

~~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 Agencyee

2. MAJOR SUBDIVISION

11-83

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

351-2853ee

LEAVE BLANK

JOB NO.

NC1-263-84-5

DATE RECEIVED

12-08-83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9-17-85 *Francis A. B...*  
Date *Archivist of the United States*

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 17 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

83/12/9

E. TITLE

Agency Records Management Officer

7.  
ITEM NO.

8. DISPOSITION (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 403g Section 6 of the CIA Act of 1949

1. STC Personnel Files.

a. Supplemental personnel (soft) files.

DESTROY when employee is reassigned from STC.

b. STC local employees official personnel files.

Upon separation of employee, hold for 30 days, then transfer to the National Personnel Records Center in St. Louis; or if employee transfers to another Federal Agency, transfer immediately to gaining agency

NC1-263-76-9  
Item 87a (No Change)

NC1-263-76-9  
Item 87b (No Change)  
GRS 1-1b

21 items;  
12 changes  
6 New  
3 Deviations  
from GRS

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WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

115-107

DECL OADR BY SIGNER

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

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 2/17
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>c. Detailed military personnel files. (Official military 201 file)</p> <p>Upon reassignment, transfer to area of next assignment.</p> <p>d. Service Record Cards (SF 7) files.</p> <p>DESTROY 3 years after separation or transfer of employee.</p> <p>e. Applicant files.</p> <p>If applicant rejected, destroy 2 years after rejection. If applicant hired, transfer to official personnel file (Item 1b above).</p>	<p>NC1-263-76-9 Item 87c</p> <p>NC1-263-76-9 Item 88 GRS 1-2b</p> <p>NC1-263-76-9 Item 89 GRS 1-15</p>	<p>(No Change)</p> <p>(No Change)</p> <p>(No Change)</p>
2.	<p><u>End-of-Course Report Files.</u></p> <p>a. Operational, technical, scientific, lingual, intelligence, or methods training courses or programs.</p> <p>(1) Report to the Director of Training and Education.</p> <p>PERMANENT. 1953 to present. 31 cubic feet. annual growth 1 cubic foot.</p> <p>(2) All other material.</p> <p>DESTROY when course is cancelled or when no longer needed for reference.</p> <p>b. Clerical skills, routine administrative or functional support, and managerial type courses.</p> <p>DESTROY when course is cancelled or when no longer needed for reference.</p>	<p>NC1-263-76-9 Items 6 &amp; 79</p>	<p>(No Change)</p>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<u>Component-Conducted Training Report Files.</u>  DESTROY when obsolete or no longer needed. Review every 5 years.	NEW	
