

~~CONFIDENTIAL~~

NCI-263-84-1

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

*WV*  
*6/12/83*

29 September 1983

Mr. Raymond A. Mosley  
Director, Records Disposition Division  
Office of Federal Records Centers  
National Archives and Records Service  
General Services Administration (NCD)  
Washington, DC 20408

Dear Mr. Mosely:

The attached SF 115, Request for Records Disposition Authority, classified Confidential, is submitted for approval.

In accordance with our agreed procedures, descriptive information (other than file series title) is not included on the SF 115. The full-text schedule, classified Secret and cited by number on the SF 115, is maintained at CIA for review by designated NARS appraisers with appropriate national security and liaison clearances. The approved full-text schedule will be transferred eventually to NARS as part of our permanent record holdings.

Also attached for reference is a copy of our letter of 14 December 1981 and the NARS response of 6 July 1982, which together outline requirements for safeguarding SF 115's submitted by the Agency.



Agency Records Management Officer

FOIA(b)3 - 50 USC 403g Section 6 of the CIA Act of 1949

Attachments:

SF 115 34-84, dated 29 Sep 1983, orig & 1 cy  
CIA letter, dated 14 Dec 1981, 1 cy  
NARS letter, dated 6 Jul 1982, 1 cy

UNCLASSIFIED WHEN SEPARATED  
FROM ATTACHMENT

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**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1-263-84-1

DATE RECEIVED

October 12, 1983

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*July 31, 1985*  
*Frank B. Burke*  
*Archivist of the United States*

TO. GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Central Intelligence Agency

2. MAJOR SUBDIVISION

34-83

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

351-2853

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 8 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

E. TITLE

83/09/29

Agency Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF 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 403g Section 6 of the CIA Act of 1949

1. Agency Directives Program Case Files.

a. Case file on HR's, FR's, HN's, FN's, HBB's, and FHB's.

PERMANENT. Cut off at end of 6 months and microfilm. Verify microfilm as an acceptable substitute based on FPMR 101-11-5, and destroy paper copy of case files. The diazo copy of the microfilm is used for reference. 1946 to present. 20 cubic feet. Annual growth 2 cubic feet.

