

~~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

33-84

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

351-2853

LEAVE BLANK

JOB NO.

NC1-263-84-9

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-5-86
Date

Frank A. 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 10 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

TITLE

Agency Records Management Officer

7.
ITEM NO.

(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. Periodic Significant Activity Reports Files.

a. Division, Area Headquarters, and above.

PERMANENT. 1948 to present. 118 cubic feet.
Annual growth less than 1 cubic foot.

NC1-263-77-15
Items 3c & 5a
(No Change)

b. Below Division, Area Headquarters level.

DESTROY no later than 2 years after cutoff.
Cut off at end of each calendar year.

NC1-263-77-15
Items 3a & 3b
(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

DECL OADR BY SIGNER

~~CONFIDENTIAL~~

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

Cy to agency 2-06-86, RCT, NARS/NIRM

~~CONFIDENTIAL~~

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

2/10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<u>Assistance to Other Government Agencies Files.</u> DESTROY central reference copy 10 years after cutoff. Cut off when assistance terminates. DESTROY other copies when assistance terminates.	NC1-263-77-15ee Item 6b	(No Change)
3.	<u>Station Files.</u> DESTROY 10 years after cutoff. Cut off when station closes. Screen annually and DESTROY noncurrent or superseded material.	NC1-263-77-15 Items 9, 37 & 38 (No Change) Items 19 & 21 (CHANGE)	
4.	<u>Operational Activity Files.</u> DESTROY 10 years after cutoff. Cut off when activity terminates. Screen annually and DESTROY noncurrent material.	NC1-263-77-15 Item 10	(No Change)
5.	<u>Equipment Files.</u> DESTROY 10 years after cutoff. Cut off when equipment becomes obsolete or inactive. Screen annually and DESTROY noncurrent material.	NC1-263-77-15 Item 11	(No Change)
6.	<u>Communications Systems Files.</u> a. Unique or one-of-a kind systems peculiar to CIA. PERMANENT. 1966 to present. 3 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-77-15 Item 12	(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

~~CONFIDENTIAL~~

GPO : 1975 O - 508-387

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
3/10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p>b. Routine or non-unique CIA systems.</p> <p>DESTROY 10 years after cutoff. Cut off when system becomes inactive or obsolete. Screen annually and DESTROY noncurrent material.</p> <p>c. Other government agency systems utilized by CIA.</p> <p>Screen annually and DESTROY noncurrent material.</p>		
7.	<p><u>Project Case Files.</u></p> <p>a. Unique or one-of-a-kind projects peculiar to CIA.</p> <p>PERMANENT. 1966 to present. 3 cubic feet. Annual growth less than 1 cubic foot.</p> <p>b. Routine projects.</p> <p>DESTROY 10 years after cutoff. Cut off when project or case completed or becomes inactive. Screen annually and DESTROY noncurrent material.</p>	NC1-263-77-15 Item 13	(No Change)
8.	<p><u>Signal Plans and Operating Procedural Files for Tripartite Staybehind Operations.</u></p> <p>a. Signal Plans.</p> <p>DESTROY all copies when activity for which signal plan produced terminates.</p>	NC1-263-77-15 Item 15	(No Change)

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

4/10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p>b. Circuit Operation Report Form (CORF) and procedural documents.</p> <p>DESTROY 10 years after cutoff. Cut off when activity associated with CORF and procedural documents terminates.</p> <p>c. Position Status Index Reports, Master Frequency Registers, Signal Plan, and Position Index.</p> <p>DESTROY microfilm when superseded. Destroy paper copies upon verification of microfilm.</p> <p>d. Mutual Visability Files.</p> <p>DESTROY 1 year after program terminates. DESTROY program documentation and instructions when obsolete. DELETE data when updated.</p> <p>e. Frequency and Propagation Material.</p> <p>DESTROY program documentation 1 year after program terminates. DESTROY output when predictions become inactive. DESTROY input data 1 year after update.</p> <p>f. Correspondence from overseas stations and other components requesting new updates, special requests, etc.</p> <p>DESTROY when no longer needed.</p>		

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 5/10
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9.	<u>Traffic Volume Files.</u> a. Program documentation and instructions. DESTROY 1 year after program terminates. DESTROY instructions when obsolete. b. Input data-traffic volume statistics. DESTROY 30 days after verification of master data base update. c. Output (COM) Traffic Volume Statistic reports. (1) 6 month recapitulation report. DESTROY 7 years after cutoff. Cut off oldest 2 reports when 3 reports accumulate. (2) Monthly update. DESTROY upon receipt of monthly update. (3) Office reference copy of 6 month recapitulation report (Item 9c(1) above). DESTROY when 3 years old.	NC1-263-77-15 Item 16	(No Change)

