

~~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
35-83

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

351-2853

LEAVE BLANK *

JOB NO.

NC1-263-84-6

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-3-86
 Date

Frank A. Bink
 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 26 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

83/12/2

TITLE

Agency Records Management Officer

7.
ITEM NO.

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. Directives Files.

a. ~~OL Instructions and Handbooks.~~

PERMANENT. 1980 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.

b. OL Notices, Instruction Manuals, and Bulletins.

DESTROY when superseded or obsolete.

NEW

NC1-263-77-6
 Item 10a
 (No change)

*33 changes
 17 GRS Deviations
 10 New*

60 items

THIS DOCUMENT IS CLASSIFIED CONFIDENTIAL IN THE AGGREGATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/ FOR OFFICIAL USE ONLY EXCEPT AS MARKED

WARNING NOTICE
 INTELLIGENCE SOURCES
 OR METHODS INVOLVED

115-107

Cy to Agency 2-04-86, ZCS/WK

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

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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
1.	c. OL Procurement Notes.		
	DESTROY 3 years after cutoff. Cut off when superseded or cancelled.		
2.	<u>Personnel Security Clearance Status Files.</u>	GRS 18-24	
	a. Contractor personnel.	NCl-263-77-6	
	DESTROY upon expiration of clearance.	Item 124a (No Change)	
		NCl-263-77-7	
	b. Liaison personnel.	NCl-263-77-6	
	DESTROY upon expiration of clearance.	Item 24b (No Change)	
		NCl-263-77-7	
		Item 5 (No Change)	
3.	<u>Contractor Security Files.</u>		
	a. Industrial Security Facilities Files.		
	(1) Contractor facilities case files.	NCl-263-77-6	
	DESTROY 5 years after cutoff. Cut off when Agency's relationship with the contractor is terminated or when there has been no activity with the contractor in 3 years.	Item 123a (CHANGE)	
	(2) 3x5 cards showing name of contractor, contractor mailing address, contract sterility, and other security information.	NCl-263-77-6	
	DESTROY when Agency's relationship with the contractor is terminated.	Item 123b (No Change)	
	b. Classified contractor inspection schedules.	NCl-263-77-6	
	DESTROY when card completed and new card made.	Item 125 (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
3.	c. Reserved.		
4.	<u>Information Accounting and Control Files.</u> a. Courier receipts maintained by the Mail and Courier Branch. DESTROY when 6 months old. b. Reports Receipt, Form 898. DESTROY 2 years after cutoff. Cut off at end of each 6 months.	NCL-263-77-6 Items 40841 (No Change) GRS 12-61 NCL-263-77-6 Item 119 (CHANGE) Deviates from GRS 18-3	
5.	<u>Liaison Files.</u> a. Assistance to other government agencies. DESTROY 10 years after cutoff. Cut off at end of each calendar year.	NEW	

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

GPO : 1975 O - 576-387

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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
5.	<p>b. Duplicate copies of agreements and requests for assistance.</p> <p>DESTROY when no longer needed.</p>		
6.	<p><u>Delegation of Authority Files.</u></p> <p>a. Record copy to be filed in subject file for which delegation was granted.</p> <p>Hold or DESTROY in accordance with approved Agency disposition instructions for subject file.</p> <p>b. OL central reference files.</p> <p>DESTROY 6 years after cutoff. Cut off at end of each calendar year.</p> <p>c. Duplicate copies maintained by OL components.</p> <p>DESTROY when no longer needed.</p>	<p>NC1-263-77-6 Item 3a (CHANGE)</p> <p>NEW</p> <p>NC1-263-77-6 Item 3b (No Change) Item 3c (CHANGE)</p>	
7.	<p><u>Headquarters Board of Surveys Records Files.</u></p> <p>DESTROY 2 years after final action completed.</p>	<p>NC1-263-77-6 Item 13 (No Change) GRS 3-10c</p>	
8.	<p><u>Personal Property Claims Records Files.</u></p> <p>a. Claims files.</p> <p>DESTROY 2 years after case is closed.</p> <p>b. Claims register.</p> <p>DESTROY 5 years after case is closed.</p>	<p>NC1-263-77-6 Item 14a (No Change)</p> <p>NC1-263-77-6 Item 14b (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
9.	<u>Stamp Account Files.</u> a. Postage Slip, Form 239. DESTROY when 6 months old. b. Detailed accounting of stamps and funds used by the Mail and Courier Branch. DESTROY when 1 year old. c. Stamp Account Ledger. DESTROY when audit is completed.	 NC1-263-77-6 Item 44a (CHANGE) NC1-263-77-6 Item 44c (CHANGE) NC1-263-77-6 Item 44d (No Change)	
10.	<u>Mail Routing Aids and Distribution Files.</u> DESTROY when superseded or no longer needed.	NC1-263-77-6 Items 45&47 (CHANGE)	
11.	<u>Courier Schedule Files.</u> DESTROY when 2 months old.	NC1-263-77-6 Item 46 (No Change) GRS 12-1	
12.	<u>Forms Files.</u> a. Flats containing the negative and data pertaining to the printing of Agency produced forms. DESTROY when form is superseded, discontinued, or cancelled. b. Files containing copies of requests for approval of forms, samples, memoranda, and other material relating to forms of interest to the Office of Logistics. DESTROY previous orders when reorders are processed. DESTROY file when related form is superseded, discontinued, or cancelled.	NC1-263-77-6 Item 49 (No Change) GRS 16-4b	

