

~~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  
38-83

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

351-2853ee

LEAVE BLANK

JOB NO.

NC1-263-84-7

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

*James B. 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; ee that the records proposed for disposal in this Request of 26 page(s) are not now needed for the business of ee this agency or will not be needed after the retention periods specified. ee

☐ 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. Inquiry and Investigation Files.

DESTROY when 10 years old.

NC1-263-77-14  
Item 18 (No Change)

2. Management Report Files.

a. ee Annual CIA ee Financial Report.

PERMANENT. ee 1953 to present. 3 cubic feet.  
Annual growth less than 1 cubic foot.

NC1-263-77-14ee  
Item 28a (No Change)  
GRS 16-2a

71 items

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WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

115-107

Cy to Agency 2-04-86, RLT/VIEW

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

DECL OADR BY SIGNER

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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
2.	<p>b. Monthly or Quarterly Statement of Financial Condition.</p> <p>(1) Report dated End of Fiscal Year.</p> <p>PERMANENT. 1946 to present. 18 cubic feet. Annual growth less than 1 cubic foot.</p> <p>(2) Other reports plus duplicate copy of report dated End of Fiscal Year.</p> <p>DESTROY 12 years after cutoff. Cut off at end of each fiscal year.</p>	<p>NC1-263-77-14 Item 28b (No Change) GRS 16-2b</p> <p>NEW Deviates from GRS 16-10</p>	
	<p>c. Status of Allotments and Property Authorization Report.</p> <p>DESTROY 20 years after cutoff. Cut off at end of each fiscal year.</p>	<p>NC1-263-77-14 Item 28c (CHANGE) Deviates from GRS 7-3</p>	
	<p>d. Status of Funds Advanced by other Government Agencies.</p> <p>DESTROY 20 years after cutoff. Cut off at end of each fiscal year.</p>	<p>NC1-263-77-14 Item 28d (CHANGE) Deviates from GRS 7-3</p>	
	<p>e. Financial Management Improvement Report.</p> <p>PERMANENT. 1957 to present. 1 cubic foot. Annual growth less than 1 cubic foot.</p>	<p>NC1-263-77-14 Item 28f (No Change) GRS 16-5</p>	
	<p>f. Annual Monetary Activity Reports.</p> <p>DESTROY when 5 years old.</p>	<p>NC1-263-77-14 Item 28g (CHANGE)</p>	
3.	<p><u>Overpayment Review Committee Files.</u></p>		
	<p>a. Policy and regulation files.</p> <p>PERMANENT. 1969 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.</p>	<p>NC1-263-77-14 Item 13a(1) (No Change) GRS 16-12(a)(1)</p>	

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3.	b. Individual case files.	NC1-263-77-14	
	DESTROY 12 years after period of account.	Item 13a(2)	Deviates from
		GAO Title 8	
	c. Register of cases.	NC1-263-77-14	
	DESTROY when no longer needed for reference.	Item 13a(3)	(No Change)
		(No Change)	
4.	<u>Board of Review for Shortages and Losses Files.</u>		
	a. Agenda, minutes, and procedural files.	NC1-263-77-14	
	PERMANENT. 1954 to present. 1 cubic foot.	Item 13b(1)	(No Change)
	Annual growth less than 1 cubic foot.	GRS 16-12b(1)(a)	
	b. Case files on items presented to Board on shortages	NC1-263-77-14	
	and losses of Agency funds.	Item 13b(2) (CHANGE)	Deviates from
	DESTROY when 12 years old.	GAO Title 8, p.16)	
	c. Annual report of shortages and losses.	NC1-263-77-14	
	PERMANENT. 1968 to present. Less than 1 cubic	Item 13b(3)(a)	(No Change)
	foot. Annual growth less than 1 cubic foot.	GRS 16-12b(1)(a)	
	d. Register of shortages and losses.	NC1-263-77-14	
	DESTROY when no longer needed for reference.	Item 13b(3)(c)	(No Change)
		(No Change)	
	e. Index of shortages and losses cases.	NC1-263-77-14	
	DESTROY record on each case 3 years after last	Item 13b(3)(d)	(No Change)
	action.		

