

~~CONFIDENTIAL~~

Central Intelligence Agency



Washington, D. C. 20505

9 May 1984

DECLASSIFIED  
Authority NND 55153  
By ST NARA Date 10-13-10

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. Mosley:

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 10-84, dated 9 May 1984, 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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 Authority NND 55153  
 By: ST NARA Date 10-13-10

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

LEAVE BLANK
JOB NO.  NC1-263-84-13
DATE RECEIVED  6-07-84
NOTIFICATION TO AGENCY  <small>In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>
12-10-86 <i>Frank A. Bunker</i> <small>Date Archivist of the United States</small>

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Central Intelligence Agency**

2. MAJOR SUBDIVISION  
10-84

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
[Redacted]

5. TEL. EXT.  
351-2853

8. 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 16 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: 84/05/09

NAME: [Redacted] Agency Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM <small>(With Inclusive Dates or Retention Periods)</small>	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>History Files.</u></p> <p>a. <del>Published histories. Record copy.</del></p> <p>PERMANENT. 1942 to present. 20 cubic feet. Annual growth 5 cubic feet.</p> <p>b. Extra copies of published histories maintained for reference.</p> <p>DESTROY when no longer needed for reference.</p>	<p>NC1-263-77-3 Item 39 (No Change) Deviates from GRS 16-13c</p> <p>NEW</p>	<p>30 items</p>
<p>THIS DOCUMENT IS CLASSIFIED CONFIDENTIAL IN THE AGGREGATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/ FOR OFFICIAL USE ONLY EXCEPT AS MARKED</p>		<p>WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED</p>	

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.	<p>c. Unfinished historical reports. DESTROY when no longer needed for reference.</p> <p>d. Historical source files.</p> <p>(1) Historical bibliographic documentary listings, archival and research guides to historical sources and authorities, records of interviews with key personnel, correspondence with Agency components, and other historical sources. PERMANENT. 1947 to present. 60 cubic feet. Annual growth 10 cubic feet.</p> <p>(2) Card index to source documents in Item 1d(1) above. PERMANENT. 1947-1965. 30 cubic feet.</p>	<p>NC1-263-77-3 Item 41 (No Change)</p> <p>NEW Deviates from GRS 16-13c</p>	
2.	<p><u>Legal Subject Records Files (OGC).</u></p> <p>PERMANENT. 1946 to present. 609 cubic feet. Annual growth 100 cubic feet.</p>	<p>NC1-263-76-7 Item 1a (No Change)</p>	
3.	<p><u>Impersonal Subject Records Files (OGC).</u></p> <p>PERMANENT. 1946 to present. 101 cubic feet. Annual growth 20 cubic feet.</p>	<p>NC1-263-76-7 Item 1b (No Change)</p>	
4.	<p><u>Precedent Files (OGC Legal Decisions).</u></p> <p>PERMANENT. 1948-1975; 1980 to present. 3 cubic feet. Annual growth less than 1 cubic foot.</p>	<p>NC1-263-76-7 Item 3 (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
5.	<u>Project Files (OGC).</u>  PERMANENT. 1951 to present. 215 cubic feet. Annual growth 4 cubic feet.	NC1-263-76-7	Item 13 (No Change)
6.	<u>Legislation Files.</u>  PERMANENT. 1946 to present. 4 cubic feet. Annual growth 1 cubic foot.	NC1-263-76-6	Item 1b (No Change)
7.	<u>Congressional Committees Files.</u>  PERMANENT. 1949 to present. 252 cubic feet. Annual growth 30 cubic feet.	NC1-263-76-6	Item 1a (No Change)
8.	<u>Publications Review Board Files (PAO).</u>  a. Minutes and official memoranda.  PERMANENT. 1976 to present. 28 cubic feet. Annual growth 9 cubic feet.  b. PRB Reference Center documentation including manuscripts submitted for review.  PERMANENT. 1955 to present. 69 cubic feet. Annual growth 23 cubic feet.  c. Bibliographic computer file.  PERMANENT. 1980 to present. Less than 1 disk pack. Annual growth less than 1 disk pack.	NEW	
9.	<u>House Permanent Select Committee on Intelligence            Documents Files.</u>  PERMANENT. 1973 to present. 55 cubic feet. Annual growth 4 cubic feet.	NC1-263-79-4	Item 1 (No Change)
9.	<u>House Permanent Select Committee on Intelligence            Documents Files.</u>  PERMANENT. 1973 to present. 55 cubic feet. Annual growth 4 cubic feet.	NC1-263-76-6	Item 17 (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