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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
13.	<u>Pseudonym and Alias Files.</u> a. 3x5 card file showing pseudonyms and aliases assigned to Office of Logistics personnel. DESTROY 2 years after cancellation of pseudonym or alias.. b. Files containing code number key by true name and correspondence regarding request for and purpose of aliases. DESTROY upon cancellation of pseudonym or alias.	NC1-263-77-6 Item 51a (CHANGE) NC1-263-77-6 Item 51b (No Change)	
14.	<u>Contract Review Board Files.</u> a. Agenda and minutes files. DESTROY 5 years after cutoff. Cut off at end of each fiscal year. b. Contractor case files. DESTROY 5 years after Agency discontinues business with contractor.	NC1-263-77-6 Item 53 (No Change) NC1-263-77-6 Item 54 (No Change)	
15.	<u>Contract Files.</u> a. Transactions of \$25,000 and above and all construction contracts exceeding \$2,000. DESTROY 6 years and 3 months after cutoff. Cut off at end of fiscal year in which final payment is made.	NC1-263-77-6 Items 56a&61 (CHANGE) NC1-263-77-7 Items 18a&19 (CHANGE) Deviates from GRS 3-4a(1)	

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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.	<p>b. Transactions of less than \$25,000 and construction contracts \$2,000 or under.</p> <p>DESTROY 3 years after cutoff. Cut off at end of fiscal year in which final payment is made.</p> <p>c. Contract files for transactions administered at Station 954.</p> <p>DESTROY when official file is transferred to the Agency Archives and Records Center under Item 15a or b above.</p> <p>d. Successful and unsuccessful bids and proposals.</p> <p>DESTROY with related contract file.</p> <p>e. XG contracts.</p> <p>DESTROY upon notification of settlement.</p> <p>f. Contract records card files.</p> <p>DESTROY when no longer needed for reference.</p>	<p>NC1-263-77-6 Items 56b&61 (CHANGE) NC1-263-77-7 Item 18b (CHANGE) Deviates from GRS 3-4a(2)</p> <p>NC1-263-77-6 Item 56c (No Change)</p> <p>NEW GRS 3-6a, Deviates from GRS 3-6b(1)</p> <p>NC1-263-77-7 Item 18c (No Change) GRS 4-3c</p> <p>NC1-263-77-7 Item 20 (No Change)</p>	
16.	<p><u>Contract Control Records Files.</u></p> <p>DESTROY when no longer needed for reference.</p>	<p>NC1-263-77-6 Items 60a&d (No Change) Item 60b&c (CHANGE)</p>	
17.	<p><u>Contractor Facilities Files.</u></p> <p>DESTROY when superseded or no longer needed.</p>	<p>NC1-263-77-6 Item 58 (No Change)</p>	
18.	<p><u>CONIF Working Files.</u></p> <p>DESTROY when superseded or no longer needed.</p>	<p>NC1-263-77-6 Item 59 (No Change) NC1-263-77-7 Item 22 (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
19.	<p><u>Procurement Action Files.</u></p> <p>a. Transactions of \$25,000 and above.</p> <p>DESTROY 6 years and 3 months after cutoff. Cut off at end of fiscal year in which final payment is made.</p> <p>b. Transactions of less than 25,000.</p> <p>DESTROY 3 years after cutoff. Cut off at end of fiscal year in which final payment is made.</p>	<p>NC1-263-77-6 Item 63a (CHANGE) Deviates from GRS 3-4a(1)</p> <p>NC1-263-77-6 Item 63b (CHANGE) Deviates from GRS 3-4a(2)</p>	