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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.	<u>Financial Disclosure Reports Files.</u>	NEW	
	a. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (PL 95-521).		
	(1) Records including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.  DESTROY 1 year after nominee ceases to be under consideration, or when no longer needed in an ongoing investigation, whichever is later.	GRS 1-25a(1)	
	(2) All other records including SF 278.  DESTROY when 6 years old or no longer needed in an ongoing investigation, whichever is later.	GRS 1-25a(2)	
	b. All other statements of employment and financial interests and related records.  DESTROY 2 years after separation of employee or 2 years after employee leaves the position for which the statement is required.	GRS 1-25b	
6.	<u>Financial Reports Files.</u>		
	a. Quarterly Report of DCI Certification of Expenditures.  PERMANENT. 1968 to present. 2 cubic feet. annual growth less than 1 cubic foot.	NC1-263-77-14 Item 29a (No Change)	
	b. Certificate of Deposit record.  DESTROY 10 years after cutoff. Cut off at end of each fiscal year.	NC1-263-77-14 Item 29b (No Change) Deviates from GRS 6-4	

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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
6.	<p>c. U.S. Treasury Statement.</p> <p>DESTROY 10 years after cutoff. Cut off at end of each fiscal year.</p> <p>d. Schedule of Representation and Operational Expenses/Annual.</p> <p>PERMANENT. 1962-1978. 1 cubic foot.</p> <p>e. Excise taxes collected.</p> <p>DESTROY 4 years after date of report. (<u>Federal Register</u>, Guide to Records Retention Requirements, Vol. 35, no. 37, page 3595.)</p>	<p>NC1-263-77-14 Item 29c (No Change) Deviates from GRS 6-4</p> <p>NC1-263-77-14 Item 29d (No Change)</p> <p>NC1-263-77-14 Item 29e (No Change)</p>	
7.	<p><u>Interagency Coordination on Financial Matters Files.</u></p> <p>a. Original copy of basic interagency agreements.</p> <p>PERMANENT. 1951 to present. 1 cubic foot. annual growth less than 1 cubic foot.</p> <p>b. Interagency sub-agreements.</p> <p>DESTROY 12 years after period of account.</p> <p>c. Station cost record for integers.</p> <p>DESTROY 56 years after cutoff. Cut off at end of each fiscal pay year.</p>	<p>NC1-263-77-14 Item 21 (CHANGE)</p> <p>NC1-263-77-14 Item 21 (CHANGE) Deviates from GAO Title 8</p> <p>NEW GRS 2-1</p>	
8.	<p><u>Delegation of Authority Files.</u></p> <p>DESTROY 20 years after cutoff. Cut off at end of calendar year in which authority is rescinded.</p>	<p>NC1-263-77-14 Item 25 (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>Certifying Officers and Agent Cashiers Files.</u>  DESTROY 20 years after cutoff, providing destruction of original headquarters and field accounting has been completed. Cut off at end of each fiscal year.	NC1-263-77-14 Item 26	(CHANGE)
10.	<u>Imprest Authorization Files.</u>  DESTROY 12 years after cutoff. Cut off at end of each fiscal year.	NC1-263-77-14 Item 27	(CHANGE)
11.	<u>Claims Authorization Files.</u>  a. Case files on tort claims and other miscellaneous claims. (Original documents authorizing payment are attached to posting voucher (Item 18 below)).  DESTROY when 6 years and 3 months old.  b. Overseas <del>medical</del> claims.  Attach record of payment to posting voucher (Item 18 below).	NEW     NC1-263-77-14 Item 87	     (No Change)
12.	<u>Computer Documentation of Original Financial Entries Files.</u>  a. Computer documentation that serves as an index to the financial vouchers.  DESTROY microfilm when 20 years old. DESTROY paper copies upon verification of microfilm.	NC1-263-77-14 Item 31 Deviates from GRS 7-2, GRS 7-3	(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
12.	b. All other computer documentation of original financial entries.  DESTROY microfilm when 10 years old. DESTROY paper copies upon verification of microfilm.	NC1-263-77-14 Item 31 Deviates from GRS 7-2, GRS 7-3	(No Change)
13.	<del>Computer Documentation Used Only as Working Tools.</del>  DESTROY old listing monthly when new listing received.	NC1-263-77-14 Item 32	(No Change)
14.	<del>Outstanding Delinquent Accounts Analysis Files.</del>  DESTROY terminated files 2 years after settlement.	NC1-263-77-14 Item 86	(No Change)
15.	<u>Allotment Advices Files.</u>  DESTROY microfilm 10 years after cutoff. Cut off when 6 months have accumulated. DESTROY paper copies upon verification of microfilm.	NC1-263-77-14 Item 34 deviates from GRS 7-3	(No Change)
16.	<del>Original Obligation documents Files.</del>  DESTROY when 3 years old.	NC1-263-77-14 Item 34 GRS 7-4a	(No Change)
17.	<u>Monetary Management Records Files.</u>  a. Monetary daily records.  DESTROY 12 years after period of account.  b. Payments by U.S. Treasury Checks.  DESTROY when 1 year old.	NC1-263-77-14 Item 35     NEW	(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
18.	<u>Capital Transfers Affecting Field Stations and Domestic Banks Files.</u>  DESTROY 1 year after audit.	NC1-263- Item 36	77-14 (CHANGE)
19.	<u>Currency Shipments and Receipts Files.</u>  DESTROY 2 years after audit.	NC1-263- Item 37	77-14 (CHANGE)
20.	<u>Station Bank Account Files.</u>  a. <del>ee</del> Headquarters file. <del>ee</del> DESTROY when 2 years old. <del>ee</del>  b. <del>ee</del> File received from field stations. <del>ee</del> DESTROY 6 years and 3 months after period of account.	NC1-263- Item 38a  NC1-263- Item 38b GAO Title 8	77-14 (No Change)  77-14 (No Change)
21.	<u>Official Commercial Bank Files.</u>  DESTROY 2 years after audit.	NC1-263- Item 43	77-14 (CHANGE)
22.	<u>Reconciliation Sheets - Cash, Bank Cashiers Checks, Custodian Inventory Files.</u>  DESTROY upon completion and resolution of annual audit.	NC1-263- Item 44	77-14 (CHANGE)