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 6/10
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
10.	<u>Communications Security (COMSEC) Files.</u> a. Communications Security Standards files. DESTROY 5 years after cutoff. Cut off when superseded or obsolete. b. Code files. DESTROY 10 years after cutoff. Cut off when code becomes inactive or when activity for which code designed terminates. Screen annually and destroy noncurrent material. c. Emanation/TEMPEST files. DESTROY 10 years after cutoff. Cut off when inactive.	NC1-263-77-15 Item 17 (No Change)	
11.	<u>Cryptographic Material Accountability Files.</u> a. Program documentation and instructions. DESTROY 1 year after program terminates. DESTROY instructions when obsolete. b. Cryptographic transaction files. DESTROY microfilm 26 years after cutoff. Cut off at end of each calendar year. DESTROY paper copies upon verification of microfilm.	NC1-263-77-15 Item 18 (No Change)	

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

7/10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<p>c. Cryptographic locator files.</p> <p>DESTROY when noncurrent.</p> <p>d. Magnetic disk/punched card remote storage.</p> <p>Duplicate master data base every 7 days, hold 1 generation backup, recycle disk at each update.</p>		
12.	<p><u>COMSEC Security Deception Program Files.</u></p> <p>DESTROY 5 years after cutoff. Cut off when material becomes inactive.</p>	NCL-263-77-15	Item 20 (No Change)
13.	<p><u>Summaries of COMSEC Threats and Known Vulnerabilities Files.</u></p> <p>DESTROY 15 years after cutoff. Cut off when material becomes inactive.</p>	NCL-263-77-15	Item 22 (No Change)
14.	<p><u>Cryptographic Clearance Access Files.</u></p> <p>a. Cryptographic clearance requests suspense file.</p> <p>If request approved, DESTROY when individual signs Cryptographic Briefing Oath. Transfer signed oath to Office of Security. If request denied, transfer to denial suspense file (Item 14c below).</p>	NCL-263-77-15	Item 34 (No Change)

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF
8/10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
14.	<p>b. Cryptographic clearance access file.</p> <p>DELETE individual entries when employee resigns, retires, or no longer needs cryptographic clearance. DESTROY computer listing when superseded.</p> <p>c. Cryptographic clearance denial suspense file.</p> <p>DESTROY when 1 year old unless waiver requested. If waiver granted, transfer to waiver file (Item 14d below). If waiver denied, DESTROY 1 year thereafter.</p> <p>d. Cryptographic waiver file.</p> <p>DESTROY when cryptographic clearance cancelled.</p> <p>e. Individual cryptographic security violation file.</p> <p>DESTROY individual card 2 years after violation.</p>		
15.	<p><u>Telephone Statements Files.</u></p> <p>DESTROY 2 years after cutoff. Cut off at end of each calendar year.</p>	NC1-263-77-15 Item 65 (No Change) Deviates from GRS 3-11	
16.	<p><u>Telephone Toll Tickets.</u></p> <p>DESTROY 1 year after cutoff. Cut off every 3 months.</p>	NC1-263-77-15 Item 66 (No Change)	

115-203

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

CONFIDENTIAL

GPO : 1975 O - 579-387

STANDARD FORM 115-A

Revised July 1974

Prescribed by General Services

Administration

FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 9/10
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
17.	<u>Combined Telephone Directory Files.</u> a. Combined Telephone Directory. DESTROY no later than 30 days after new issuance. b. Requirements and other related correspondence. DESTROY when superseded. c. Certificate of Destruction. DESTROY 2 years after destruction of directory.	NC1-263-77-15 Item 67a (No Change) NC1-263-77-15 Item 67c (No Change) NEW GRS 18-4	
18.	<u>Original Signature Copy of Headquarters Originated Cables.</u> DESTROY 1 year after cutoff. Cut off at end of each month.	NC1-263-77-15 Item 78 (No Change)	
19.	<u>CIA Incoming and Outgoing Cable Reference Files.</u> DESTROY when 60 days old.	NC1-263-77-15 Item 68 (CHANGE)	

~~CONFIDENTIAL~~

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF
10/10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
20.	<u>Signal Center Cable Files.</u> DESTROY when 14 days old.	NC1-263-77-15 Item 70	(No Change)
21.	<u>OC Component Cable Reference Files.</u> DESTROY when 3 months old.	NC1-263-77-15 Item 72	(No Change)
22.	<u>Technical and Scientific Test Data Files.</u> Erase tapes and reuse when test is completed. DESTROY computer listings when no longer needed.	NEW GRS 20, Part II, Item 2	
23.	<u>Amateur Radio Operation Files.</u> DISCONTINUED. Files destroyed.	NC1-263-77-15 Item 26	(CANCEL)

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

~~CONFIDENTIAL~~

GPO : 1975 O - 579-387

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/>