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CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

NCI-263-84-2

19 October 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 29-83, 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.	NC1-263-84-2
DATE RECEIVED	11-07-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-24-85 Date	<i>Francis B. Bunker</i> 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
29-83

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 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	[Redacted]	E. TITLE
83/10/20		Agency Records Management Officer

7. ITEM NO.	8. (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Organizational Records - Below Office Level.</u></p> <p>DESTROY 3 years after cutoff. Cut off at end of each calendar year. Screen, transfer record copies of Directorate or Office policy and procedural records to Office level and above organizational files.</p> <p>FOIA(b)3 - 50 USC 403g Section 6 of the CIA Act of 1949</p>	NC1-263-77-8 Item 1b (CHANGE)	
2.	<p><u>Administrative Files.</u></p> <p>DESTROY 2 years after cutoff. Cut off at end of each calendar year.</p>	NC1-263-77-8 Item 11 (No Change) GRS 23-1	

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WARNING NOTICE
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OR METHODS INVOLVED

Request for Records Disposition Authority - Continuation

JOB NO.

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2/8

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<u>Applicant Files.</u> DESTROY everything but biographic profile upon cancellation of processing. DESTROY profile 1 year thereafter. If applicant is hired, transfer material to supplemental personnel (soft) file.	NC1-263-77-8 Item 12b	(No Change)
4.	<u>Information Accounting and Control Files.</u> a. Publication purchase order files. DESTROY when 1 year old. b. Library loan files. DESTROY when 6 months old. c. Standard distribution files. (1) Top Secret collateral, Top Secret and below Codeword, and Restricted Data document distribution files. DESTROY 5 years after document is downgraded, transferred outside the control area, or destroyed, or when superseded or no longer needed, whichever is later. (2) Secret and below collateral document distribution files, excluding Restricted Data. DESTROY when 2 years old or when superseded or no longer needed, whichever is later.	NC1-263-77-8 Item 18d NC1-263-77-8 Item 18e NC1-263-77-8 Item 18h	(No Change) (No Change) (No Change)
5.	<u>Financial Accounting Files.</u> a. Obligation and encumbrance documents. DESTROY liquidated obligation and encumbrance documents after inspection by Audit Staff.	NC1-263-77-8 Item 16b	(No Change)

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.	<p>b. Machine reports.</p> <p>(1) Open Obligation Activity Report. DESTROY monthly reports when superseded by semi-annual report. DESTROY semi-annual reports 1 year after close of fiscal year.</p> <p>(2) Consolidated report on status of allotments. DESTROY when superseded by next monthly report.</p> <p>(3) Open Encumbrance Activity Report. DESTROY monthly reports when superseded by semi-annual reports. DESTROY semi-annual reports 1 year after close of fiscal year.</p> <p>c. All Purpose Obligation Document (APOD). DESTROY as soon as verification information has been recorded in Open Obligation Activity Report.</p> <p>d. "G" Account Files. DESTROY liquidated obligation documents after review by Audit Staff.</p> <p>e. "M" Account Files - Lapsed Appropriations. DESTROY documents after review by Audit Staff.</p> <p>f. Imprest Fund Files. DESTROY 1 year after cutoff. Cut off at end of each fiscal year.</p>	<p>NC1-263-77-8 Item 16c(1) (No Change)</p> <p>NC1-263-77-8 Item 16c(2) (No Change)</p> <p>NC1-263-77-8 Item 16c(3) (CHANGE)</p> <p>NC1-263-77-8 Item 16d (No Change)</p> <p>NC1-263-77-8 Item 16e (No Change)</p> <p>NC1-263-77-8 Item 16f (No Change)</p> <p>NC1-263-77-8 Item 16g (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
6.	<p><u>Chronological Files.</u></p> <p>a. Deputy Director for Intelligence Files.</p> <p>PERMANENT. 1952 to present. 48 cubic feet. Annual growth rate 5 cubic feet.</p> <p>b. Office Directors Files.</p> <p>DESTROY no later than 5 years after cutoff. Cut off at end of each calendar year.</p> <p>c. Below Office level.</p> <p>DESTROY no later than 3 years after cutoff. Cut off at end of each calendar year.</p>	NCl-263-80-3 Item 1	80-3 (No Change)
7.	<p><u>CIA Library Material on Loan.</u></p> <p>Return to CIA Library when due or no longer needed.</p>	NCl-263-77-8 Item 20a	(No Change)
8.	<p><u>Items Released to and Received from Foreign Liaison Officers.</u></p> <p>DESTROY 15 years after cutoff. Cut off at end of each calendar year.</p>	NCl-263-77-8 Item 23b	(No Change)
9.	<p><u>Intelligence Publications Files.</u></p> <p>a. Record set and extra copies of component intelligence publications, monthly reviews, and annual reports.</p> <p>(1) Production Case Files.</p> <p>PERMANENT. Prior to offer to NARS consolidate with Item 7a(2) to assure complete record set. 1949 to present. 1856 cubic feet. Annual growth rate 96 cubic feet.</p>	NCl-263-77-8 Item 19a(1)	(No Change)