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GPO: 1975 O - 579-387



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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
23.	<u>U.S. Treasury Check Files.</u>  a. Carbon copy of U.S. Treasury check listing covering the period October 1946 to December 1951.  DESTROY when final authorization for disposal is received from Treasury Department.  b. Duplicate copies of U.S. Treasury salary checks and related indices on microfilm.  DESTROY when checks are reconciled in accordance with Treasury Regulations.  c. Closed case files on lost Treasury checks.  DESTROY when 2 years old.  d. Microfilm Index Card.  DESTROY when checks are reconciled in accordance with Treasury Regulations.	NEW  NC1-263-77-14 Item 45 (No Change)  NEW  NEW	
24.	<u>Schedule of Station Balances and Disbursements Files.</u>  DESTROY when 2 years old.	NC1-263-77-14 Item 39 (No Change)	
25.	<u>Monetary Special Case Files.</u>  DESTROY 10 years after case is closed.	NC1-263-77-14 Item 40 (CHANGE)	
26.	<u>Bank Account Files.</u>  DESTROY 1 year after audit.	NC1-263-77-14 Item 41 (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
27.	<u>Bank Reconciliation Files (Headquarters).</u>  a. Record copy of Quarterly Inventory of CIA Assets in Custody of Monetary Division,  DESTROY when 3 years old.  b. Reconciliation funds.  DESTROY when 1 year old  c. Original Bank Statement and Checks.  DESTROY 12 years after period of account.	NC1-263-77-14 Item 42a (No Change)  NC1-263-77-14 Item 42b (No Change)  NC1-263-77-14 Item 42c (CHANGE) Deviates from GAO Title 8	
28.	<u>Travel-Related Records Files.</u>  a. Travel Orders.  (1) Record copy.  Attach to voucher (Item 29 below) or DESTROY when 3 years old.  (2) Duplicate copies used for reference.  DESTROY when no longer needed for reference.  b. Travel case files.  DESTROY when 3 years old.  c. Government transportation requests.  DESTROY when 3 years old.	NC1-263-77-14 Item 46 (No Change)  GRS 9-4a  GRS 9-4a  GRS 9-3a	