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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
10.	<del>Material Held by CIA Relating to the House Select Committee on Assassinations Investigations.  PERMANENT. 1942-1978. 64 cubic feet.</del>	NC1-263-80-1 Item 1 (No Change)	
11.	<del>Schedules of Daily Activities.  a. DCI and DDCI.  PERMANENT. 1953 to present. 40 cubic feet. Annual growth 5 cubic feet.  b. All others.  DESTROY when 2 years old or no longer needed, whichever is sooner.</del>	NEW  GRS 23-2a	
12.	<del>Duplicate Copies of Information Relating to Military Personnel Assigned to the Intelligence Community Staff.  DESTROY 2 years after tour of duty is completed.</del>	NEW	
13.	<del>Authorizations For Travel Files (ICS).  DESTROY when 2 years old or superseded, whichever is sooner.</del>	NEW	
14.	<del>Private Attorney Panel Records Files.  DESTROY records of cleared but never used attorneys 1 year after clearance is cancelled. DESTROY records of cleared and used attorneys when deceased or when services are no longer of interest, whichever is earlier.</del>	NC1-263-76-7 Item 2a (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
15.	<p><u>Legal Opinions and Review of Contracts, Maintained Separately from other Legal Subject Records Files (Item 2 above) (OGC).</u></p> <p>PERMANENT. 1946 to present. 25 cubic feet. Annual growth 8 cubic feet.</p>	NCL-263-76-7	Item 1a (No Change)
16.	<p><u>Cable Files (OGC).</u></p> <p>DESTROY when 3 months old.</p>	NCL-263-76-7	Item 12 (No Change)
17.	<p><u>Congressional Liaison Files (OLL).</u></p> <p>a. Record copies of Agency positions on proposed legislation, correspondence with Congressional offices, etc.</p> <p>PERMANENT. 1959 to present. 20 cubic feet. Annual growth 2 cubic feet.</p> <p>b. All other records.</p> <p>DESTROY 5 years after cutoff. Cut off at end of each calendar year or when case is closed, whichever is sooner.</p>	NCL-263-76-6	Item 11 (No Change)
18.	<p><u>Intelligence Publications Files.</u></p> <p>a. Intelligence production files.</p> <p>(1) Production Case Files.</p> <p>PERMANENT. Prior to offer to NARS, consolidate with Item 16a(2) below to assure complete record set. 1950 to present. 225 cubic feet. Annual growth 27 cubic feet.</p>	NCL-263-76-8	Item 1c(1) (No Change) NCL-263-76-4 Item 3a (No Change) NCL-263-77-11 Item 2c (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
18a.	<p>(2) Record copy of finished intelligence publications, papers, or videotapes.</p> <p>PERMANENT. 1950 to present. 158 cubic feet. Annual growth 9 cubic feet.</p> <p>(3) Supplemental Distribution copies.</p> <p>DESTROY 6 years after publication.</p> <p>b. Masters file for publications.</p> <p>DESTROY 6 months after cutoff. Cut off at end of each month.</p> <p>c. Project status log.</p> <p>DESTROY 1 year after cutoff. Cut off at end of each calendar year.</p> <p>d. Dissemination files on materials released to foreign governments.</p> <p>PERMANENT. 1950 to present. 24 cubic feet. Annual growth 2.5 cubic feet.</p> <p>e. Processing media.</p> <p>Reuse magnetic cards, tapes, and disks when project is completed.</p>	<p>NC1-263-77-5 Item 19 (No Change)</p> <p>NC1-263-76-8 Item 2e (CHANGE)</p> <p>NEW</p> <p>NC1-263-77-11 Item 2d (CHANGE)</p> <p>NEW</p> <p>NEW</p>	
19.	<p><u>Strategic Warning Files (NIC).</u></p> <p>a. Strategic Warning Staff monthly reports and other special intelligence reports.</p> <p>PERMANENT. 1969 to present. 5 cubic feet. Annual growth 1 cubic foot.</p>	<p>NC1-263-77-8 Item 41a (No Change)</p>	

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19.	<p>b. Indications and warnings reports.</p> <p>PERMANENT. 1962 to present. 17 cubic feet. Annual growth 2 cubic feet.</p>	NCl-263-77-8 Item 41b	77-8 (No Change)
20.	<p><u>Intelligence Collection Files.</u></p> <p>a. Data on methods, sources, responsibilities, agreements, and requirements involved in the collection of intelligence.</p> <p>PERMANENT. 1950 to present. 16 cubic feet. Annual growth 2 cubic feet.</p> <p>b. Record copies of requirements and associated documentation prepared by Agency components and levied on the various collectors throughout the Intelligence Community.</p> <p>DESTROY 1 year after cutoff. Cut off 1 year after requirement is closed.</p>	NCl-263-77-5 Item 18  NCl-263-77-5 Item 20	77-5 (No Change)  77-5 (No Change)
21.	<p><u>Budget Formulation Files (Comptroller).</u></p> <p>a. Budget Call files.</p> <p>PERMANENT. 1949 to present. 7 cubic feet. Annual growth less than 1 cubic foot.</p> <p>b. Office budget submissions files.</p> <p>PERMANENT. 1949 to present. 30 cubic feet. Annual growth 2 cubic feet.</p> <p>c. Program Plan with Comptroller's recommendations files.</p> <p>PERMANENT. 1949 to present. 10 cubic feet. Annual growth 1 cubic foot.</p>	NCl-263-77-5 Items 6a & 7a GRS 5-1  NCl-263-77-5 Items 6b & 7b GRS 5-2a  NCl-263-77-5 Item 6c GRS 5-2a	77-5 (No Change)  77-5 (No Change)  77-5 (No Change)