4.	<u>Security Files.</u>  a. Cover roster files.  DESTROY when superseded or obsolete.  b. Safe House files. (C)  Transfer to the Office of Security when safe house is no longer used. (C)  c. STC security clearance files.  (1) Approved.  Screen annually and transfer to the Industrial & Certification Branch, Office of Security.  (2) Disapproved.  Screen annually and DESTROY all files that are 1 year old. Be sure information is recorded on clearance card (Item 4c(3) below).  (3) Clearance card file.  DESTROY when 5 years old.  d. STC badge number index card files.  DESTROY when individual leaves STC and badge is turned in.	NCL-263-76-9 Item 22 (No Change)  NCL-263-76-9 Item 23 (No Change)  NCL-263-76-9 Item 93 (No Change)  NCL-263-76-9 Item 96 (No Change)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p>e. STC F badge files.</p> <p>DESTROY when 5 years old or when approved clearance card is DESTROYED, whichever is sooner.</p> <p>f. STC students Headquarters Badge files.</p> <p>Return to student upon return to Headquarters or at end of course.</p> <p>g. STC safe combination files.</p> <p>DESTROY when combination is changed or upon disposal of safe, whichever is sooner.</p> <p>h. STC Guard Office files.</p> <p>DESTROY 3 years after cutoff. Cut off at end of each calendar year.</p>	<p>NC1-263-76-9 Item 97</p> <p>NC1-263-76-9 Item 99</p> <p>NC1-263-76-9 Item 98</p> <p>NC1-263-76-9 Item 103</p>	<p>6-9 (No Change)</p> <p>6-9 (No Change)</p> <p>6-9 (No Change)</p> <p>6-9 (No Change)</p>
5.	<p><u>STC Accounting Files.</u></p> <p>a. Payroll files.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each leave year.</p> <p>b. Ledgers.</p> <p>(1) Voucher Register and Control Journal.</p> <p>Transfer to the Office of Finance 1 year after audit.</p> <p>(2) Expense and Obligation Subsidiary Ledger according to allotment.</p> <p>DESTROY when 3 years old providing field audit has been completed and resolved.</p>	<p>NC1-263-76-9 Item 109</p> <p>NC1-263-76-9 Item 110</p>	<p>6-9 (No Change)</p> <p>6-9 (No Change)</p>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5b.	<p>(3) Advance Open Ledger.</p> <p>DESTROY 1 year after close of account providing field audit has been completed and resolved.</p>		
	<p>c. Posting voucher files.</p> <p>Transfer to the Office of Finance 2 years after cutoff. Cut off at end of each fiscal year.</p>	<p>NC1-263-76-9 Item 107</p>	<p>(No Change)</p>
	<p>d. Transfer of accounts files.</p> <p>DESTROY 1 year after audit.</p>	<p>NC1-263-76-9 Item 111</p>	<p>(No Change)</p>
	<p>e. Monthly Station accounting files.</p> <p>DESTROY 1 year after audit completed and resolved.</p>	<p>NC1-263-76-9 Item 28 Item 112</p>	<p>(CHANGE) (No Change)</p>
	<p>f. STC bank account files.</p> <p>(1) Cancelled checks, original deposit slips, and bank statements.</p> <p>Transfer to the Office of Finance 3 years after cutoff. Cut off at end of each fiscal year.</p> <p>(2) Checkbook stubs.</p> <p>DESTROY after cancellation and reconciliation of checks providing audit completed and resolved.</p>	<p>NC1-263-76-9 Item 114</p>	<p>(No Change)</p>
	<p>g. Reconciliation files.</p> <p>DESTROY 6 months after audit.</p>	<p>NC1-263-76-9 Item 115</p>	<p>(No Change)</p>
	<p>h. Contracts files.</p> <p>DESTROY inactive contracts upon completion of audit.</p>	<p>NC1-263-76-9 Item 113 GRS 3-4 c</p>	<p>(CHANGE)</p>