NC1-263-77-3  
Items 43a and b  
GRS 16-1b  
Deviates from  
GRS 16-1a

21 items

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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.	PAGE OF 2/8
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>b. Employee Bulletins case files.</p> <p>DESTROY when 18 months old, or when no longer needed for reference, whichever is sooner.</p> <p><del>c. Courtesy copies of proposed issuances.</del></p> <p>Incorporate with Item 1a above when request is formally initiated. If not formally initiated in 3 years, DESTROY.</p> <p><del>d. Supplemental Distribution files.</del></p> <p>Hold a diminishing number in accordance with schedule established for each issuance.</p> <p><del>e. Regulatory manuscript files.</del></p> <p>DESTROY upon printing of regulatory issuance.</p>	<p>NC1-263-77-3 Item 43c (CHANGE)</p> <p>NC1-263-77-3 Item 43e (No Change)</p> <p>NC1-263-77-3 Item 43f (No Change)</p> <p>NC1-263-77-3 Item 43g (No Change)</p>	
2.	<p><del>Agency Directives Index Files.</del></p> <p>DESTROY cards when publication is superseded or becomes obsolete.</p>	<p>NC1-263-77-3 Item 44 (No Change)</p>	
3.	<p><u>Agency Directives Control Cards Files.</u></p> <p>DESTROY 6 months after final action on the issuance or earlier if no longer needed for reference.</p>	<p>NC1-263-77-3 Item 45 (CHANGE)</p>	
4.	<p><del>Agency Directives Distribution Control Files.</del></p> <p>DESTROY when no longer needed for reference.</p>	<p>NC1-263-77-3 Item 46 (No Change)</p>	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 3/8
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<u>Agency Forms Management Program Files.</u>  a. Forms management case files.  DESTROY when related form is obsolete, superseded, or rescinded.  b. <del>Forms computer listings.</del>  <del>DESTROY upon receipt of updated listing.</del>	NCl-263-77-3 Item 47a (CHANGE) Deviates from GRS 16-4a  NCl-263-77-3 Item 47b (No Change)	
6.	<u>Agency Micrographics Management Program Files.</u>  a. <del>Micrographic applications case files.</del>  <del>DESTROY 3 years after application is obsolete or superseded.</del>  b. <del>Micrographic equipment inventory computer listings.</del>  <del>DESTROY when superseded by new listing.</del>	NCl-263-77-3 Item 47a (No Change)  NCl-263-77-3 Item 47b (No Change)	
7.	<u>Agency Records Holdings Files.</u>  DESTROY when 3 years old.	NCl-263-77-3 Item 52 (CHANGE) GRS 16-6a	
8.	<u>Agency Records Disposition Management Program Files.</u>  a. Record copy of approved Agency Records Control Schedules (Forms 139 and 139a).  PERMANENT. 1954 to present. 8 cubic feet. Annual growth less than 1 cubic foot.	NCl-263-77-3 Item 48a (No Change) Deviates from GRS 16-3	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 4/8
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p><del>b. Duplicate of approved Request for Records Disposition Authority (SF-115) maintained with Item 8a above.</del></p> <p><del>DESTROY when corresponding Records Control Schedules (Form 139 and 139a) are accessioned by NARS.</del></p>	<p><del>NC1-263-77-3 Item 48b</del></p>	<p><del>77-3 (No Change)</del></p>
9.	<p><u>Records Management Files.</u></p> <p>DESTROY when 6 years old.</p>	<p>NC1-263-77-3 Item 52 (CHANGE) GRS 16-11</p>	
10.	<p><del><u>Agency Vital Records Control Schedules.</u></del></p> <p><del>DESTROY when superseded by a later schedule.</del></p>	<p><del>NC1-263-77-3 Item 49a</del></p>	<p><del>77-3 (No Change)</del></p>
11.	<p><u>Agency Archives and Records Center Maintenance Files.</u></p> <p>a. Space locator files.</p> <p>System maintained as long as AARC exists.</p> <p>b. Service request files.</p> <p>DESTROY when information on form is recorded in management information system. If information on form is not recorded in system, DESTROY form when 2 years old.</p> <p>c. Accession and disposition register.</p> <p>PERMANENT. 1948 to present. 3 cubic feet. Annual growth less than 1 cubic foot.</p> <p>d. Record locator files.</p> <p>Transfer to Item 11f below when the job is destroyed or transferred.</p>	<p>NC1-263-77-3 Item 50a (No Change)</p> <p>NC1-263-77-3 Item 50e (No Change)</p> <p>NC1-263-77-3 Item 50b (No Change)</p> <p>NC1-263-77-3 Item 50c (No Change)</p>	

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

5/8

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<p>e. Records organizational files. Destroy duplicate material and transfer remainder to Item 11f below when action is completed.</p> <p>f. Disposal job files. PERMANENT. 1948 to present. 60 cubic feet. Annual growth 3 cubic feet.</p> <p>g. Disposal tickler files. DESTROY when disposition is completed.</p> <p>h. Supplemental distribution locator and inventory files. DESTROY card when supplemental distribution item is obsolete, rescinded, or expired.</p> <p>i. Preliminary inventories. PERMANENT. 1948 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.</p>	<p>NC1-263-77-3 Item 50f (No Change)</p> <p>NC1-263-77-3 Item 50h (No Change)</p> <p>NC1-263-77-3 Item 50g (No Change)</p> <p>NC1-263-77-3 Item 50i (No Change)</p> <p>NC1-263-77-3 Item 50j (No Change)</p>	
12.	<p><u>Agency Top Secret Control Program Files.</u></p> <p>a. Current inventory listings. DESTROY when superseded or obsolete.</p> <p>b. Top Secret Control Sheet. DESTROY 10 years after cutoff. Cut off at the end of each calendar year.</p>	<p>NEW</p> <p>NC1-263-79-1 Item 13c (CHANGE) Deviates from GRS 18-6a</p>	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 6/8
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
13.	<p><u>Agency Information Security Program Files.</u></p> <p>a. Record copies of written delegations of classification and declassification authority.</p> <p>DESTROY 50 years after cutoff. Cut off at the end of each calendar year.</p> <p>b. Record copies of Agency approved waivers to the portion marking requirement for classified documents.</p> <p>DESTROY when superseded or obsolete.</p> <p>c. Directorate classification guides.</p> <p>PERMANENT. 1979-1982. Less than 1 cubic foot.</p>	NEW	
14.	<p><u>Agency Classification Review Program Files.</u></p> <p>a. Classification review guidelines.</p> <p>PERMANENT. 1977 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.</p> <p>b. Agency systematic review program files.</p> <p>DESTROY when no longer needed for reference.</p> <p>c. DCI retention of classification files.</p> <p>DESTROY when 30 years old.</p> <p>d. Manuscript review files.</p> <p>DESTROY when final action taken, or when no longer needed for reference, whichever is later.</p>	NEW	