20.	<p><u>Supply Action Files.</u></p> <p>a. Files consisting of requisitions, receiving reports, shipping documents, reports of inventory adjustment, issue verifications, and source documents used to input into the Inventory Control System (ICS) data base.</p> <p>DESTROY 3 years after cutoff. Cut off at end of fiscal year in which action completed.</p> <p>b. Category I Material.</p> <p>DESTROY 25 years after completion.</p> <p>c. Requisition files.</p> <p>DESTROY 2 years after completion.</p> <p>d. Working files.</p> <p>DESTROY when 6 months old.</p>	<p>NC1-263-77-6 Item 65a (CHANGE)</p> <p>NC1-263-77-6 Item 65b (No Change) NC1-263-77-7 Item 11 (No Change)</p> <p>NC1-263-77-6 Item 65c (No Change) GRS 3-9a</p> <p>NC1-263-77-6 Item 65d (No Change) GRS 3-9b</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
20.	e. Category I material stock cards files. DESTROY when 25 years old.	NCl-263-77-7 Item 13 (No Change)	
21.	<u>Reimbursable Sales Files.</u> DESTROY 6 years after completion.	NCl-263-77-6 Item 66 (No Change)	
22.	<u>On Loan Files (Equipment and Material).</u> a. Case files on loan of material to or from other Government agencies. DESTROY 6 months after return of equipment. b. Files on loan of material from stock to various components within the Agency. DESTROY 6 months after return of equipment providing ICS has been updated.	NCl-263-77-6 Item 67 (CHANGE)	
23.	<u>MILSTRIP/FEDSTRIP Status Cards Files.</u> DESTROY card upon receipt of order.	NCl-263-77-6 Item 69 (No Change)	
24.	<u>Master DCN Log.</u> DESTROY 7 years after cutoff. Cut off at end of each fiscal year.	NCl-263-77-6 Item 70 (No Change)	
25.	<u>Master PIN Log.</u> DESTROY 2 years after cutoff. Cut off at end of each fiscal year.	NCl-263-77-6 Item 71 (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
26.	<u>Cross Reference Logs.</u> DESTROY when 2 years old.	NC1-263- Items 68 & 72 (No Change)	77-6 (No Change)
27.	<u>Authorization Files.</u> DESTROY when superseded.	NC1-263- Item 73	77-6 (No Change)
28.	<u>Motor Vehicle (MV) Files.</u> a. Table of Vehicular Allowance (TVA) files. DESTROY quarterly reports when superseded. DESTROY annual reports when corrected copy received. b. Vehicle files. DESTROY 2 years after disposal of vehicle. c. Motor Vehicle Register. DESTROY page when all vehicles on page are no longer assigned to or the responsibility of the Agency.	NC1-263- Item 74 NC1-263- Item 74 NC1-263- Item 74	77-6 (CHANGE) 77-6 (No Change) Deviates from GRS 10-1 77-6 (No Change)
29.	<u>Register of Motor Vehicles Files.</u> a. Executive Office tags. DESTROY card upon receipt of new tag. b. Vehicle registration files. DESTROY 1 year after turn-in of vehicle.	NC1-263- Item 75 NEW	77-6 (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
29.	c. Leased vehicle file. DESTROY 2 years after turn-in of vehicle.	NEW	
30.	<u>Motor Vehicle Operating Files.</u> a. Daily Operational Report, Form 164 DESTROY when 3 months old. b. Mileage records. DESTROY 3 months after book is complete. c. Driver logs and dispatch records. DESTROY when 3 months old.	NCL-263-77-6 Item 76 (No Change) GRS 10-2a Deviates from GRS 10-2a GRS 10-2a	
31.	<u>Agency Driver Qualification Files.</u> a. Files consisting of memos requesting qualification of employees to drive Agency vehicles, medical qualification forms, and check lists and score sheets for road tests. DESTROY 3 years after cancellation or permit or employee's separation from the Agency, whichever is sooner. b. 3x5 card containing brief summary of information contained in Item 31a above. DESTROY 3 years after cancellation of permit or employee's separation from the Agency, whichever is sooner. c. Looseleaf book register of permit numbers and expiration dates. DESTROY 3 years after last permit expires.	NCL-263-77-6 Item 77 (No Change) GRS 10-7 GRS 10-7	

