

~~CONFIDENTIAL~~

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(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

34-83

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

351-2853

LEAVE BLANK

JOB NO.

NC1-263-84-1

DATE RECEIVED

October 12, 1983

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

83/09/29

E. TITLE

Agency Records Management Officer

7.  
ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9.  
SAMPLE OR  
JOB NO.

10.  
ACTION TAKEN

All PERMANENT items in this schedule are arranged chronologically and will be offered to NARS in 5 year blocks when national security considerations permit.

FOIA(b) (3) - 50 USC 3507 - CIA

1. Agency Directives Program Case Files.

a. Case file on HR's, FR's, HN's, FN's, HHB's, and FHB's.

PERMANENT. Cut off at end of 6 months and microfilm. Verify microfilm as an acceptable substitute based on FPMR 101-11-5, and destroy paper copy of case files. The diazo copy of these microfilm is used for reference. 1946 to present. 20 cubic feet. Annual growth 2 cubic feet.

NC1-263-77-3  
Items 43a and b  
GRS 16-1b  
Deviates from  
GRS 16-1a

21 items

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IN THE AGGREGATE - INDIVIDUAL PORTIONS  
ARE UNCLASSIFIED/FOR OFFICIAL USE ONLY

WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

115-107

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

DECL OADR BY SIGNER

~~CONFIDENTIAL~~

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2/8
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>b. <del>ee</del> Employee Bulletins case files. <del>ee</del></p> <p>DESTROY when 18 months old, or when no longer needed for reference, whichever is sooner.</p> <p>c. <del>Courtesy</del> copies of proposed issuances. <del>ee</del></p> <p>Incorporate with Item 1a above when request is formally initiated. If not formally initiated in 3 years, DESTROY.</p> <p>d. <del>e</del> Supplemental Distribution files. <del>ee</del></p> <p>Hold a diminishing number in accordance with schedule established for each issuance.</p> <p>e. <del>Regulatory</del> manuscript files.</p> <p>DESTROY upon printing of regulatory issuance.</p>	<p>NC1-263-77-3 Item 43c (CHANGE)</p> <p>NC1-263-77-3 Item 43e (No Change)</p> <p>NC1-263-77-3 Item 43f (No Change)</p> <p>NC1-263-77-3 Item 43g (No Change)</p>	
2.	<p><del>Agency Directives Index Files.</del></p> <p>DESTROY cards when publication is superseded or becomes obsolete.</p>	<p>NC1-263-77-3 Item 44 (No Change)</p>	
3.	<p><del>Agency Directives Control Cards Files.</del></p> <p>DESTROY 6 months after final action on the issuance or earlier if no longer needed for reference.</p>	<p>NC1-263-77-3 Item 45 (CHANGE)</p>	
4.	<p><del>Agency Directives Distribution Control Files.</del></p> <p>DESTROY when no longer needed for reference.</p>	<p>NC1-263-77-3 Item 46 (No Change)</p>	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 3/8
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.ee	<u>Agency Forms Management Program Files.</u>  a. Forms management case files.  DESTROY when related form is obsolete, superseded, ee or rescinded.  <del>b.ee Forms computer listings.ee</del>  DESTROY upon receipt of updated <del>listing.ee</del>	NCl-263-77-3 Item 47a (CHANGE) Deviates from GRS 16-4a  NCl-263-77-3 Item 47b (No Change)	
6.ee	<u>Agency Micrographics Management Program Files.ee</u>  a.ee Micrographic applications case files.ee  DESTROY 3 years after application is ee obsolete or superseded ee  <del>b.e Micrographic equipment inventory computer listings.ee</del>  DESTROY when superseded by new <del>listings</del>	NCl-263-77-3 Item 47a (No Change)  NCl-263-77-3 Item 47b (No Change)	
7.	<u>Agency Records Holdings Files.</u>  DESTROY when 3 years old.	NCl-263-77-3 Item 52 (CHANGE) GRS 16-6a	
8.	<u>Agency Records Disposition Management Program Files.</u>  a.ee Record copy of approved Agency Records Controlee Schedules (Forms 139 and 139a).ee  PERMANENT. 1954 to present. 8 cubic feet.ee Annual growth less than 1 cubic foot.ee	NCl-263-77-3 Item 48a (No Change) Deviates from GRS 16-3	

