REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-263-99-3	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		5-21-99	
1 FROM (Agendy or establishment)		NOTIFICATION TO AGENCY	
		In accordance with the provisions of 44 USC.	
Central Intelligence Agency		3303a, the disposition request, including amendments, is approved except for items that	
Washington, D.C. 20505		may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION		widdawn in column 10	
4 NAME (	OF PERSON WITH WHOM TO CONFER TELEPHONE	DATE ARCHIVIST OF THE	UNITED STATES
		10-22-99 John W.	Cal
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 1 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,			
Title 6 of the GAO manual for Guidance of Federal Agencies,			
is not required; is attached; or has been requested.			
DATE SIGNATURE OF ASENCY REPRESENTATIVE TI		TLE	
2 ~~		irector of Information Management	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	Schedules of Daily Activities		
	Calendars, appointment books, schedules, logs, diaries, and other		
	records documenting meetings, appointments, telephone call trips, visits, and other activities of employees while serving it	s,	
	an official capacity	"	
	a Presidential appointees, and Deputy Directors (heads of	N1 - 263 - 92 - 2	
	Directorates)	(Item 2)	
	PERMANENT. Transfer to NARA when the CIA determin	es	
	that continued Agency retention is no longer required, or wh 50 years old, whichever is sooner.	en	
•			
	b All others.		
	TEMPORARY. Destroy when 2 years old (Complies with GRS 23, Item 5a)		
		_	
115-109	PREVIOUS EDITION NOT USABLE	STANDARD FORM SF Prescribed by NA R	
	copy to: agency NWMD, NWCT 11,	13/99 obc	N 22 2. 11 1220

(Page 2 of 2, SF-115 for Schedules of Daily Activities)

c Office automation copies. Electronic copies of records that are used solely to generate a recordkeeping copy Includes electronic copies used for dissemination, revision, or updating the recordkeeping copy. Also includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced. (Complies with GRS 23, Item 10 a & b)

Ţ

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/