

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

30 Sept 74
Date

CIA Records Management Officer
(Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>Insurance Case Files. These records are insurance case files for employees who are members of insurance programs in which the Agency participates. The files are used to determine extent of coverage for individual members. The files consist of the application for insurance coverage, and related correspondence. Copies of Form 2809, Health Benefits Registration Form are filed in the official personnel records.</p> <p>Retain four years after audit.</p>		
2.	<p>Insurance Claims and Settlement Files. These records document the settlement of insurance claims for which the Agency acts as carrier. The files include insurance claims, records of settlement, and related correspondence.</p> <p>Retain four years after settlement of claim.</p> <p>NOTE: These items were previously authorized for disposal after 5 years retention by Job No. NN-168-31, 13 September 1967. We now wish to reduce the authorized retention to 4 years as specified above.</p>		

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DATE RECEIVED

OCT 8 1974

JOB NO.

NC - 263-75 - 2

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-23-74
(Date)

James R. 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/>