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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
32.	<u>Motor Vehicle Accident Files.</u> DESTROY 6 years after case is closed.	NC1-263-77-6 Item 78 GRS 10-5	(No Change)
33.	<u>Responsible/Accountable Officer Files.</u> a. Material Record Card, Form 1331. DESTROY cards with zero balance and completed cards upon completion of audit providing pertinent information has been transferred to new card. b. Requisition log. DESTROY completed requisitions upon completion of audit. c. Requisitions. DESTROY 6 months after cutoff. Cut off at end of each fiscal year. d. Consolidated Memorandum Receipt files. DESTROY upon receipt of corrected listing. e. Property In-Use Runs. DESTROY when superseded or no longer needed.	NC1-263-77-6 Item 79a NC1-263-77-6 Item 79b NC1-263-77-6 Item 79c NC1-263-77-6 Item 79d NC1-263-77-6 Item 79e	(CHANGE) (CHANGE) (No Change) (CHANGE) (No Change)
34.	<u>Agency Garage Property Accountability Files.</u> a. Supply Record Card and Property Inventory Records. DESTROY 3 years after item disposed of or completion of card, whichever is sooner.	NC1-263-77-6 Item 80 Deviates from GRS 8-4	(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
34.	b. Property Turn-In Slip. DESTROY 3 years after cutoff. Cut off at end of each calendar year. c. Delivery Ticket and Receipt. DESTROY 3 months after audit.	Deviates from GRS 8-4	
35.	<u>Stock Records Cards Files.</u> a. Stock item cards. DESTROY 2 years after the item is discontinued, the balance is transferred to a new card, or the equipment is no longer under control of the office. b. Nomenclature cards. DESTROY 1 year after completion of card. c. Stock replenishment cards. DESTROY when item is replaced or declared obsolete.	NC1-263-77-6 Item 81a (No Change) GRS 3-10b NC1-263-77-6 Item 81b (No Change) NC1-263-77-6 Item 81c (CHANGE)	
36.	<u>Transactions and Combined Transactions Registers.</u> DESTROY when 3 years old.	NC1-263-77-6 Item 82 (No Change)	
37.	<u>Stock Status Reports Files.</u> a. Computer listings produced from ICS data base containing all stock. DESTROY when 3 years old.	NC1-263-77-6 Item 83 (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
37.	b. Stock status listings used by components for reference. DESTROY upon receipt of new listing.		
38.	<u>Pre-Inventory Stock Status - Past Inventories and Reports Files.</u> DESTROY when 3 years old.	NCl-263-77-6 Item 83	(No Change)
39.	<u>Encumbrance Status Reports Files.</u> DESTROY when 1 year old.	NCl-263-77-6 Item 85	(No Change)
40.	<u>Receipts and Issues Files.</u> DESTROY when 1 year old.	NCl-263-77-6 Item 86	(No Change)
41.	<u>903 Activity Report Files.</u> DESTROY when 1 year old.	NCl-263-77-6 Item 87	(No Change)
42.	<u>Stock Locator Files.</u> DESTROY card when item is discontinued or relocated.	NCl-263-77-6 Item 89 Deviates from GRS 3-10b	(No Change)
43.	<u>Identification and Cataloging Reference Files.</u> a. Microfiche copies of various supply catalogs. DESTROY when superseded, obsolete, or no longer needed.	NCl-263-77-6 Item 90	(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
43.	b. Copies of General Services Administration supply catalogs, Federal Item Identification Guides (FIIGS), and other Federal supply manuals. DESTROY when superseded.		
44.	<u>Catalog Action Requests Files.</u> a. Catalog Action Request, Form 3531. DESTROY when 6 months old. b. Federal catalog action requests. DESTROY when reply received from GSA and action verified by catalogers. c. Catalog action request log. DESTROY when superseded or no longer needed.	NC1-263-77-6 Item 91	(No Change)
45.	<u>Agency Stock Numbers Log.</u> DESTROY when no longer needed for reference.	NC1-263-77-6 Item 92	(No Change)
46.	<u>Master Item Identification Card Files.</u> DESTROY cards when data entered in ICS data base.	NC1-263-77-6 Item 94	(No Change)
47.	<u>Stock Number History Files.</u> DESTROY when no longer needed for reference.	NC1-263-77-6 Item 95	(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
48.	<u>Cargo Files.</u> a. Bills of lading. DESTROY 3 years after cutoff. Cut off when action is completed. b. Agency transportation control and movement documents. DESTROY when no longer needed. c. Dray tickets. DESTROY when 1 year old or no longer needed, whichever is sooner. d. Domestic depots cargo record files. DESTROY 3 months after completion of shipment.	NCl-263-7 Item 96a GRS 9-1a NCl-263-7 Item 96b NCl-263-7 Item 96c NCl-263-7 Item 16	7-6 (No Change) 7-6 (No Change) 7-6 (No Change) 7-7 (No Change)
49.	<u>Shipment Authorization Files.</u> DESTROY when shipment completed.	NCl-263-7 Item 97	7-6 (No Change)
50.	<u>Incoming Shipment (Indicator) Files.</u> a. Incoming shipment files. DESTROY 1 year after shipment completed. b. Incoming shipment log. DESTROY when 3 years old.	NCl-263-7 Item 98 Deviates from GRS 9-5a NEW	7-6 (CHANGE) from