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
9a.	(2) Record copy of finished intelligence publications, papers, or videotapes. PERMANENT. 1949 to present. 340 cubic feet. Annual growth rate 26 cubic feet.	NC1-263-77-8 Item 19a(2) (No Change)	
	(3) Supplemental copies. DESTROY 6 years after publication.	NC1-263-77-8 Item 19a(3) (No Change)	
b.	Master File for Publications. DESTROY 6 months after cutoff. Cut off at end of each month.	NC1-263-77-8 Item 19b (No Change)	
c.	Project Status log. DESTROY 1 year after cutoff. Cut off at end of each calendar year.	NC1-263-77-8 Item 19c (No Change)	
d.	Dissemination files on materials released to foreign governments. PERMANENT. 1970 to present. 11 cubic feet. Annual growth rate less than 1 cubic foot.	NC1-263-77-8 Item 19d (No Change)	
e.	Processing media. Reuse magnetic cards, tapes, and discs after project is completed.	NC1-263-77-8 Item 19e (No Change)	
10.	<u>Intelligence Requirements Files.</u> a. Files containing intelligence collection requirements, record of action taken, and all other documents relating to these requirements. DESTROY when action on requirement is completed or cancelled.	NC1-263-77-8 Item 22a (No Change)	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
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10.	b. Miscellaneous requirements and collection guides. DESTROY when superseded or no longer needed.	NC1-263-77-8 Item 22b	(No Change)
11.	<u>Overseas Support Files.</u> PERMANENT. 1975 to present. 14 cubic feet. Annual growth rate 1 cubic foot.	NC1-263-77-8 Item 26	(No Change)
12.	<u>Graphics Master Files.</u> DESTROY when obsolete or no longer needed.	NC1-263-77-8 Item 29	(No Change)
13.	<u>Maps and Charts Files.</u> a. Archives copy. PERMANENT. 1965 to present. 22 cubic feet. Annual growth rate 15 cubic feet. b. File copy. DESTROY when obsolete or no longer needed.	NC1-263-77-8 Item 30a NC1-263-77-8 Item 30b	(No Change) (No Change)
14.	<u>Map Procurement Files.</u> a. Files contain copies of correspondence, reports on procurement of foreign maps and related geographic publications, and foreign mapping and distribution information. DESTROY when superseded or no longer needed for reference. b. Foreign map source files. DESTROY data on individual source when procurement action is completed or source potential is ended.	NC1-263-77-8 Item 31a NC1-263-77-8 Item 31b	(No Change) (No Change)

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 7/8
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
15.	<u>U.S. Antarctic Exchange Scientists Files.</u> DESTROY when no longer needed for reference.	NC1-263-77-8 Item 32	(No Change)
16.	<u>Telephone Listings (On-Call Personnel).</u> DESTROY when changes are made or listing is superseded.	NC1-263-77-8 Item 35	(No Change)
17.	<u>Daily Log.</u> PERMANENT. 1975 to present. 3 cubic feet. Annual growth rate less than 1 cubic foot.	NC1-263-77-8 Item 36	(No Change)
18.	<u>Long Distance Xerography (LDX) Files.</u> a. Organizational files. PERMANENT. 1975. 1 cubic foot. b. General administrative files. DESTROY 2 years after cutoff. Cut off at end of each calendar year. c. Control and operating files. DESTROY 1 year after cutoff. Cut off at end of each calendar year.	NC1-263-77-8 Item 37a NC1-263-77-8 Item 37b NC1-263-77-8 Item 37c	(No Change) (No Change) (No Change)
19.	<u>Press Files.</u> a. Press Runs. DESTROY each day all material over 7 days old.	NC1-263-77-8 Item 38a	(No Change)

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
19.	<p>b. Press Selects.</p> <p>DESTROY each day corresponding day of previous month.</p> <p>c. Morning Press Highlights.</p> <p>DESTROY 1 month after cutoff. Cut off at end of each month.</p>	NC1-263-77-8 Item 38b	(No Change)
20.	<p><u>Congressional Briefing Files.</u></p> <p>PERMANENT. 1974 to present. 22 cubic feet. Annual growth rate 3.5 cubic feet.</p>	NC1-263-77-8 Item 39	(No Change)
21.	<p><u>Congressional Liaison Files.</u></p> <p>DESTROY 5 years after cutoff. Cut off at end of each calendar year.</p>	NEW	
22.	<p><u>Professors and Placement Officers of Selected Colleges.</u></p> <p>DISCONTINUED. Files destroyed.</p>	NC1-263-77-8 Item 33	(CANCEL)
23.	<p><u>Briefing Program File.</u></p> <p>DISCONTINUED. File destroyed.</p>	NC1-263-77-8 Item 40	(CANCEL)

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APPRaisal REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NC1-263-84-2

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 6, 9a(1), 9a(2), 9d, 11, 13a, 17, 18a, 20.

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is Classified Confidential in the
Aggregate--Individual Portions are
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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.

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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. [Signature]</i>	7-23-85
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. [Signature]</i>	7/24/85
CON- CURRENCES	<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 items in Job No. NC1-263-77-8 which was prior approved by NARS. The agency, however, herein proposes a 2 year reduction in the retention of item 1 records, and a small extension for records in item 5b(3). These changes satisfy requirements in carrying out current business.

The agency has also included data concerning volume, dates of coverage, and estimated annual accumulation for records of enduring value listed in Section I, block 2 above. These records will be offered to the National Archives as indicated in this job.

Recommend approval.

Coordination with NN units is unnecessary since the temporary records herein were previously approved for disposal.

Classified by *R.C. [Signature] (NIRM)*

DECLASSIFIED DERIVED FROM
JOB No. NC1-263-84-2

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REASONS FOR CHANGES FROM OLD SCHEDULE AND DEVIATIONS FROM GRS

Schedule 29-83

- Item 1 Changed from destroy 5 years after cutoff (cut off at end of each calendar year) to destroy 3 years after cutoff (same as above).
Not needed longer for current business.
- Item 5b(3) Changed from destroy after verification information has been properly recorded in machine listing for current month to destroy monthly reports when superseded by semi-annual reports, destroy semi-annual reports 1 year after close of fiscal year to cover disposition for different reports..

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