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21.	d. Budget presentation to the Intelligence Community Staff and Office of Management and Budget files.  PERMANENT. 1949 to present. 10 cubic feet. Annual growth 1 cubic foot.	NCl-263-77-5 Items 6d, 7c, & 21 (No Change) GRS 5-2a	
	e. OMB budget hearings files.  PERMANENT. 1949 to present. 10 cubic feet. Annual growth 1 cubic foot.	NCl-263-77-5 Item 7d (No Change) GRS 5-2a	
	f. Congressional budget hearings files.  PERMANENT. 1949 to present. 10 cubic feet. Annual growth 3 cubic feet.	NCl-263-77-5 Items 7g & 2a(1)&(2) (No Change) GRS 5-2a	
	g. Congressional budget files.  PERMANENT. 1949 to present. 4 cubic feet. Annual growth 2 cubic feet.	NCl-263-77-5 Items 7e & f (No Change) GRS 5-1	
	h. Financial guidance furnished by ICS, OMB, and Congress.  PERMANENT. 1949 to present. 8 cubic feet. Annual growth 1 cubic foot.	NCl-263-77-5 Item 6e (No Change) GRS 5-1	
	i. Financial guidance issued by DDCI and Comptroller.  PERMANENT. 1949 to present. 6 cubic feet. Annual growth less than 1 cubic foot.	NCl-263-77-5 Item 6f (No Change) GRS 5-1	
	j. Agency apportionment authorization from OMB files.  PERMANENT. 1949 to present. 7 cubic feet. Annual growth less than 1 cubic foot.	NCl-263-77-5 Item 7h (No Change) GRS 5-1	



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22.	<p><u>Intelligence Community Budget Estimates and Justifications Files (ICS).</u></p> <p>PERMANENT. 1960 to present. 150 cubic feet. Annual growth 25 cubic feet.</p>	<p>NC1-263-76-8 Items 6a(1) &amp; 6a(2) (a) (No Change) GRS 5-2a</p>	
23.	<p><u>Guide to Law of CIA (OGC).</u></p> <p>a. Record copy of finished publications.</p> <p>PERMANENT. 1958 to present. 2 cubic feet. Annual growth less than 1 cubic foot.</p> <p>b. Copies of source information, background material, correspondence, and distribution information on Guide to Law.</p> <p>DESTROY when superseded or no longer needed.</p> <p>c. Supplemental copies.</p> <p>DESTROY when superseded or no longer needed.</p>	<p>NEW</p>	
24.	<p><u>National Intelligence Emergency Planning Files (NIESO).</u></p> <p>a. Emergency planning case files.</p> <p>PERMANENT. 1980 to present. 8 cubic feet. Annual growth 5 cubic feet.</p> <p>b. Emergency planning reports files.</p> <p>PERMANENT. 1980 to present. 32 cubic feet. Annual growth 30 cubic feet.</p>	<p>NEW</p> <p>Deviates from GRS 18-28a</p> <p>Deviates from GRS 18-30</p>	

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25.	<u>CIA Legislation Files.</u>	NCl-263-76-6	Item 3a (No Change)
	PERMANENT. 1961 to present. 60 cubic feet. Annual growth 12 cubic feet.		
26.	<u>Employee Grievance Files (IG).</u>		
	a. Record copy of closed cases involving litigation.  DESTROY when official personnel folder is destroyed.	NCl-263-76-5 Item 3a (CHANGE) Deviates from GRS 1-31	
	b. Record copy of closed cases not involving litigation.  DESTROY 10 years after case is closed unless case becomes involved in litigation. If case becomes involved in litigation, transfer to Item 25a above.	NCl-26-76-5 Item 3b (No Change)	
	c. Index  DESTROY when related case file (Items 29a and 29b above) is destroyed.	NCl-263-76-5 Item 3c (CHANGE)	
	d. Employee grievance log.  DESTROY when all case files (Items 29a and 29b above) on log are destroyed.	NCl-263-76-5 Item 3d (CHANGE)	
27.	<u>EEO Investigative Files (IG).</u>	NCl-263-77-1	Item 34a (CHANGE)
	DESTROY 4 years after cutoff. Cut off resolved cases at end of each calendar year.	Deviates from GRS 1-26a	
28.	<u>Survey Reports Files (IG).</u>	NCl-263-76-5	Item 2 (No Change)
	PERMANENT. 1953 to present. 30 cubic feet. Annual growth 6 cubic feet.		