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51.	<u>Real Property Project Files.</u> a. Agency owned or assigned property. PERMANENT. 1947 to present. 70 cubic feet. annual growth 5 cubic feet. b. Other property. DESTROY 6 years after property is disposed of, lease is cancelled, or project is deactivated.	NC1-263-77-6 Item 100a,b,e&f (CHANGE)	
52.	<u>Real Property Summary (Real Estate) Files.</u> a. Program documentation. DESTROY 1 year after termination of system. b. Input data. DESTROY when data is input into system. c. Output data. DESTROY ad hoc reports when no longer needed. Transfer annual reports to project files (Item 51a above) when property is disposed of, lease is cancelled, or project is deactivated. d. Duplicate copies of reports maintained by divisions and staffs as working files. DESTROY when 1 year old or no longer needed, whichever is sooner.	NC1-263-77-6 Item 5 (CHANGE) GRS 20, Chapter III, Item 2 NC1-263-77-6 Item 100c (No Change) NC1-263-77-6 Item 100d (CHANGE) NEW	

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53.	<u>Safehouse Project Files. (C)</u> a. Project files. PERMANENT. 1952 to present. 93 cubic feet. Annual growth less than 1 cubic foot. b. Accountings. DESTROY 25 years after cutoff. Cut off at end of each fiscal year.	NC1-263-77-6 Item 101a (No Change) NC1-263-77-6 Item 101c (CHANGE)	
54.	<u>Fine Arts Commission Files.</u> DESTROY when 5 years old.	NC1-263-77-6 Item 102 (CHANGE)	
55.	<u>Computer Run on Agency Metropolitan Area Space (CRAMS).</u> DESTROY end of fiscal year report when 10 years old. DESTROY other listings when updated.	NC1-263-77-6 Item 103a (No Change)	
56.	<u>Work Order Files.</u> a. Files containing requests for building alterations, work orders levied on GSA, and related material. DESTROY 3 years after cutoff. Cut off completed files at end of each fiscal year. b. Copies of GSA Work Order used in the obligation and liquidation of funds. DESTROY 3 years after cutoff. Cut off completed files at end of each fiscal year.	NC1-263-77-6 Item 104 (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
57.	<u>Service Contract Files (Building Services).</u> DESTROY when 1 year old.	NC1-263-77-6 Item 105	(No Change)
58.	<u>Service Call Records Files.</u> DESTROY completed pages when 3 months old or when no longer needed, whichever is sooner.	NC1-263-77-6 Item 106	(No Change)
59.	<u>Parking Permit Files.</u> a. Application files. DESTROY upon overall reallocation of parking permits. b. Parking Record, Form 3614. DESTROY upon overall reallocation of parking permits.	NC1-263-77-6 Items 107a&b (No Change) NC1-263-77-6 Item 107c (No Change)	
60.	<u>Building Supply Requisition Files.</u> a. Files containing copies of requisitions documenting the supply service furnished to Headquarters components. DESTROY completed files 3 months after end of fiscal year involved. b. Book log. DESTROY when no longer needed for reference. c. Commercial and 903 stock files. DESTROY 1 year after completion.	NC1-263-77-6 Item 108	(No Change)