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28.	<p>d. Negotiated contracts for moving, storage, and related services.</p> <p>DESTROY 2 years after expiration of contract.</p> <p>e. Individual case files for employees with exceptional HHE charges.</p> <p>DESTROY when case is closed.</p> <p>f. Cost factor payment for household effects, air freight, and airline tickets.</p> <p>DESTROY when no longer needed for reference.</p> <p>g. Travelers checks.</p> <p>(1) Seller's copy of the application.</p> <p>DESTROY when 3 years old.</p> <p>(2) Checks on hand.</p> <p>DESTROY when 1 year old.</p>		
29.	<p><u>Original Posting Vouchers Files (Including CONIF).</u> <u>(Site Audit Records)</u></p> <p>a. Paper records created prior to October 1, 1976.</p> <p>DESTROY 20 years after period of account.</p> <p>b. Microfilm copies of records created on or after October 1, 1976, under General Accounting System.</p> <p>DESTROY when 20 years old.</p>	<p>NC1-263 77-14 Item 47 a,b (CHANGE) Deviates from GRS 6-1</p> <p>NC1-263 77-14 Item 47 c (CHANGE) Deviates from GRS 6-1</p>	

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29.	c. Paper copies of records that have been microfilmed.  DESTROY when 3 years old or upon completion and resolution of audit, whichever is earlier.	NEW	
30.	<u>Original Miscellaneous Bureau Vouchers and Supporting Documents Files.</u> (Site Audit Records)  DESTROY 12 years after period of account.	NC1-263-77-14 Item 48 (CHANGE) Deviates from GRS 6-1	
31.	<u>Station and Project Accountings Files.</u> (Site Audit Records)  a. Accountings which contain indigenous payroll, or may contain such but have not been screened.  DESTROY when 56 years old.  b. Accountings not containing indigenous payroll.  DESTROY paper or microfilm 20 years after period of account.  c. Non-appropriated funds accountings, such as overseas clubs.  DESTROY 6 years and 3 months after close of account.	NC1-263-77-14 Item 49a (No Change) GRS 2-1  NC1-263-77-14 Items 49b & 50 (CHANGE) Deviates from GAO Title 8  NEW	
32.	<u>Station Financial Accounting Ledgers - Books of Original Entry.</u>  a. Voucher Register and Control Journal.  DESTROY when 10 years old.	NC1-263-77-14 Item 51a (No Change) GRS 7-2	

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32.	<p>b. Subsidary ledgers.</p> <p>(1) Expense and Obligation Subsidiary Ledger; Cash on Hand Subsidiary Ledger.</p> <p>DESTROY 3 years after close of account or when field audit is completed and resolved, whichever is sooner.</p> <p>(2) All others.</p> <p>DESTROY 1 year after close of account or when field audit is completed and resolved, whichever is sooner.</p>	<p>NC1-263-77-14 Item 51b(1) (CHANGE) Deviates from GRS 7-4</p> <p>NC1-263-77-14 Item 51b(2) (CHANGE)</p>	
33.	<p><u>Completed and Terminated Procurement Contract Files.</u> (Site Audit Records)</p> <p>DESTROY 12 years after close of fiscal year.</p>	<p>NC1-263-77-14 Item 52 (CHANGE) Deviates from GAO Title 8</p>	
34.	<p><u>Contract Audit Control Records Files.</u></p> <p>a. Basic contract record.</p> <p>Transfer to contract file (Item 33 above) upon completion or termination of contract.</p> <p>b. Task order records.</p> <p>DESTROY 12 years after close of fiscal year.</p>	<p>NC1-263-77-14 Item 53a (No Change)</p> <p>NC1-263-77-14 Item 53b (CHANGE) Deviates from GAO Title 8</p>	
35.	<p><u>Documents Used as Posting and Control Media, Subsidiary to General and Allotment Ledgers.</u></p> <p>DESTROY 12 years after close of fiscal year.</p>	<p>NC1-263-77-14 Item 54 (CHANGE) Deviates from GAO Title 8</p>	

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36.	<u>Tax Exemption Certificate Files.</u>  DESTROY 3 years after period covered by related account.	NC1-263-77-14 Item 55 GRS 3-13	(No Change)
37.	<u>Contracting Officers Files.</u>  DESTROY when no longer needed for reference.	NC1-263-77-14 Item 56	(No Change)
38.	<u>Project Case Files.</u>  DESTROY 12 years after cutoff. Cut off at end of each fiscal year.	NC1-263-77-14 Item 57 Deviates from GAO Title 8	(CHANGE)
39.	<u>Protective Documents for Project Case Files.</u>  Transfer to office of record having jurisdiction over project upon change in custodians or upon termination of project for incorporation in project files.	NC1-263-77-14 Item 58	(No Change)
40.	<u>Commercial Contract Audit Files.</u>  a. Commercial systems contracts files.  (1) Auditors working files.  DESTROY when no longer needed for reference.  (2) Special audit reports.  DESTROY 6 years and 3 months after contracts are renegotiated.  b. Contractor continuing case files.  DESTROY when no longer needed for reference.	NC1-263-77-14 Item 59a(1) (No Change)  NC1-263-77-14 Item 59a(2) (CHANGE)  NC1-263-77-14 Item 59b (No Change)	