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29.	<u>Special Studies Files (IG).</u>  PERMANENT. 1953 to present. 5 cubic feet. Annual growth 1 cubic foot.	NC1-263-76-5	Item 4 (No Change)
30.	<u>Correspondence Files (IG).</u>  PERMANENT. 1953 to present. 20 cubic feet. Annual growth 10 cubic feet.	NC1-263-76-5	Item 8 (No Change)
31.	<u>External Review Files (IG).</u>  PERMANENT. 1953 to present. 5 cubic feet. Annual growth 4 cubic feet.	NC1-263-76-5	Item 10 (No Change)
32.	<u>Audit Report Files (Audit Staff).</u>  PERMANENT. 1948 to present. 21 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-76-3	Item 2 (No Change)
33.	<u>Public Accountants' Audit Report Files (Audit Staff).</u>  PERMANENT. 1949 to present. 5 cubic feet. Annual growth less than 1 cubic foot.	NC1-263-76-3	Item 3 (No Change)
34.	<u>Audit Workpaper Files (Audit Staff).</u>  a. Workpapers relating to ongoing activities.  DESTROY 5 years after audit.  b. Workpapers relating to terminated activities.  DESTROY 3 years after cutoff date of last audit.	NC1-263-80-5	Item 4a (No Change)  NC1-263-76-3 Item 4b (No Change)

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35.	<p><u>Public Relations Files (PAO).</u></p> <p>a. Inquiries from private individuals about the Agency and its mission.</p> <p>DESTROY 2 years after cutoff. Cut off at end of each calendar year.</p> <p>b. Photographic and textual handouts.</p> <p>(1) Record copy.</p> <p>PERMANENT. 1974 to present. 1 cubic foot. Annual growth less than 1 cubic foot.</p> <p>(2) All other copies.</p> <p>DESTROY when superseded, obsolete, or no longer needed.</p> <p>c. Contacts with news media files.</p> <p>DESTROY when 25 years old.</p> <p>d. Index to contacts with news media files.</p> <p>DESTROY when 25 years old.</p> <p>e. Clearances for publishing and speaking engagements files.</p> <p>DESTROY when no longer needed.</p>	<p>NCl-263-77-1 Items 1c(1) &amp; (2) (CHANGE) Item 15a (No Change) Deviates from GRS 14-3</p> <p>NCl-263-77-1 Item 15b (CHANGE) Item 15c (No Change)</p> <p>NCl-263-77-1 Item 16a(1) (CHANGE)</p> <p>NCl-263-77-1 Item 16a(2) (CHANGE)</p> <p>NCl-263-79-4 Item 2 (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
35.	<p>f. Agency personnel in contact with press.</p> <p>(1) 5" x 8" card file of names of Agency employees in contact with the press.</p> <p>DESTROY 25 years after date of last contact or when no longer needed, whichever is sooner.</p> <p>(2) Memoranda received from Agency personnel detailing contacts with the press.</p> <p>DESTROY when no longer needed for reference.</p> <p>g. Social and cultural forces and media reference to the Agency files.</p> <p>PERMANENT. 1950 to present. 19 cubic feet. Annual growth 1 cubic foot.</p> <p>h. Domestic organizations and media reference to the Agency files.</p> <p>PERMANENT. 1948 to present. 12 cubic feet. Annual growth less than 1 cubic foot.</p>	<p>NCl-263-77-1 Item 16c (CHANGE)</p> <p>NEW</p> <p>NCl-263-77-1 Item 16d (No Change)</p> <p>NCl-263-77-1 Item 16e (No Change)</p>	<p>(CHANGE)</p> <p>(No Change)</p> <p>(No Change)</p>
36.	<p><u>Publicity Dealing with Subjects Related to the Agency Files (PAO).</u></p> <p>a. Newspaper and magazine articles, radio and TV transcripts of interest to and dealing with the Agency.</p> <p>PERMANENT. 1946 to present. 87 cubic feet. Annual growth 3 cubic feet.</p> <p>b. Agency released publicity concerning Agency and OSS personalities.</p> <p>PERMANENT. 1946 to present. 36 cubic feet. Annual growth 2 cubic feet.</p>	<p>NCl-263-77-1 Item 17a (No Change)</p> <p>NCl-263-79-4 Item 3 (No Change)</p>	<p>(No Change)</p> <p>(No Change)</p>

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36.	<p>c. Non-Agency source and subject individuals publicity concerning the Agency.</p> <p>PERMANENT. 1952 to present. 62 cubic feet. Annual growth 2 cubic feet.</p> <p>d. Newspaper collection files.</p> <p>DESTROY when 1 month old.</p> <p>e. Newspaper and periodical articles files.</p> <p>DESTROY when 6 months old.</p>	<p>NCl-263-79-4 Item 4 (No Change)</p> <p>NCl-263-77-1 Item 17d(1) (No Change)</p> <p>NCl-263-77-1 Item 17d(2) (No Change)</p>	
37.	<p><u>Academic Affairs Files (PAO).</u></p> <p>a. Organizational, policy, and procedural records.</p> <p>PERMANENT. 1966 to present. 3 cubic feet. Annual growth less than 1 cubic foot.</p> <p>b. Correspondence, reports, and related papers maintained for convenience.</p> <p>DESTROY when no longer needed.</p> <p>c. Biographic information on scholars with whom the Agency maintains contact.</p> <p>Review every 2 years and DESTROY records on individuals no longer associated with the program.</p>	<p>NCl-263-77-8 Item 34a (No Change)</p> <p>NCl-263-77-8 Item 34b (CHANGE)</p> <p>NCl-263 77-8 Item 34c (No Change)</p>	
38.	<p><u>ADP - Rapid Search Machine (RSM) Program Records.</u></p> <p>File series discontinued. Files DESTROYED.</p>	<p>NCl-263-76-6 Items 15b-g (CANCEL)</p>	