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
4/8

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p>b.e Duplicate of approved Request for Recordsee Disposition Authority (SF-115) maintained withee Item 8a above.</p> <p>DESTROY when corresponding Records Control Schedules (Form 139 and 139a) are accessioned by NARS.</p>	NCl-263-77-3 Item 48b	(No Change)
9.	<p><u>Records Management Files.</u></p> <p>DESTROY when 6 years old.</p>	NCl-263-77-3 Item 52 GRS 16-11	(CHANGE)
10.	<p><u>Agency Vital Records Control Schedules.</u></p> <p>DESTROY when superseded by a later schedule.</p>	NCl-263-77-3 Item 49a	(No Change)
11.	<p><u>Agency Archives and Records Center Maintenance Files.</u></p> <p>a. Space locator files.</p> <p>System maintained as long as AARC exists.</p> <p>b. Service request files.</p> <p>DESTROY when information on form is recorded in management information system. If information on form is not recorded in system, DESTROY form when 2 years old.</p> <p>c. Accession and disposition register.</p> <p>PERMANENT. 1948 to present. 3 cubic feet. Annual growth less than 1 cubic foot.</p> <p>d.eeRecord locator files.ee</p> <p>Transfer to Item 11f below when the job isee destroyed or transferred.ee</p>	<p>NCl-263-77-3 Item 50a</p> <p>NCl-263-77-3 Item 50e</p> <p>NCl-263-77-3 Item 50b</p> <p>NCl-263-77-3 Item 50c</p>	<p>(No Change)</p> <p>(No Change)</p> <p>(No Change)</p> <p>(No Change)</p>

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 5/8
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<p>e. Records organizational files.</p> <p>Destroy duplicate material and transfer remainder to Item 11f below when action is completed.</p> <p>f. Disposal job files.</p> <p>PERMANENT. 1948 to present. 60 cubic feet. Annual growth 3 cubic feet.</p> <p>g. Disposal tickler files.</p> <p>DESTROY when disposition is completed.</p> <p>h. Supplemental distribution locator and inventory files.</p> <p>DESTROY card when supplemental distribution item is obsolete, rescinded, or expired.</p> <p>i. Preliminary inventories.</p> <p>PERMANENT. 1948 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.</p>	<p>NCl-263-77-3 Item 50f (No Change)</p> <p>NCl-263-77-3 Item 50h (No Change)</p> <p>NCl-263-77-3 Item 50g (No Change)</p> <p>NCl-263-77-3 Item 50i (No Change)</p> <p>NCl-263-77-3 Item 50j (No Change)</p>	
12.	<p><u>Agency Top Secret Control Program Files.</u></p> <p>a. Current inventory listings.</p> <p>DESTROY when superseded or obsolete.</p> <p>b. Top Secret Control Sheet.</p> <p>DESTROY 10 years after cutoff. Cut off at the end of each calendar year.</p>	<p>NEW</p> <p>NCl-263-79-1 Item 13c (CHANGE) Deviates from GRS 18-6a</p>	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 6/8
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
13.	<u>Agency Information Security Program Files.</u>  a. Record copies of written delegations of classification and declassification authority.  DESTROY 50 years after cutoff. Cut off at the end of each calendar year.  b. Record copies of Agency approved waivers to the portion marking requirement for classified documents.  DESTROY when superseded or obsolete.  c. Directorate classification guides.  PERMANENT. 1979-1982. Less than 1 cubic foot.	NEW	
14.	<u>Agency Classification Review Program Files.</u>  a. Classification review guidelines.  PERMANENT. 1977 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.  b. Agency systematic review program files.  DESTROY when no longer needed for reference.  c. DCI retention of classification files.  DESTROY when 30 years old.  d. Manuscript review files.  DESTROY when final action taken, or when no longer needed for reference, whichever is later.	NEW	



Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 8/8
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
15a(2)	<p>(a) <del>Request not appealed.</del></p> <p>DESTROY 5 years after date of final Agency reply.</p> <p>(b) Requests appealed.</p> <p>DESTROY 10 years after final action by the Agency or final adjudication by the courts, whichever is later.</p> <p>b. FOIA/PA reports.</p> <p>(1) Annual reports at the Agency or Directorate level.</p> <p>PERMANENT. 1974 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.</p> <p>(2) <del>Other reports.</del></p> <p>DESTROY when 2 years old or sooner if no longer needed for administrative use.</p> <p>c. FOIA/PA/EO requests control files.</p> <p>DESTROY when FOIA/PA/EO activity is discontinued.</p> <p>d. IPD chrono file.</p> <p>DESTROY 2 years and 6 months after cutoff. Cut off at the end of each calendar year.</p>	<p>NC1-263-77-3 Items 30a(3) &amp; 36a(3) (No Change) GRS 14-16a(3)(a), NC1-263-79-3 Item 1a(-)(c) (No Change) GRS 14-25a(3)(a)</p> <p>NC1-263-77-3 Item 30b (CHANGE) NC1-263-79-3 Item 1a(2) (CHANGE) Deviates from GRS 14-16a(3)(b), GRS 14-17a, GRS 14-25a(3)(b)</p> <p>NC1-263-77-3 Items 27 &amp; 29a (No Change) Deviates from GRS 14-19a, GRS 14-29a</p> <p>NC1-263-77-3 Item 29b (No Change) GRS 14-19b, GRS 14-29b</p> <p>NC1-263-77-3 Item 32 (CHANGE) Deviates from GRS 14-18, GRS 14-28</p> <p>NC1-263-77-3 Item 37 (CHANGE)</p>	



Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 USC § 3507 (Previously 50 U.S.C. § 403g, Section 6 of the Central Intelligence Agency 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/>