

100-263

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG 263

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

1. FROM (AGENCY OR ESTABLISHMENT)

Central Intelligence Agency

2. MAJOR SUBDIVISION

(b)(3)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

8-22-74

Date

CIA Records Management Officer

(Title)

7 ITEM NO	DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	8 SAMPLE OR JOB NO	9 ACTION TAKEN
1	<p><b>Insurance Claims and Settlement Files. (Discontinued Plans)</b></p> <p>These are records relating to the settlement of insurance claims for which the Agency acted as carrier. The insurance plans have been discontinued and sufficient time has elapsed to relieve the underwriter of any obligation for reimbursement under the terminated plans. The files include individual claims, record of settlement, and related correspondence.</p> <p>NOTE: This item was previously authorized for disposal after 5 years retention by Job No. NN-169-99, 18 April 1969. We now wish to reduce the authorized retention to 4 years. This will allow us to dispose of a considerable amount of these records and experience has proved that the fifth yearholdings have no reference value to our needs.</p>		

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DATE RECEIVED

AUG 28 1974

JOB NO

NC-263-75-1

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 "with drawn" in column 10

9-12-74

(Date)

James B. Rhoads  
Archivist of the United States

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/>