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39.	<p><u>Files on CIA member of the Interagency Strategic Warning Review Group.</u></p> <p>File series discontinued. Files DESTROYED.</p>	NC1-263-77-8 Item 4lc (CANCEL)	
40.	<p><u>ADP - Rapid Search Machine (RSM) Program Records.</u></p> <p>File series discontinued. Files DESTROYED.</p>	NC1-263-76-7 Item 18 (CANCEL)	
41.	<p><u>Cable Files.</u></p> <p>File series discontinued. Files DESTROYED.</p>	NC1-263-76-3 Item 1d (CANCEL)	

## APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER  
**NC1-263-84-**

### 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 report, 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, d(1)(2), 2 thru 11a, 15, 17a, 18a(1)(2), d, 19a, b, 20a, 21a thru J, l, p, 22, 23a, 24a, b, 25, 28 thru 33, 35b(1), g, h, 36a, b, c, 37a.

**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.

**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. Vaase</i>	11/24/86
	Appraisal and DIRECTOR, RECORDS/DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	11/24/86
CON- CURRENCES	for Director, Military Archives Division	<i>Audy Hickamp Peterson</i>	12-2-86

### SECTION III - APPRAISER'S COMMENTS

The attached SF115, Request for Records Disposition Authority, submitted by the Central Intelligence Agency, covers records of the Director of Central Intelligence (DCI). This request updates the disposition of DCI records approved in the Job Nos. cited in column 9 of the SF115.

Based on agency need in carrying out current business, this request proposes extensions and/or reductions in the retention periods for temporary record items previously authorized for disposal, and identifies items that deviate from GRS standards. The schedule also contains 18 new record items of which items 1b, 11b, 12, 13, 18b, c, 23b, c, and 35f(2) appear to lack sufficient historical or other value to warrant continued preservation.

This request includes the arrangement, volume, dates of coverage, and estimated annual accumulation of DCI permanent record items listed in Block 2, Section I above, which have been determined by the National Archives to warrant continued preservation.

In accordance with 36CFR 1228.70, items in this SF115 not changed from previous authorizations have been marked out.

Recommend approval.

# National Archives



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DECLASSIFIED  
Authority: NND 55153  
By: ST NARA Date: 10-13-10

Washington, DC 20408

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Date : November 6, 1985

Reply to :  
Attn of : NIR *9/11/25/85*

Subject : Appraisal of records covered in Job No. NC1-263-84-13 ( 35 items )

To : Director, Records Appraisal and Disposition Division- NIR

Enclosed is subject records disposition request(SF115)submitted by the Central Intelligence Agency(CIA)covering records of the Director of Central Intelligence (DCI).

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

The Director of Central Intelligence is the senior US intelligence officer holding cabinet rank. He is also the head of the Central Intelligence Agency and such other staff elements as are required for the discharge of his Intelligence Community(IC)responsibilities. The 1947 National Security Act gave the Director of Central Intelligence responsibility for"Coordinating the intelligence activities of the several Government departments and agencies in the interest of national security." In doing so, he has established a small staff directly responsible to him to help prepare his national intelligence judgments and to coordinate the views of the other members of the IC. This schedule includes records created by the DCI and his staff elements which include specialists in the fields of legal matters, public affairs, legislative liaison, comptroller, inspector general and fiscal audit.

This schedule updates the disposition of DCI records in approved schedules cited in column 9, SF115. It proposes extentions or reductions in the retention periods for temporary record items previously authorized for disposal, and identifies items that deviate from GRS standards. This schedule also contains 18 new items (see enclosed list of all affected items).

In accordance with 36CFR 1228.70, items in this SF115 not changed from previous authorizations have been marked out. However, data concerning volume, dates of coverage, and estimated annual accumulations has been added to permanent items.

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Classified by R. C. Tagge(NIRM) .  
DECL/OADR, Derived from Job .  
No. NC1-263-84-13.

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This job requires appraisal of the 18 new items. NARA approval is also required for agency requests for changes in retention periods from previous authorization and for deviations from GRS standards. In this regard, please see enclosed CIA reasons for retention changes and/or deviations. These changes/deviations, which the agency certifies are necessary in carrying out current business, should be approved.

Appraisal of records in new items is based on their examination and related discussions with responsible agency officials.

NEW ITEMS

✓ Item 1b. These extra copies of histories are maintained solely for reference purposes (nonrecord material).

Items 1d (1) & (2). These historical source files are permanent records under the GRS cited.

Items 8a & c. The function of the Publications Review Board is to conduct security classification reviews of publications written by current or former employees on the subjects of intelligence or foreign policy. Board minutes, official memoranda and the related bibliography of reviewed works merit permanent retention.

