

~~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

63-84

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

351-2853

LEAVE BLANK

JOB NO

NC1-263-84-8

DATE RECEIVED

1-16-84

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5-1-86
Date

Frank S. Bunker
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 5 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

84/01/12

E. TITLE

Agency Records Management Officer

7. ITEM NO

8. 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 403, Section 6 of the CIA Act of 1949

1. Directives Files.

a. ODP Instructions.

PERMANENT. 1972 to present. 2 cubic feet.
Annual growth 1 cubic foot.

b. ODP Notices.

DESTROY when rescinded.

NC1-263-76-10
Item 4d (No Change)

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

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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Request for Records Disposition Authority—Continuation

JOB NO.

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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.	<u>Computer Security Files.</u> a. Computer security standards files. DESTROY 5 years after cutoff. Cut off superseded or obsolete standards annually. b. Emanations/TEMPEST files. DESTROY 10 years after cutoff. Cut off inactive material annually.	NEW	
3.	<u>Data Standards Files.</u> DESTROY when superseded or no longer needed.	NCl-263-76-10 Item 16	(CHANGE)
4.	<u>Computer Systems Files.</u> a. Large-scale or unique systems. PERMANENT. 1978 to present. 27 cubic feet. Annual growth 3 cubic feet. b. Other systems. DESTROY 10 years after cutoff. Cut off when system becomes inactive or obsolete.	NCl-263-76-10 Item 15	(CHANGE)
5.	<u>Computer Application Project Files.</u> DESTROY 5 years after cutoff. Cut off when application or project is completed or becomes inactive.	NCl-263-76-10 Item 11	(CHANGE)

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 3/5
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<u>Computer Application Processing Files.</u>		
	a. Program files. ERASE when superseded or obsolete. Upon termination of application, hold, transfer, or ERASE in accordance with approved Agency disposition instructions for the application.	NC1-263-76-10 Item 20c	(No Change)
	b. Input files. Hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the application.	NC1-263-76-10 Item 20b	(No Change)
	c. Machine readable data files. Hold, transfer, or ERASE in accordance with approved Agency disposition instructions for the application.	NC1-263-76-10 Item 20d	(No Change)
	d. Output files. Transfer to customer when produced.	NC1-263-76-10 Item 20e	(No Change)
	e. Computer processing request files. DESTROY when 13 months old.	NC1-263-76-10 Item 20f	(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
7.	<u>Documentation Files.</u> a. Program documentation. DESTROY when superseded or obsolete. Upon termination of system or application, hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the system or application. b. Processing documentation. DESTROY when superseded or obsolete. Upon termination of system or application, hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the system or application. c. User documentation. DESTROY when superseded or obsolete. Upon termination of system or application, hold, transfer, or DESTROY in accordance with approved Agency disposition instructions for the system or application.	NCI-263-76-10 Item 23 (CHANGE) NCI-263-76-10 Item 20a (No Change) Items 21 & 22 (CHANGE) NCI-263-76-10 Items 24 & 25 (CHANGE)	
8.	<u>Computer Center Logs Files.</u> DESTROY when 3 months old.	NEW	
9.	<u>Systems Availability Files.</u> DESTROY when 3 months old.	NEW	
10.	<u>Equipment Files.</u> DESTROY 10 years after cutoff. Cut off when equipment becomes obsolete or inactive.	NEW	

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Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 5/5
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<u>Equipment Utilization and Maintenance Files.</u> a. Forms or cards on equipment use, non-use, or maintenance. DESTROY when 3 years old or no longer needed, whichever is sooner. b. Daily detail cards, intermediate summary decks, and related magnetic disk files and computer listings. ERASE or DESTROY when 90 days old or when no longer needed, whichever is later. c. Monthly summary of cost and utilization reports. ERASE or DESTROY when 3 years old or no longer needed, whichever is later.	NC1-263-76-10 Item 17	(No Change)
12.	<u>Equipment and Supplies Accountability Files.</u> a. Documents concerning the management of ADP equipment (ADPE). DESTROY 2 years after equipment is discontinued. b. Requirements for cards, paper, and magnetic tape reels, and inventory of ADPE supplies. DESTROY when 1 year old. c. Copies of contractor's invoices for rental and other charges incurred for use of ADPE. DESTROY 1 year after audit.	NC1-263-76-10 Item 18a NC1-263-76-10 Item 18b NC1-263-76-10 Item 19	(No Change) (No Change) (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/>