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 6/17
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<u>Logistics Files.</u>  a. Expendable property documents.  DESTROY upon receipt of property.  b. Motor vehicle files.  DESTROY 3 years after disposition of vehicle.	NC1-263-76-9 Item 37  NC1-263-76-9 Items 43 & 130 (No Change)	(No Change)
7.	<u>Publications Case Files.</u>  PERMANENT. 1965 to present. 14 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-76-9 Items 33b, 86c&d (No Change) NC1-263-77-3 Item 38	(No Change)
8.	<u>Guest Speaker Files.</u>  DESTROY when Agency no longer has interest in speaker.	NC1-263-76-9 Item 9	(No Change)
9.	<u>Covert Instruction Division Student Files.</u>  DESTROY 21 years after cutoff. Cut off at end of each calendar year.	NC1-263-76-9 Item 16d	(No Change)
10.	<u>Training Course Material Files.</u>  Upon cancellation of training course, review course related items and DESTROY those no longer valid as references for development of future training courses.	NC1-263-76-9 Items 7 & 8d (No Change)	

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Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 7/17
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<u>Contracts and Oral Agreements on Personnel Files.</u>  a. Short term contracts for personnel services such as independent contractors.  DESTROY 1 year after close of fiscal year in which the contract was terminated.  b. Oral agreements written in memo form in lieu of contract for individuals used on a temporary basis.  DESTROY 3 years after termination of agreement.	NC1-263-76-9 Item 29	(No Change)
12.	<u>Reproduction Plate Files.</u>  DESTROY when superseded, obsolete, or revised.	NC1-263-76-9 Item 36	(No Change)
13.	<u>Motion Picture Films Files.</u>  a. Films and videotapes produced by OTE.  PERMANENT. 1963-1976. 153 cubic feet.  b. Films on loan from OCR.  Return to OCR when no longer needed.	NC1-263-76-9 Item 44	(No Change)
14.	<u>Slide Files.</u>  DESTROY when no longer used in courses.	NC1-263-76-9 Items 47 & 144b	(No Charge)

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## Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
15.	<u>Original Artwork and Negative Files.</u>  a. Original artwork files.  DESTROY when obsolete or no longer needed.  b. Negatives files.  DESTROY when obsolete or no longer needed for courses.	NC1-263-76-9 Item 48a (No Change)  NC1-263-76-9 Items 48b & 144a (No Change)	
16.	<u>Motion Picture Films Control Files.</u>  a. Cards (5x8) to record and control motion picture film that OTE has on loan to OTE and non-OTE components.  DESTROY card when film is returned to OCR.  b. Film Receipt (Form 355) and informal memorandum receipts used for signature of recipient of film.  DESTROY when film is returned.  c. Tickler copy of OCR Service Request (Form 2816) for purchase, loan, or preview of motion picture films.  DESTROY when film is received from OCR.	NC1-263-76-9 Items 45a, b, & c (No Change)  NC1-263-76-9 Item 45d (No Change)  NC1-263-76-9 Item 45e (No Change)	
17.	<u>Audio Aids Equipment Control Files.</u>  DESTROY when equipment is turned in.	NC1-263-76-9 Item 46 (No Change)	
18.	<u>Graphic Job Order Files.</u>  DESTROY 1 year after cutoff. Cut off at end of each calendar year.	NC1-263-76-9 Item 49 (No Change)	



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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
19.	<u>Film and TV Project Files.</u>  Cut off upon completion of project. Screen annually and DESTROY obsolete material.	NC1-263- Item 51	76-9 (No Change)
20.	<u>Stock Shot Film Library Files.</u>  DESTROY when no longer needed.	NC1-263- Items 53 & 144c	76-9 (No Change)
21.	<u>Artists Work Files.</u>  DESTROY when training aid requirement is completed.	NC1-263- Item 54	76-9 (No Change)
22.	<u>Agency Training Record Files.</u>  DESTROY COM and hardcopy listings when superseded.	NC1-263- Item 57	76-9 (No Change)
23.	<u>External Training Request Log Files.</u>  a. Numeric log maintained on all external training requests processed by the Training Support Division.  DESTROY microfilm when no longer needed for reference. DESTROY paper copies upon verification of microfilm.  b. Document control (3x5) cards, prepared on each external training request.  DESTROY when no longer needed for reference.	NC1-263- Item 58	76-9 (No Change)

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
24.	<u>External Training Facilities Files.</u>  a. Outlines of external training programs which Agency personnel have attended, student evaluation reports, and related documents.  Screen annually and DESTROY superseded or obsolete material.  b. Correspondence on requirements, quotas, and nominations on selected external training programs.  Screen every 3 years and DESTROY obsolete material.	NC1-263-76-9 Item 59	(No Change)
25.	<u>Special Training Reports Files.</u>  Screen every 5 years and DESTROY obsolete material.	NC1-263-76-9 Item 62	(CHANGE)
26.	<u>External Training Files.</u>  DESTROY 1 year after student completes all course commitments or when no longer needed for administrative purposes, whichever is sooner.	NC1-263-76-9 Item 60	(CHANGE)
27.	<u>External Training Request Files.</u>  DESTROY 2 years after cutoff. Cut off upon completion of course accounting.	NC1-263-76-9 Item 61	(No Change)
28.	<u>Internal Training Files.</u>  DESTROY when 3 years old or no longer needed for reference, whichever is sooner.	NEW	