Items 11a & b. Disposition indicated for these schedules of daily activities is as authorized in the GRS cited.

✓ Item 12. These are duplicate copies of information relating to military personnel assigned to the DCI's Intelligence Community Staff. They are maintained only for convenience of reference (nonrecord material). Originals are in the military member's official personnel folder.

✓ Item 13. These authorizations for travel for intelligence community staff members are duplicate copies (nonrecord material). The office of finance is office of record.

✓ Item 18b. This consists of the master used in producing copies of finished intelligence products. Thereafter it is kept for 6 months in case there is a request for additional copies of publications.

Item 18d. The DCI also creates intelligence reports (in addition to those by the Directorate of Intelligence (DI) some of which is released to foreign governments. Such material merits permanent retention as evidence of a substantive DCI function. Similar records produced by the DI are also permanent.

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By ST NARA Date 10-13-10

✓ Item 18e. This processing media is used to produce the above material after which it is reused to produce additional projects of finished intelligence.

Item 23a. These publications, consisting of all laws, executive orders, and other rulings having application to the CIA, should be permanent.

✓ Item 23b. This consists of extra copies of source and background material used in compiling the above publications, including distribution of these law guides.

✓ Item 23c. These are simply extra copies of 23a publications(nonrecord material).

Items 24a & b. These planning files are permanent as required by the GRS cited.

✓ Item 35f(2). These memoranda include information from DCI staff personnel about contacts with the press at social events, telephone calls from the press, press inquiries to members of employee's family, and other contacts. This information is passed to the public affairs and security offices for appropriate consideration.

The NEW temporary record items listed in this schedule appear to lack sufficient administrative, legal, historical or other value to warrant continued preservation by the Government.

Items 38-41. Records involved have been cancelled. They were destroyed in accordance with NARS authorized dispositions. The agency does not anticipate creating these kinds of files in the future.

Reference enclosed reasons for changes in the disposition of items 35c, d, and f(1). Item 35c, Contacts with News Media, are unclassified internal Public Affairs Office (PAO) forms on which are noted incoming telephone calls from the press. Inquiries mainly pertain to routine administrative PA matters of brief duration. Repeated examples include calls on the availability of CIA personnel as luncheon speakers, or calls to obtain general information about the agency, or calls to set up interviews with agency personnel. If possible, PAO answers the caller's request directly or if unable refers the caller to the agency(State, FBI, DOD, etc.) having primary interest in the caller's subject.

Item 35d, Index to contacts with news media, is simply unclassified 5X8 cards on which is made a very brief summary, from the above forms, of telephone calls from the press. PA staff use of these cards for reference purposes is a lot easier than the larger forms in 35c above.

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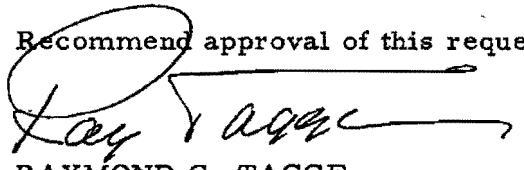
Item 35f(1), Agency personnel in contact with the press, are unclassified 5X8 cards containing names of agency employees who have been contacted directly by the press at social events or by telephone. Also included is a brief summary of such contacts as provided in the memoranda in new item 35f(2). The policy of most Federal agencies, including NARA, calls for employees to notify their respective Public Affairs or equivalent office if contacted directly by the media. CIA employees do so in the memoranda covered above. Thus the PAO becomes aware of contacts that bypass that office and of any commitments made so as to ensure general consistency in agency communications with the media. There are only a few cards in this file.

In view of the above, items 35c, d, and f(1) appear to lack sufficient historical or other value to warrant continued preservation.

Records in this schedule, including changes made, were discussed with Dr. Krauskopf (NNM) at a meeting on October 24, 1985.

This job should be sent to NNM for informal review.

Recommend approval of this request.



RAYMOND C. TAGGE  
NIRM/Staff

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REASONS FOR CHANGES FROM OLD SCHEDULE AND DEVIATIONS FROM GRS

Schedule 10-84

- Item 1a GRS says offer to NARS when 20 years old. Agency will offer when national security considerations permit.
- Item 1d Save as Item 1a.
- Item 18a(3) Changed from destroy 5 years after publication to destroy 6 years after publication. Needed longer for current business.
- Item 18c Changed from destroy 5 years after year work is scheduled is completed to destroy 1 year after cutoff (cut off at end of each calendar year). Not needed after 1 year.
- Item 24a GRS says offer to NARS when 15 years old. Agency will offer when national security considerations permit.
- Item 24b Same as Item 24a.
- Item 26a Changed from Permanent to destroy when official personnel folder is destroyed to comply with final disposition under GRS. Needed longer than than 3 or 4 years cited in GRS for legal considerations.
- Item 26b Needed longer than 3 or 4 years cited in GRS for legal considerations.
- Item 26c Index to Items 26a and 26b
- Item 26d Log to Items 26a and 26b
- Item 27 Changed from destroy 4 years after final adjustment to destroy 4 years after cutoff (cut off resolved cases at end of each calendar year) to provide for disposition once a year. Deviates from GRS for same reason.
- Item 35a Combined three items. Changed from destroy when no longer needed and destroy 5 years after year of original contact to destroy 2 years after cutoff (cut off at end of each calendar year). Not needed longer than 2 years, but needed longer than 2 months cited in GRS for current business.
- Item 35b(1) Textual handouts changed from 2 record copies to 1 record copy. Only 1 copy needed.