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

STANDARD FORM 115-A
Revised July 1974
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60.	d. Binder identifying GSA order numbers. DESTROY when no longer needed for reference.		
61.	<u>Equipment Disposition Files.</u> DESTROY 1 year after cutoff. Cut off at end of each fiscal year.	NCl-263-77-6 Item 109	(No Change)
62.	<u>Property Passes Files.</u> a. Requests and authorizations for permanent property passes. DESTROY when superseded or cancelled. b. Property pass, Form 1851 or OF 7, for one-time use. DESTROY when 6 months old.	NCl-263-77-6 Item 110a&b (No Change) NCl-263-77-6 Item 110c&d	(CHANGE)
63.	<u>Equipment and Supplies Accountability Files.</u> a. Hand receipts. DESTROY upon turn-in of item. b. Basic requisition with signature of approving official for all 90-day loan items. DESTROY upon turn-in of item. c. Lists of individuals who are resigning, retiring, or being transferred, and who may be responsible for government property. DESTROY upon return of any outstanding property.	NCl-263-77-6 Item 111a (CHANGE) NCl-263-77-6 Item 111b (CHANGE) NCl-263-77-6 Item 111c	(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
64.	<u>Carpet Maintenance and Installation Files.</u> DESTROY when 1 year old.	NC1-263-77-6 Item 112	(No Change)
65.	<u>Building Services Activity Log.</u> DESTROY when 6 months old.	NC1-263-77-6 Item 114	(CHANGE)
66.	<u>Printing and Photography Requisition Files.</u> a. Files containing requisitions, work orders, scheduling records, and other papers relating to the processing, costing, and completion of a printing or photography job. DESTROY 1 year after cutoff. Cut off at end of each fiscal year. b. Job request suspense files. DESTROY when job completed or no longer needed for reference.	NC1-263-77-6 Item 115a NC1-263-77-6 Item 115b	(CHANGE) (No Change)
67.	<u>GPO Printing Files.</u> DESTROY 3 years after cutoff. Cut off at end of each fiscal year.	NC1-263-77-6 Item 116 Deviates from GRS 3-7a	(No Change)
68.	<u>GPO Purchase Order Files.</u> DESTROY 3 years after cutoff. Cut off completed files at end of each fiscal year.	NC1-263-77-6 Item 117 GRS 3-7a	(No Change)
69.	<u>Job Order Log.</u> DESTROY 1 year after cutoff. Cut off at end of each calendar year.	NC1-263-77-6 Item 118 Deviates from GRS 13-4	(No Change)

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Request for Records Disposition Authority – Continuation		JOB NO.	PAGE OF 22/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
70.	<u>Photography Scheduling Files.</u> DESTROY when 6 months old.	NC1-263-77-6ee Item 120	(CHANGE)ee
71.	<u>Daily Printing Production Report Files.</u> DESTROY when 6 months old.	NC1-263-77-6 Item 121 Deviates from GRS 13-7	(CHANGE)e
72.	<u>Reproduction Machine Records Files.</u> DESTROY when 5 years old.	NC1-263-77-6 Item 122	(CHANGE)
73.	<u>Executive Dining Room (EDR) Files.</u>		
	a.eeAdministrative subject files.ee Transfer policy papers to OL organizational files and audit reports to OL audit files when no longer needed in current files area. DESTROY other material when no longer needed.	NC1-263-77-6 Item 127a	(No Change)
	b.eeVoucher files.ee DESTROY upon completion of audit.	NC1-263-77-6 Item 127b	(No Change)
	c.eeVendor files.ee Transfer to voucher files (Item 73b above) after payment.	NC1-263-77-6 Item 127c	(No Change)
	d.eeLedgers, journals, statements, and Imprest Fundee files.ee DESTROY 3 years after cutoff. Cut off at end of each fiscal year.	NC1-263-77-6 Item 127d Deviates from GRS 7-4a	(CHANGE)