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40.	<p>c. Commercial Systems Proposals Files.</p> <p>Screen annually and DESTROY material no longer needed.</p> <p>d. Completed Commercial Contract Binders.</p> <p>DESTROY when no longer needed for reference.</p> <p>e. Commercial Systems Audit Report Case Files.</p> <p>(1) Final audit reports.</p> <p>DESTROY 6 years and 3 months after cutoff. Cut off at end of fiscal year in which closing statement is received.</p> <p>(2) Advisory reports on audits of indirect expense allocation rates and working papers.</p> <p>DESTROY 6 years and 3 months after cutoff. Cut off at end of fiscal year in which audit completed.</p> <p>(3) Analysis of cost proposals reports.</p> <p>DESTROY 6 years and 3 months after cutoff. Cut off at end of each fiscal year.</p>	<p>NCl-263-77-14 Item 59c</p> <p>NCl-263-77-14 Item 59d</p> <p>NCl-263-77-14 Item 59e</p>	<p>(No Change)</p> <p>(No Change)</p> <p>(CHANGE)</p>
41.	<p><u>Voluntary Investment Plan Files.</u></p> <p>a. Current Status Report and Activity Status report.</p> <p>DESTROY upon receipt of Quarterly Activity Report.</p> <p>b. Quarterly Activity Report.</p> <p>DESTROY upon receipt of Annual Activity Report.</p>	<p>NCl-263-77-14 Item 60</p>	<p>(No Change)</p>

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41.	<p>c. Annual Activity Report.</p> <p>DESTROY microfilm when 56 years old. DESTROY paper copies upon verification of microfilm.</p> <p>d. General Ledger and handwritten Book of Original Entry.</p> <p>DESTROY 10 years after cutoff. Cut off at end of each fiscal year.</p> <p>e. Journal Vouchers and supporting details.</p> <p>DESTROY microfilm 10 years after cutoff. Cut off when 6 months have accumulated. DESTROY paper copies upon verification of microfilm.</p> <p>f. Finance and activity reports to management.</p> <p>DESTROY microfilm 10 years after cutoff. Cut off when 6 months have accumulated. DESTROY paper copies upon verification of microfilm.</p> <p>g. Tax returns and supporting data.</p> <p>DESTROY microfilm 10 years after cutoff. Cut off when 6 months have accumulated. DESTROY paper copies upon verification of microfilm.</p> <p>h. Confirmation statements issued by custodian banks or mutual fund management, bank statements, and cancelled checks.</p> <p>DESTROY when 6 years and 3 months old.</p>	GRS 2-1	
42.	<p><u>Individual Earnings Records and Cumulative Earnings Records Files.</u> (Site Audit Records)</p> <p>a. CACER (Current and Cumulative Earnings Record) on biweekly payroll, by employee number, on COM or paper.</p>	NCL-263-77-14 Item 61	77-14 (No Change)