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By: SS NARA Date: 10-13-10

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- Item 35c            Changed from Permanent to destroy when 25 years old.  
                     Reviewed by RCT/NARS-NCD.
- Item 35d            Index to Item 35c. Reviewed by RCT/NARS-NCD.
- Item 35e            Changed from destroy when 3 years old to destroy when no  
                     longer needed to provide for earlier disposal if not needed  
                     or longer retention if needed for current business.
- Item 35f(1)        Changed from permanent to destroy 25 years after date of  
                     last contact or when no longer needed, whichever is sooner.  
                     Reviewed by RCT/NARS-NCD.
- Item 37b            Changed from destroy 2 years after cutoff (cut off at end of  
                     each calendar year) to destroy when no longer needed to  
                     provide for earlier disposal if not needed or longer  
                     retention if needed for current business.

Items 2, 3, and 5 consist of records that exist in both paper and microform. They are not duplicates of each other.

- Item 2 - Paper        609 cubic feet. Annual growth 100 cubic feet.  
                     Microfilm    2 trays. Annual growth 1 tray.
- Item 3 - Paper        100 cubic feet. Annual growth 20 cubic feet.  
                     Microfilm    8 trays. Annual growth 1 tray.
- Item 5 - Paper        215 cubic feet. Annual growth 4 cubic feet.  
                     Microfilming not yet done, but will be.

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INTRASERVICE MEMORANDUM AND ENDORSEMENT

OF \_\_\_\_\_ PAGES

SUBJECT OR TRANSACTION  
NCI-263-84-13

DATE AND MESSAGE  
January 8, 1986

The information in this memorandum is classified Confidential in its aggregate - Individual Portions Unclassified/For Official Use Only

January 8, 1986. This job is the tenth in this continuing series of revisions of CIA disposition schedules. The office in question here, that of the Director of Central Intelligence, is probably the most important in the agency and accordingly generates a comparatively large proportion of records appraised as permanent.

Minor adjustments have been made in the retention periods of many of the temporary items, and 18 new items are being introduced. Of the latter, nine are appraised as temporary, six because they are substantially duplicated elsewhere (1b, 12, 13, 23b, 29a, 35f(2)), two because they are merely tools used for the production of finished intelligence publications (18a, 18c), and one because of GHS authorization (11b).

The remaining new items (1a(1), 1a(2), 8a, 8c, 11a, 10a, 23a, 24a, 24b) are clearly of long-term value in documenting substantive functions and missions of the agency. In addition, three items formerly appraised as permanent have been re-appraised as temporary (35c, 35d, 35f(1)) because experience has indicated that they have only transitory and facilitative value.

All of the foregoing appraisal judgments appear fully justified and I recommend we concur in the agency's request and DIR's endorsement of it.

As in all of the previous jobs, disposition instructions for the permanent items are equivalent to those originally approved in the earlier schedules upon which this one is based.

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*Robert W. Krauske*  
Robert W. Krauske

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Authority AND 55153  
By SSI NARA Date 10-15-10

FROM	TO	DATE AND MESSAGE (Continuation)																
COR	AK	2-12-86																
		Because the disposition determinations for many of the items on this schedule have previously been approved by NNM/NARA, I shall confine my comment to the 18 new items and to the earlier approved items for which changes in disposition are now being sought.																
		1. I agree with the disposition determinations relating to the 18 new items and to the "modified items." I do not agree, however, with the terms of offer and I request that NIR seek CIA's approval to amend the offer statement to read as follows:																
		Offer to the National Archives when totally declassified in accordance with applicable national security regulations or when the records are 50 years old, whichever occurs first.																
		This amended statement should apply to items 1a, 1d, 24a, and 24b, as well as to the 18 new items.																
		2. I am somewhat puzzled by the proportional relations between the current cubic footage and the estimated annual accumulations for many of the series. Here are three examples:																
		<table border="1"> <thead> <tr> <th>Item</th> <th>Date Span</th> <th>Current Footage</th> <th>Annual Increase</th> </tr> </thead> <tbody> <tr> <td>1a</td> <td>1942-85</td> <td>120 50</td> <td>1200 LT I cu ft</td> </tr> <tr> <td>1b</td> <td>1947-85</td> <td>100 130</td> <td>100 cu ft</td> </tr> <tr> <td>24b</td> <td>1980-85</td> <td>32</td> <td>30</td> </tr> </tbody> </table>	Item	Date Span	Current Footage	Annual Increase	1a	1942-85	120 50	1200 LT I cu ft	1b	1947-85	100 130	100 cu ft	24b	1980-85	32	30
Item	Date Span	Current Footage	Annual Increase															
1a	1942-85	120 50	1200 LT I cu ft															
1b	1947-85	100 130	100 cu ft															
24b	1980-85	32	30															
		3. Has (or should) NNSR been consulted about items 8a and 18E? (This is unnecessary because 8a is primarily subject to processing of 2a, 18a and 18c in processing. 18E is separate with 20, etc.)																
		GARRY D. RYAN Director Military Archives Division																

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INSTRUCTIONS FOR FURTHER CONTINUATION: If a series of messages requires more than one sheet, continue it on additional sheets, consecutively numbered. Arrange all such sheets with page one on top and messages written after a different type of message is added to the dossier.