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GPO : 1975 O - 578-387

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 11/17
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
29.	<u>Internal Training Request Files.</u>  DESTROY after roster is prepared for entry into Agency Training Record (Item 22 above).	NC1-263-76-9 Item 8 (No Change)	
30.	<u>OTE Library Files.</u>  a. Library books.  DESTROY when no longer needed. Return loaned items to lender. Prior to DESTRUCTION, offer unique items to Agency Library or Library of Congress.  b. Language textbooks.  DESTROY when obsolete or no longer needed. Prior to DESTRUCTION, offer to Library of Congress.  c. Library card files.  When book is disposed of DESTROY 1 card. Hold other card for 1 year, then DESTROY.  d. Book purchase requests and book and cassette loan forms.  DESTROY book purchase requests 3 years after books are received. DESTROY charge out slips when loan items are returned.	NC1-263-76-9 Items 64 & 142 (No Change)  NEW  NC1-263-76-9 Items 65 & 137 (No Change)  NC1-263-76-9 Items 63 & 140 (CHANGE)	
31.	<u>Language Training Files.</u>  a. Language testing material.  Review annually and DESTROY material that is superseded, obsolete, or no longer needed.	NC1-263-76-9 Item 67a (No Change) Item 138 (CHANGE)	

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Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 12/17
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
31.	<p>b. Language training tapes and cassettes.</p> <p>DESTROY when superseded, obsolete, or no longer needed.</p> <p>c. Language School student files.</p> <p>DESTROY 5 years after cutoff. Cut off at completion of training. DESTROY all but final report in 90 days. DESTROY final report in 5 years.</p> <p>d. Language Qualifications Register.</p> <p>DESTROY paper or erase tape upon inclusion of information in Agency Training Record (Item 22 above).</p> <p>e. Modern Language Aptitude Test Scores.</p> <p>DESTROY upon termination of Agency employment.</p> <p>DESTROY unsuccessful applicant records in 2 years.</p>	<p>NC1-263-76-9 Item 67b Item 139</p> <p>NC1-263-76-9 Item 67c</p> <p>NC1-263-76-9 Item 67d</p> <p>NC1-263-76-9 Item 67e</p>	<p>(No Change) (CHANGE)</p> <p>(No Change)</p> <p>(No Change)</p> <p>(CHANGE)</p>
32.	<p><u>Language Incentive Program Files.</u></p> <p>a. Program development and policy files.</p> <p>PERMANENT. 1978 to present. 2 cubic feet. Annual growth less than 1 cubic foot.</p> <p>b. Language Control Register.</p> <p>DESTROY when superseded, obsolete, or no longer needed.</p> <p>c. Participant files for language use, maintenance, and achievement awards.</p> <p>DESTROY 1 year after termination of Agency employment.</p>	<p>NEW</p>	

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Request for Records Disposition Authority—Continuation		JOB NO.	PAGE/GP 15/17
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
33.	<u>Off-Campus Instructor Applicant Files.</u>  DESTROY upon termination of Agency employment.	NC1-263-76-9 Item 68	(CHANGE)
34.	<u>STC Student Records Files.</u>  a. Student Register.  DESTROY 1 year after cutoff. Cut off at end of each calendar year.  b. Master control card files.  DESTROY 3 months after file becomes inactive. Place in inactive file when individual transferred from STC.	NC1-263-76-9 Item 94	(No Change)
35.	<u>STC Blueprint Files.</u>  DESTROY when 3 years old. Transfer final drawing to the Office of Logistics.	NC1-263-76-9 Item 125	(CHANGE)
36.	<u>STC Fire Department Files.</u>  DESTROY when 3 years old.	NC1-263-76-9 Item 104	(No Change)
37.	<u>STC Telephone Files.</u>  a. Telephone service files.  (1) Requests for telephone installation or changes.  Upon completion of work, transfer to Item 37a(4) below.	NC1-263-76-9 Item 10a	(No Change)