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42a.	<p>(1) Records for pay periods 1 through 26.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each pay year.</p> <p>(2) Records for final pay period of year, cumulative for entire year.</p> <p>DESTROY 56 years after cutoff. Cut off at end of each pay year.</p> <p>b.ee Individual Earnings Records on four-week andee monthly payroll, including FBIS indigenous.ee</p> <p>DESTROY 56 years after cutoff. Cut off when employee terminates.</p>	GRS 2-1	
43.	<p><u>Contracts, Personal Service Agreements, Individual Earnings Records, and Pay Cards on 4-week, Monthly, and FBIS Indigenous Payrolls Files.</u></p> <p>DESTROY 56 years after cutoff. Cut off at end of each calendar year.</p>	NC1-263-77-14 Item 62 (No Change) GRS 2-1	
44.	<p><u>Joint Publication Research Service Files.</u></p> <p>a.ee Claims for services, statistics, reports, duplicates of schedules showing payments. (Site Audit Records)ee</p> <p>DESTROY 20 years after cutoff. Cut off at end of each calendar year.</p> <p>b.ee Personal contracts, earnings statements beginning in 1972, and records of hours worked if no earning record maintained.ee</p> <p>DESTROY 56 years after cutoff. Cut off at end of each calendar year.</p>	<p>NC1-263-77-14 Item 63 (CHANGE) Deviates from GRS 6-1</p> <p>NEW GRS 2-1</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
45.	<p><u>Memorandum of Oral Commitment Files.</u></p> <p>Attach contract and records of payment to posting voucher (Item 29 above).</p>	NC1-263-77-14 Item 64	(No Change)
46.	<p><u>Employee Payroll Case Files.</u></p> <p>a. Four-week and monthly payrolls.</p> <p>(1) Inactive files up to and including the pay year 1968.</p> <p>DESTROY when 56 years old.</p> <p>(2) Inactive files beginning with pay year 1969 to date, and FBIS indigenous (earnings records maintained separately).</p> <p>DESTROY 12 years after cutoff. Cut off at end of each pay year.</p> <p>b. Biweekly payrolls and former staff and contract four-week payrolls.</p> <p>(1) Inactive files up to and including the pay year 1968.</p> <p>DESTROY when 56 years old.</p> <p>(2) Inactive files beginning pay year 1969 (true terminations) and FBIS indigenous (earnings record maintained separately)</p> <p>DESTROY 12 years after cutoff. Cut off at end of each pay year.</p>	<p>NC1-263-77-14 Item 65</p> <p>Comptroller General Letter 1-a</p> <p>GRS 2-1</p> <p>Comptroller General Letter 1-a</p>	<p>(No Change)</p> <p>(No Change)</p>

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 19/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
47.	<p><u>Leave Records Files.</u></p> <p>a. Master leave records for biweekly and FBIS payrolls cumulative by leave period each year (in lieu of leave cards), and reflecting accumulated leave upon separation. Maintained in microfilm.</p> <p>DESTROY 10 years after cutoff. Cut off at end of each leave year.</p> <p>b. Leave cards for <del>four-week</del> payroll.</p> <p>File in employee payroll file (Item 46 above).</p> <p>c. Leave adjustments - "900's".</p> <p>DESTROY 10 years after cutoff. Cut off at end of each leave year.</p>	<p>NC1-263-77-14 Item 66b (No Change) Comptroller General Letter 2dla</p> <p>NC1-263-77-14 Item 66c (No Change)</p> <p>NC1-263-77-14 Item 66d (CHANGE)</p>	
48.	<p><u>Time and Attendance (Leave) Reports Files.</u></p> <p>DESTROY 4 years after cutoff. Cut off at end of each pay year.</p>	NC1-263-77-14 Items 67 & 71 (CHANGE)	
49.	<p><u>Compensation Master Files.</u></p> <p>DESTROY 10 years after cutoff. Cut off at end of each pay year.</p>	NC1-263-77-14 Item 68 (No Change) Item 72 (CHANGE)	
50.	<p><u>Automated Payroll Ledgers and Listings Files.</u></p> <p>a. Biweekly payrolls (COM), normals (COM), check issue by employee number (COM), and check issue by fan with related certification sheets (microfilmed). (Site Audit Records)</p> <p>DESTROY microfilm 10 years after cutoff. Cut off at end of each pay year. DESTROY paper copies upon verification of microfilm.</p>	NC1-263-77-14 Item 69a(1) (No Change) Deviates from GRS 2-13b(1)	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 20/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
50.	<p>b. Original overseas FBIS payrolls. (Site Audit Records)</p> <p>(1) Payrolls for U.S. citizens beginning 19 Dec 1965 and indigenous personnel beginning 9 Dec 1973. Earnings records maintained separately.</p> <p>DESTROY when 10 years old.</p> <p>(2) Foreign payroll for U.S. citizen personnel from Jul 1956 through 18 Dec 1965. Individual earnings record not maintained separately.</p> <p>DESTROY when 56 years old.</p>	<p>NCl-263-77-14 Item 69a (2) (No Change)</p> <p>NEW</p>	
.	<p>c. Pay control files. (Site Audit Records)</p> <p>DESTROY microfilm 10 years after cutoff. Cut off at end of each pay year. DESTROY paper copies upon verification of microfilm.</p>	NCl-263-77-14 Item 69b (No Change)	
51.	<p><u>Payroll Control Documents Files.</u></p> <p>DESTROY when 3 years old.</p>	NCl-263-77-14 Item 70 (No Change) GRS 2-11a, GRS 2-15a	
52.	<p><u>Current Restored Leave Files.</u></p> <p>File completed record in employee payroll file (Item 45 above).</p>	NCl-263-77-14 Item 73 (No Change)	
53.	<p><u>Special Payroll Ledgers and Listings Files.</u></p> <p>a. Record copy of computer Check and Counter Check Listing.</p> <p>DESTROY when 12 years old.</p>	<p>NCl-263-77-14 Item 74 (No Change)</p> <p>Deviates from GRS 2-13b(1)</p>	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 21/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
53.	<p>b. Check Issue Listing.</p> <p>Attach record copy of SF 1166 and hand carry to disbursing office. DESTROY other copies when 1 year old.</p> <p>c. Payroll Journal.</p> <p>Attach record copy to posting voucher (Item 29 above). DESTROY other copies when no longer needed for reference.</p> <p>d. Payroll Ledgers.</p> <p>(1) Pay Period 1 through 12.</p> <p>DESTROY when superseded.</p> <p>(2) Pay Period 13.</p> <p>DESTROY when 1 year old.</p> <p>e. Budget and Expense Listing, Alphabetical Listing of Credit Union Deductions, Other Deduction Listing, and Recapitulation of Pay This Period.</p> <p>Attach record copy to posting voucher (Item 29 above). DESTROY other copies when no longer needed for reference.</p>		
54.	<p><u>Counter Checks Files.</u></p> <p>DESTROY 20 years after cutoff. Cut off every 6 months consistent with the date of pay period closest to end period.</p>	<p>NC1-263-77-14</p> <p>Item 75 (CHANGE)</p>	