Request for Records Disposition Authority—Continuation	JOB NO.	PAGE OF 8/8	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
15a(2)	<p>(a) <del>Request not appealed.</del></p> <p><del>DESTROY 5 years after date of final Agency reply.</del></p> <p>(b) Requests appealed.</p> <p>DESTROY 10 years after final action by the Agency or final adjudication by the courts, whichever is later.</p> <p>b. FOIA/PA reports.</p> <p>(1) Annual reports at the Agency or Directorate level.</p> <p>PERMANENT. 1974 to present. Less than 1 cubic foot. Annual growth less than 1 cubic foot.</p> <p>(2) <del>Other reports.</del></p> <p><del>DESTROY when 2 years old or sooner if no longer needed for administrative use.</del></p> <p>c. FOIA/PA/EO requests control files.</p> <p>DESTROY when FOIA/PA/EO activity is discontinued.</p> <p>d. IPD chrono file.</p> <p>DESTROY 2 years and 6 months after cutoff. Cut off at the end of each calendar year.</p>	<p>NC1-263-77-3 Items 30a(3) &amp; 36a(3) (No Change) GRS 14-16a(3)(a), NC1-263-79-3 Item 1a(1)(c) (No Change) GRS 14-25a(3)(a)</p> <p>NC1-263-77-3 Item 30b (CHANGE) NC1-263-79-3 Item 1a(2) (CHANGE) Deviates from GRS 14-16a(3)(b), GRS 14-17a, GRS 14-25a(3)(b)</p> <p>NC1-263-77-3 Items 27 &amp; 29a (No Change) Deviates from GRS 14-19a, GRS 14-29a</p> <p>NC1-263-77-3 Item 29b (No Change) GRS 14-19b, GRS 14-29b</p> <p>NC1-263-77-3 Item 32 (CHANGE) Deviates from GRS 14-18, GRS 14-28</p> <p>NC1-263-77-3 Item 37 (CHANGE)</p>	

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APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER  
NCI-263-94-1

SECTION I - ACTION TAKEN

1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.

ITEMS 1a, 8a, 11c, f, i, 13c, 14a, 15b(1).

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3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.

WARNING NOTICE  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency.

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>R.C. Tagge</i>	7-23-85
	Director, Records Disposition Division	<i>Kenneth F. Roman</i>	7/23/85
CONCURRENCES	Director, Military Archives Division	<i>Samuel Ryan</i>	7/31/85
	<div style="border: 1px solid black; padding: 5px;">           Reproduction, Dissemination and Extraction of Information Controlled by Originator.         </div>		

SECTION III - APPRAISER'S COMMENTS

In the attached SF115, Request for Records Disposition Authority, the Central Intelligence Agency updates the disposition of record items of the Office of Information Services previously approved by NARS. In doing so, however, the agency has proposed slight extensions and/or reductions in the retention of a few items of temporary records. The agency has certified that these changes are based upon the necessity of the records for current business. Additionally, for records of enduring value listed in Section I, block 2 above, the agency has included data concerning their arrangement, volume, dates of coverage, and estimated annual accumulation. These records will be offered to the National Archives as specified in this job.

Recommend approval.

Classified by *R.C. Tagge (N.I.R.M.)*  
DECL/DADR, DERIVED FROM  
JOB NO. NCI-263-84-1

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# National Archives



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Washington, DC 20408

Classified by R. C. Tagge(NIRM),  
DECL/OADR, Derived from  
Job No. NC1-263-84-1

Date : April 23, 1985  
Reply to  
Attn of : NIR

Subject : SF115, Request for Records Disposition Authority, Job No. NC1-263-84-1 (21 items)  
To : Director, NIR

Enclosed is subject SF115 submitted by the Central Intelligence Agency(CIA) covering records of the Office of Information Services whose administrative functions include Records Management, FOIA/PA, and Classification review matters.

The SF115 and attachments are security classified CONFIDENTIAL and should be handled and safeguarded accordingly. Reproduction in any form without CIA approval is prohibited(see related enclosures).