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Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 14/17
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
37a.	<p>(2) Form regarding use or release of telephone by personnel in STC quarters.</p> <p>DESTROY when service is no longer provided and final bill has been paid.</p> <p>(3) Telephone work orders.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each calendar year.</p> <p>(4) Summarized check of original work orders plus annual detailed breakdown from telephone company.</p> <p>DESTROY when superseded if verification is completed.</p> <p>b. Telephone equipment files.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each calendar year.</p> <p>c. Telephone billings files.</p> <p>(1) STC telephone bills.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each calendar year.</p> <p>(2) Telephone toll tickets.</p> <p>DESTROY upon verification, payment, and audit.</p>	<p>NC1-263-76-9 Item 100 (No Change)</p> <p>NC1-263-76-9 Item 100 (No Change) Item 100d(CHANGE)</p> <p>NC1-263-76-9 Item 100e (No Change)</p> <p>NC1-263-76-9 Item 101 (No Change)</p> <p>NC1-263-76-9 Item 102 (No Change)</p>	

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Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 16/17
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
39.	b. Projects estimates files.  DESTROY 1 year after completion of estimate if project not activated. If project activated, incorporate in central contract file.	NC1-263-76-9 Item 127	(No Change)
	c. Photographs, calculations, and specification files.  DESTROY when obsolete or no longer needed for reference.	NC1-263-76-9 Item 129	(No Change)
	d. Building work order files.  DESTROY 6 months after work completed.	NC1-263-76-9 Item 118 Deviates from GRS 11-5	(No Change)
	e. Buildings furnishings files.  DESTROY 3 years after end of calendar year in which inventory is superseded.	NC1-263-76-9 Item 117 GRS 16-6	(No Change)
	f. Guest quarters statements files.  DESTROY when 1 year old.	NC1-263-76-9 Item 92	(No Change)
40.	<u>STC Staff Mess Records Files.</u>		
	a. Papers and reports on operation of Staff Mess.  DESTROY 2 years after cutoff. Cut off at end of each calendar year.	NC1-263-76-9 Item 90	(No Change)
	b. Statements.  DESTROY 4 years after cutoff. Cut off at end of each fiscal year.	NC1-263-76-9 Item 90a Deviates from GRS 6-1b	(No Change)

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
40.	c. Bank receipts.  DESTROY 4 years after cutoff. Cut off at end of each fiscal year.	NC1-263-76-9 Item 90b	(No Change)
	d. Records pertaining to the purchase, receiving, and stocking of expendable supplies for the Staff Mess.  DESTROY 1 year after audit.	NC1-263-76-9 Item 90c	(No Change)
	e. Stock control cards.  DESTROY completed or discontinued cards.	NC1-263-76-9 Item 90d	(No Change)
	f. Accounts Receivable Book.  DESTROY when account is settled and book is completely filled.	NC1-263-76-9 Item 90e	(No Change)
	g. Tax records files.  DESTROY 4 years after audit.	NC1-263-76-9 Item 90f	(No Change) Deviates from GRS 2-19, GRS 2-20
	h. Stub requisitions.  DESTROY when item ordered is received.	NC1-263-76-9 Item 91	(No Change)
	i. Daily operational files.  DESTROY 2 years after cutoff. Cut off at end of each fiscal year.	NC1-263-76-9 Item 122	(No Change)
	j. Cash register badge nos. sheets.  DESTROY when 3 months old.	NC1-263-76-9 Item 123	(No Change)
	k. Food list.  DESTROY when 3 months old.	NC1-263-76-6 Item 124	(No Change)

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/>