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
55.	<u>Designation of Beneficiary Files.</u>  a. Record copy of SF 1152, Designation of Beneficiary, Unpaid Compensation Due a Deceased Employee.  If used, file in employee payroll case file. See Item 46. If not used, DESTROY 6 months after separation of employee.  b. Record copy of SF 2808, Designation of Beneficiary, Civil Service Retirement System.  DESTROY when superseded, or transfer to Civil Service Commission with SF 2806 upon transfer or separation of employee.	NCl-263-77-14 Item 76	(No Change)
56.	<u>Special Project Case Files.</u>  DESTROY 12 years after cutoff. Cut off at end of each calendar year.	NCl-263-77-14 Item 77	(No Change)
57.	<u>Statement of Income Taxes Withheld Files.</u>  a. Record copy of Internal Revenue Form W-2.  DESTROY when 4 years old.  b. Record copy of withholding tax for all employees each pay year, cumulative by pay period.  DESTROY microfilm 10 years after cutoff. Cut off at end of final pay period each year. DESTROY paper copies upon verification of microfilm.	NCl-263-77-14 Item 78a GRS 2-18b	(CHANGE)
58.	<u>Tax Reports Files.</u>  DESTROY 4 years after cutoff. Cut off at end of each calendar year.	NCl-263-77-14 Item 79 GRS 2-18c	(CHANGE)