Record items of enduring value unchanged from previous authorizations are repeated in this SF115 in order to add data concerning their arrangement, dates of coverage, volume, and estimated annual accumulation. This information was not available for inclusion in prior approved jobs cited in column 9.

This SF115 includes items of temporary value previously authorized for disposal for which changes in retention periods are now requested. These changes consist of slight increases or reductions from previous retention periods, and deviations from or compliance with GRS standards. Changes will meet requirements established by users as essential in carrying out agency business.

This SF115 also contains 3 NEW items ( 9 including a's & b's ).

Item 12a is simply an inventory control record updated frequently. Disposition should be as requested.

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National Archives and Records Administration

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Item 13a. Retention for 50 years is required to verify classification/declassification authorities, after which disposal should be as indicated.

Item 13b. These waivers to portion markings of classification documents are approved by the Information Security Oversight Office (ISOO). Changes occur in accordance with Executive Order requirements. Disposition should be as requested.

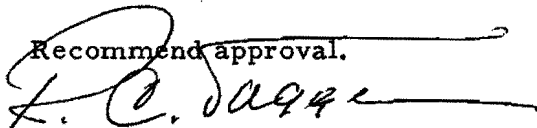
Item 13c. Because these Directorate classification guides govern agency classification policy and procedure they warrant continued preservation. Coverage under this item ends at 1982, after which these guides become part of item 1a.

Item 14a. These classification review guidelines reflect agency policy and procedure pursuant to E. O. s 12065 and 12356, and as such warrant continued preservation.

Item 14b is a working file; 14c retention is consistent with the provisions of E. O. 12356; 14d manuscripts are extra copy; and 14e Department of State FRUS manuscripts are reviewed for agency declassification interests with results forwarded to State. All of these routine administrative type records do not appear to warrant continued preservation. Disposition should be as requested. Adequate explanations and justifications for changes, additions, and GRS deviations are listed in the enclosures to this SF115. If further information is desired please call me on 724-1450.

This SF115 records disposition request is being processed for formal approval; informal review was personally coordinated with NNM (Dr. Krauskopf).

Recommend approval.



RAYMOND C. TAGGE  
NIRM/Staff

Encls

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REASONS FOR CHANGES FROM OLD SCHEDULE AND DEVIATIONS FROM GRS

Schedule 34-83

- Item 1a            Deviates from GRS because Agency will offer to NARS when national security considerations permit, not when 20 years old.
- Item 1b            Changed from destroy 2 years after cutoff (cut off at end of each calendar year) to destroy when 18 months old, or when no longer needed for reference, whichever is sooner. Not needed longer for current business.
- Item 3             Changed from permanent to destroy 6 months after final action on the issuance or earlier if no longer needed for reference. Status changed from "master index" to a short term control mechanism. "Master index" is maintained separately and will be offered to NARS with Item 1 above.
- Item 5a            Changed from destroy 3 years after form is obsolete, superseded or rescinded to destroy when related form is obsolete, superseded, or rescinded. Not needed longer for current business. Deviates from GRS for same reason.
- Item 7             Changed from destroy when superseded or no longer needed to destroy when 3 years old to conform with GRS.
- Item 8a            GRS says destroy when related records are destroyed, or transferred to the National Archives, or when no longer needed for administrative purposes. Agency says permanent because it maintains record copy of approved records control schedule until national security considerations permit its transfer to NARS.
- Item 9             Changed from destroy when superseded or no longer needed to destroy when 6 years old to conform with GRS.
- Item 12a           Changed from destroy 5 years after document is downgraded, transferred, or destroyed to destroy cover sheets of documents no longer under TS control 10 years after cutoff (cut off at end of each calendar year). Needed longer for current business. Deviates from GRS for same reason.
- Item 15a(1)(b)    Changed from destroy 4 years to destroy 10 years after final action by the Agency or final adjudication by the courts, whichever is later. Needed longer for current business. Deviates from GRS for same reason.

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- Item 15(2)(b) Same as Item 15a(1)(b) above.
- Item 15b(1) Deviates from GRS because Agency will offer to NARS when national security considerations permit.
- Item 15c Changed from destroy registers 5 years after date of last entry and other controls 5 years after final action by courts, whichever is later to destroy when FOIA/PA/EO activity is discontinued. Needed for current business.
- Item 15d Changed from destroy when 2 years old to destroy 2 years and 6 months after cutoff. Cut off at the end of each calendar year. Needed longer for current business.

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