHANGE)
	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.	NC1-263 77-8 Item 34c	(No Change)
38.	ADP - Rapid Search Machine (RSM) Program Records. File series discontinued. Files DESTROYED.	NC1-263-76-6 Items 15b-g	(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
39.	Files on CIA member of the Interagency Strategic Warning Review Group. File series discontinued. Files DESTROYED.	NC1-263-77-8 Item 41c	(CANCEL)
40.	ADP - Rapid Search Machine (RSM) Program Records. File series discontinued. Files DESTROYED.	NC1-263-76-7 Item 18	(CANCEL)
41.	Cable Files. File series discontinued. Files DESTROYED.	NC1-263-76-3 Item 1d	(CANCEL)

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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/