

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

LEAVE BLANK

DATE RECEIVED

JOB NO

APR 14 1975

NC-268-75-9

NOTIFICATION TO AG NCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10

6-4-75
(Date)James B. Woods
Archivist of the United States

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

Date

(Signature of Agency Representative)

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.

INSTRUCTORS' REFERENCE MATERIAL AND BACKGROUND FILES

These files consist of material collected, maintained, and used by the instructors in the preparation and development of the course. Files contain reference texts, case problems, manuals, publications, notes, training aids, and other related reference materials.

~~Temporary~~ Review annually. Destroy when course is cancelled or when reference item is superseded or obsolete.

2.

INSTRUCTORS' TRAINING COURSE FILE

Case files maintained on each course conducted by the faculty. Files contain objectives, course outlines, procedures schedules, lesson plans, narrative of lectures, training aids, evaluations, general comments, and any other material pertinent for historical purposes. This is the official documentation for each course.

a. Operational, technical, scientific, lingual intelligence, or methods training courses and programs. *Permanent.*

b. Clerical skills, routine administrative or functional support, and managerial type courses. *Destroy 2 years after*

of course; earlier disposal is authorized.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<p>STUDENT HANDOUT MATERIALS</p> <p>Extra copies of material issued to each student attending a course. The materials include reading assignment, content of student kits, case studies, schedules, manuals, publications, and other related course materials. Items are held as supplemental distribution until issued.</p> <p>Temporary. Review annually. Destroy when course is cancelled or materials are superseded or obsolete.</p>		
4.	<p>END-OF-COURSE REPORT</p> <p>File consists of report for the Director of Training, class schedule, student roster, student evaluations of course, and any other related materials reflecting changes and modifications to the basic course.</p> <p>a. Operational, technical, scientific, lingual, intelligence, or methods training courses and programs. <i>1. Director of Training Report. Permanent.</i></p> <p>b. Clerical skills, routine administrative or functional support, and managerial type courses. <i>2. Others - Destroy when course is cancelled, or when no longer needed for reference.</i></p>		
5.	<p>MEMORY BANK FILES (Library)</p> <p>Files consist of classified and unclassified training materials in hard copy form and indexed for subsequent retrieval by instructors. Files contain lesson plans, live problem exercises, case studies, pamphlets, manuals, publications, and other related course materials. (Course Instructors will complete Form 2836, Training Material Index Card, to accompany each different course item to be deposited into the training course library.)</p> <p>TEMPORARY. Upon cancellation of training course, the Course Instructor will review course related items deposited in the training course memory bank library and destroy those items no longer valid as references for the development of other future training courses.</p>		

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	(We have previously preserved those items without recommended temporary dispositions as permanent in our Records Control Schedules. There is no existing precedent or GSA General Schedule item to support the permanent retention as a valid appraisal. We, therefore, request your appraisal and approval at this time.)		

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/>