CIA FILE

April 29, 1986



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

Dear

We are writing to suggest a change in the way CIA Requests for Records Disposition Authority (Standard Forms 115) provide for the eventual transfer to the National Archives of those record series approved for permanent retention.

At present, SF 115s submitted by CIA include the following statement:

All PERMANENT items in this schedule are arranged chronologically and will be offered to NARA in 5 year blocks when national security considerations permit.

This wording is at variance with our normal procedures which call for the inclusion on SF 115s of a specific date of offer for permanent series, such as: Offer to NARA in 5 year blocks when 20-25 years old. We fully recognize that the special sensitivity of most CIA records precludes such specificity. However, we believe that there are alternatives that will address CIA's needs and responsibilities but also will ensure the transfer of permanent records to NARA at the earliest possible time, consistent with national security.

We would like to propose for your consideration the following transfer statement, which very closely parallels the wording used on National Security Agency schedules:

Offer to the National Archives entire records series or 5 year blocks thereof if unclassified and/or declassified in accordance with national security regulations and guidelines when 50 years old or sooner. Records series for which special protection has been extended beyond 50 years will be re-reviewed for declassification every 10 years thereafter until releasable or when 100 years old, whichever occurs first. The entire series of these records or 5 year blocks thereof will then be transferred to the National Archives.



We welcome your comments and suggestions and would be glad to meet with you or your staff to discuss this matter further. If you have any questions, please call me on 724-1453 or Ken Rossman, Director, Records Appraisal and Disposition Division on 724-1457.

Sincerely,

*[Handwritten signature]*

**JAMES W. MOORE**  
Assistant Archivist  
for Records Administration

*[Handwritten signature]* 4/28/86  
NN Concurrence

cc: Official file - NIR *KR 4/24*  
Day file - NIR, NI  
NN  
NNM

ET RTagge/  
*[Handwritten signature]* 4/24/86

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Central Intelligence Agency



Washington, D.C. 20505

copy to [unclear]  
7/22/86

MM  
8/22

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Authority: NND 55153  
By: STNARA Date: 10-13-10

July 21, 1986

Mr. James W. Moore  
Assistant Archivist for Records Administration  
National Archives and Records Administration  
Washington, D.C. 20408

Dear Mr. Moore:

In your April 29 letter to me you proposed a change in the way CIA Requests for Records Disposition Authority (Standard Form 115) provide for eventual transfer to the National Archives of those CIA record series approved for permanent retention. The reasons you propose a specific date for such transfers are evident. The considerations are practical and real. Your ability to schedule your workload is important to the efficient operation of your Agency.

We cannot, however, support any such proposal that calls for the inclusion on the 115s of a specific date of offer for permanent series. Our inability to comply with your proposal is forced by statutory requirements. The National Security Act of 1947, requires that the Director of Central Intelligence protect intelligence sources and methods from unauthorized disclosure, 50 USC 403(d)(3). The records of the CIA frequently contain information which, if made public, would disclose an intelligence source or an intelligence method. The date when damage to national security is no longer possible is frequently determined by circumstances over which CIA has no control. That being the case, the Agency cannot set an arbitrary date after which it will no longer be concerned with the consequences of disclosures. In brief, the statute cited earlier makes arbitrary deadlines impossible. In the same vein, we should point out that declassification of CIA records does not automatically ensure that such records in aggregate can then be made public.

The current statement on the 115s, regarding the offering to the National Archives of permanent items in five-year blocks when national security considerations permit, provides in our view the most expeditious means by which CIA records can be offered to the National Archives. The CIA is committed to a systematic review of its permanent records under its Historical Review Program. This ongoing program is dedicated to reviewing CIA permanent records to determine their eligibility for declassification and transfer to NARA at the earliest possible date. With the OSS records as an example, we have been and are committed to offering CIA permanent records to the National Archives when and if national security considerations permit.



Director of Information Services

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

# National Archives



Washington, DC 20408


DECLASSIFIED  
Authority NND 55153  
By ST NARA Date 10-13-10

9 September 1986

NIRM- NASHORN

Something in writing is required as an enclosure in CIA Job NC1-263-84-13, which explains NARA's acceptance of the caveat concerning the transfer of CIA permanent records when national security considerations permit. Such a memo is necessary to avoid an NNM non-concurrence during final processing of this and subsequent jobs.

Thanks.

  
RAY TAGGE  
NIRM/Staff