

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-263-03-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

Items 1a and 1b are instructional, and no NARA-approved disposition authority is required.

Item 1c was superseded by DAA-GRS-2017-0003-0002 (5.2, item 020).

Date Reported: 8/6/2021

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**The dossiers that are located on NARA@Work are for the use of NARA staff only. These files have not been reviewed for public release, and should not be shared with the public. If a NARA staff member wants to provide the public with a copy of a dossier they must submit their request to the FOIA Officer, Office of General Counsel.**

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on page 3)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740 6001		JOB NUMBER <b>N1-263-03-2</b>	
1 FROM (Agency or establishment) CENTRAL INTELLIGENCE AGENCY		DATE RECEIVED <b>4/23/03</b>	
2 MAJOR SUBDIVISION		<b>NOTIFICATION TO AGENCY</b> In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION		DATE <b>5-8-03</b> ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
4. NAME OF PERSON WITH WHOM TO CONFER <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		5 TELEPHONE <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

**6 AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required,



is attached; or



has been requested

DATE

**9/25/02**

SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*  
Edmund Cohen

TITLE

Deputy Director of Information Management/ CIO

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><b>Working Files</b> Working papers on finished or unfinished programs, projects, reports, maintained to facilitate daily operations</p> <p>a. Drafts and other work papers accumulated at the Deputy Director level and above that were coordinated outside the unit of origin or contain information that adds to a proper understanding of the formulation and development of policy, decisions, or actions</p> <p>File in appropriate recordkeeping systems with the final version of the document to which they relate</p> <p>b Drafts and other work papers accumulated at lower levels that were coordinated outside the unit of origin and contain information that adds to a proper understanding of the formulation and development of policy, decisions, or actions.</p> <p>File in appropriate recordkeeping systems with the final version of the document to which they relate</p> <p>c. Drafts and other work papers accumulated below the Deputy Director level not coordinated outside the unit of origin and that do not contain information documenting substantive policy development, action, or decision making</p> <p>Included are such materials as rough notes and calculations, drafts produced solely for proof reading,</p>	<p>Nc-263-84-12 Item 18 (b)</p> <p>NC1-263-85-1 Item 18 (a) <i>and all items referenced at that item</i></p>	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>readily available reference materials, originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material, documents regarding printing and publication of products; routine requests for information or publications; and purely facilitative records (e g , documents pertaining to setting dates and times of meetings)</p> <p><b>Temporary.</b> Screen annually and destroy File substantive documents in appropriate official file</p> <p><b>Supersedes:</b> NC1-263-84-12, Item 18(b) and NC1-263-85-1, Item 18(a) and all items referenced in that item</p>		

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 U.S.C. 403(g), Section 6 of the CIA 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/>