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
59.	<u>Payments of Liabilities to Other Organizations Files.</u> DESTROY when 3 years old.	NC1-263-77-14 Item 80 GRS 2-22	No Change)
60.	<u>CIA Retirement and Disability System (CIARDS) Files.</u>  a.eeSubsidiary listings.ee  (1) Monthly Participants Equity Report.  (a) Monthly reports other than December. DESTROY upon annual reconciliation.  (b) December reports (cumulative). DESTROY 2 years after date of report providing audit has been completed.  (2) Monthly Check Issue Listing.  DESTROY microfilm 12 years after cutoff. Cut off at end of each recording year. DESTROY paper copies upon verification of microfilm.  (3) Monthly Journal Vouchers.  DESTROY 12 years after cutoff. Cut off end of each calendar year.  b.eeCIARDS Accumulated Earnings Records Ledger and Pay Period Journal.ee  DESTROY microfilm 56 years after cutoff. Cut off at end of each pay year. DESTROY paper copies upon verification of microfilm.	NC1-263-77-14 Item 81a(1)(a) (No Change)  NC1-263-77-14 Item 81a(1)(b) (CHANGE)  NC1-263-77-14 Item 81a(2) (No Change)  NC1-263-77-14 Item 81a(3) (No Change)  NC1-263-77-14 Item 81b (No Change)	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 24/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
60.	c. CIARDS case files.		
	(1) Active participants.  When status changes, transfer to Item 60c(2), (3), (4), or (5) as appropriate.	NC1-263-77-14 Item 81c(1) (No Change)	
	(2) Retired and Survivor Annuitants.  Upon death of employee, transfer to Item 60c(5).	NC1-263-77-14 Item 81c(2) (No Change)	
	(3) Deferred Annuitants.  When individual becomes eligible for payment, transfer to Item 60c(2), (4), or (5) as appropriate.	NC1-263-77-14 Item 81c(3) (No Change)	
	(4) Resigned Participants.  DESTROY 96 years after cutoff. Cut off at end of fiscal year in which lump sum payment completed. (PL 94-183)	NC1-263-77-14 Item 81c(4) (CHANGE)	
	(5) Death cases.	NC1-263-77-14 Item 81c(5) (CHANGE)	
	(a) When there are no survivors.  DESTROY when 1 year old.		
	(b) When there are survivors.  DESTROY 96 years after cutoff. Cut off at end of fiscal year in which death occurred. (PL 94-183)		



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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
61.	<u>CSC and CIARDS Reports and Registers Files.</u>	NCl-263-	77-14 Item 82 (No Change)
	a. Duplicate copies of register used in transmitting retirement cards to Civil Service or CIARDS rolls upon termination of Agency employment.		
	DESTROY microfilm 96 years after cutoff. Cut off at end of each pay year. DESTROY paper copies upon verification of microfilm. (PL 94-183)		
	b. CSC and CIARDS retirement deductions for all Agency employees.		
	DESTROY microfilm 96 years after cutoff. Cut off at end of each pay year. DESTROY paper copies upon verification of microfilm. (PL 94-183)		
62.	<u>Individual Retirement Records Cards on Terminated Employees Files.</u>		
	a. Civil Service Individual Retirement Record (SF 2806) and Application for Refund of Civil Service Equity (SF 2802)	NCl-263-	77-14 Item 82 (No Change)
	Transfer to the Office of Personnel Management upon separation of employee.		
	b. Direct Refunds (SF 2806) and proof of payment including interest. (OPM)	NEW	
	Place original paper copy in terminated case file (Item 46 above) upon separation of employee.		
	c. CIARDS Individual Retirement Record (Form 3114), Application for Refund of CIAADS Equity (Form 3116), Direct Refunds (Form 3114), and proof of payment including interest, if applicable.	NCl-263-	77-14 Item 82 (NO Change)
	Place original paper copy in CI ARDS case file (Item 60c above) upon separation of employee.		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 26/26
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
63.	<u>CIARDS Financial Statements Files.</u>  PERMANENT. 1965 to present. 3 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-14 Item 84	(No Change)
64.	<u>Final Clearance and Collection Files.</u>  a. Uncollectible cases forwarded to the General Accounting Office or the Department of Justice for settlement; uncollectible cases charged off to expense due to security and operational factors in accordance with Agency regulations.  DESTROY 20 years after cutoff. Cut off when case is closed.  b. Cases for which collections or payments have been effected.  Attach documentation to posting voucher that effects final action (Item 29 above).	NC1-263-77-14 Item 85a     NC1-263-77-14 Item 85b(2) (No Change)	(CHANGE)
65.	<u>Financial Analysis Number (FAN) Directories and Dictionary of FAN Accounts.</u>  DESTROY when 20 years old.	NC1-263-77-14 Item 8	(CHANGE)
66.	<u>Reference Card Files.</u>  DESTROY when superseded, obsolete, or no longer needed.	NC1-263-77-14 Item 11	(No Change)
67.	<u>Property Financial Accountability Records.</u>  DISCONTINUED. Files destroyed.	NC1-263-77-14 Item 51c	(CANCEL)
68.	<u>Collection Case Files for Which Collections or Payments Have Been Effected.</u>  DISCONTINUED. Files destroyed.	NC1-263-77-14 Item 85b	(CANCEL)

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/>