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Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 23/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
73.	<p>e. Accounts receivable statements and receipts. DESTROY upon completion of audit.</p> <p>f. Membership files. DESTROY upon termination of membership.</p> <p>g. Membership cross reference files. DESTROY upon termination of membership.</p> <p>h. Daily meal chits. DESTROY upon completion of audit.</p> <p>i. Luncheon files. DESTROY upon completion of audit.</p> <p>j. Equipment files. DESTROY 2 years after disposal of equipment.</p>	<p>NC1-263-77-6 Item 127e (No Change)</p> <p>NC1-263-77-6 Item 127f (No Change)</p> <p>NC1-263-77-6 Item 127g (No Change)</p> <p>NC1-263-77-6 Item 127h (No Change)</p> <p>NC1-263-77-6 Item 127i (No Change)</p> <p>NC1-263-77-6 Item 127j (No Change)</p>	
74.	<p><u>Domestic Depots Cryptographic Records Files.</u></p> <p>a. Procedures and regulations pertaining to the operation of the signals communications center. DESTROY when superseded or no longer needed.</p> <p>b. Office record copy of all incoming and outgoing messages. DESTROY 2 years after cutoff. Cut off at end of each calendar year.</p>	<p>NC1-263-77-7, Item 8 (No Change)</p> <p>Deviates from GRS 12-3b</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
74.	<p>c. Log on all incoming and outgoing messages.</p> <p>Destroy 2 years after cutoff. Cut off at end of each calendar year.</p> <p>d. Crypto area visitor register.</p> <p>DESTROY 6 months after cutoff. Cut off at end of each calendar year.</p> <p>e. Crypto material accountability files.</p> <p>DESTROY 2 years after cutoff. Cut off at end of each calendar year.</p>	Deviates from GRS 12-3a	
75.	<p><u>Domestic Depots Property Records Files.</u></p> <p>a. Annual property inventory reports.</p> <p>DESTROY when 2 years old.</p> <p>b. Annual property contractor responses.</p> <p>DESTROY upon receipt of next year's response.</p> <p>c. Current contractor approved property procedures.</p> <p>DESTROY when dealings with contractor are terminated.</p> <p>d. Facility property records.</p> <p>DESTROY when no longer needed for reference.</p> <p>e. Contractor property cards.</p> <p>DESTROY when annual property inventory report has been submitted.</p>	NCL-263-77-7 Item 23	(No Change)

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Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 25/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
76.	<u>Proprietary Files</u> a. Administrative Plans for Projects. PERMANENT. 1950 to present. 12 cubic feet. Annual growth 1 cubic foot. b. Administrative Subject Files PERMANENT. 1950 to present. 35 cubic feet. Annual growth 1 cubic foot. c. Contracts and Purchase Orders Destroy 20 years after close out of project. Hold in current file area 3 years after close of project, transfer to the Agency Records Center and destroy 17 years thereafter.	NC1-263-77-6 Item 62 (No change)	
77.	<u>Memorandum Requests for Replenishment of Postage Stamp Account.</u> DISCONTINUED. Files destroyed.	NC1-263-77-6 Item 44b (CANCEL)	
78.	<u>Patent Files.</u> DISCONTINUED. Files destroyed.	NC1-263-77-6 Item 52 (CANCEL)	
79.	<u>Vendor Files.</u> DISCONTINUED. Files destroyed.	NC1-263-77-6 Item 57 (CANCEL)	
80.	<u>PIN Working Files (Receiving).</u> DISCONTINUED. Files destroyed.	NC1-263-77-6 Item 64 (CANCEL)	

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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
81.	<u>Vehicle Status Cards.</u> DISCONTINUED. Files destroyed.	NC1-263-77-6 Item 74b	(CANCEL)
82.	<u>Magnetic Tape Catalog Data.</u> DISCONTINUED. Files destroyed.	NC1-263-77-6 Item 93	(CANCEL)
83.	<u>Cargo Suspense Files.</u> DISCONTINUED. Files Destroyed.	NC1-263-77-6 Item 99	(CANCEL)
84.	<u>Stock Forms Machine Runs.</u> DISCONTINUED. Files destroyed.	NC1-263-77-6 Item 113	(CANCEL)
85.	<u>Unnumbered Book Log.</u> DISCONTINUED. Files destroyed.	NC1-263-77-6 Item 101b	(CANCEL)
86.	<u>CRAMS Punched Cards and Tapes.</u> DISCONTINUED. Files destroyed.	NC1-263-77-6 Item 103b	(CANCEL)
87.	<u>Security Clearance Case Files.</u> DISCONTINUED. Files destroyed.	NC1-263-77-6 Item 124c	(CANCEL)

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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/>