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CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

4 November 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 30-83, dated 3 Nov 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.	NC1-263-84-3
DATE RECEIVED	11-04-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>Aug 7, 1985</i> Date	<i>James H. Burke</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  
30-83

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

[Redacted]

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 3 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

83/11/03

E. TITLE

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.		
1.	<u>Directorate of Administration Emergency Planning Files.</u>  PERMANENT. 1983 to present. Annual growth less than 1 cubic foot. FOIA(b)3 - 50 USC 403g Section 6 of the CIA Act of 1949	NEW Deviates from GRS 18, item 28a	
2.	<u>Ranking Books.</u>  DESTROY when employee resigns or retires from the Agency or is separated from the Career Service.	NC1-263-77-3 Item 16c (No Change)	
	THIS DOCUMENT IS CLASSIFIED CONFIDENTIAL IN THE AGGREGATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/ FOR OFFICIAL USE ONLY EXCEPT AS MARKED		WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED

*4 items*

115-107

*Copy to Agency 8-01-85  
Retention*

DECL OADR BY SIGNER

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

**Request for Records Disposition Authority—Continuation**

JOB NO.

PAGE OF  
2/3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<u>Representation Allowances Files.</u>  a. Copies of letters of authorization. DESTROY when no longer needed.  b. Consolidated end of fiscal year expense reports. DESTROY 6 years after cutoff. Cut off at end of each calendar year.	NC1-263-77-3 Item 21	77-3 (No Change)
4.	<u>Project Files.</u>  a. Projects or programs initiated by the Office of the Deputy Director for Administration (O/DDA). PERMANENT. 1952 to present. 28 cubic feet. Annual growth less than 1 cubic foot.  b. Projects or programs initiated by components other than O/DDA.  Return to initiating component when no longer needed.	NC1-263-77-3 Item 11	77-3 (No Change)
5.	<u>Safety Staff Installation Files.</u>  DESTROY 4 years after cutoff. Cut off when facility closes or material is no longer needed on a current basis.	NEW Deviates from GRS 18-10, GRS 18-11	
6.	<u>Environmental Condition Files.</u>  DESTROY 4 years after cutoff. Cut off when no longer needed on a current basis.	NEW Deviates from GRS 18-10, GRS 18-11	

**Request for Records Disposition Authority—Continuation**

JOB NO.

PAGE OF  
3/3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<del><u>Accident and Injury Files.</u></del>  DESTROY 5 years after cutoff. Cut off at end of each calendar year.	NC1-263-77-9 Item 71	77-9 (No Change)
8.	<u>Special Projects (Air) Administrative Material.</u>  DISCONTINUED. File destroyed.	NC1-263-77-3 Item 14b	77-3 (CANCEL)
9.	<u>Returnee/Departee Reports.</u>  DISCONTINUED. File destroyed.	NC1-263-77-3 Item 23	77-3 (CANCEL)

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER  
NC1-263-84-3

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 1, 4a
- 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.

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SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
NA 60485 APPRAISAL	APPRaiser	<i>F.C. Dager</i>	8-06-85
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	8/6/85
CONCURRENCES	Director, Military Archives Division	<i>Barry Ryan</i>	8/6/85
	<b>WARNING NOTICE INTELLIGENCE SOURCES AND METHODS INVOLVED</b>		

SECTION III - APPRAISER'S COMMENTS

In the attached SF115, Request for Records Disposition Authority, the Central Intelligence Agency updates prior approved records disposition schedule for the Office of the Deputy Director of Administration(DDA).

New items 5 and 6 consist of temporary records which the agency certifies are needed for current business slightly longer than the lapse of time authorized for their disposition in General Records Schedule 18.

Also included is data concerning volume, dates of coverage, and estimated annual accumulation for records in items listed in Section I, block 2 above which have been appraised and designated as warranting continued preservation. These records will be offered to the National Archives as indicated in this job.

Recommend approval.

Classified by *F.C. Dager (NARS)*  
*DDA/DADR, Derived from*  
*Job no. NC1-263-84-3*

# National Archives

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Washington, DC 20408

Date : May 9, 1985  
Reply to  
Attn of : NIRM ( Tagge )

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Subject : SF115, Job No. NC1-263-84-3 ( 4 items )  
To : NNM ( DR. KRAUSKOPF )

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Enclosed, for informal review, is subject SF115, submitted by the Central Intelligence Agency(CIA), covering records of the immediate office of the Deputy Director of Administration(DDA). The DDA is responsible for supporting administratively agency components with functions expected in any large Federal agency. He handles finance, medical services, communications and security of agency personnel and facilities. Records created by these units are included in separate schedules.

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

This SF115 requires appraisal of new items and/or consideration of agency requests for deviations from disposition authorities governed by the GRS.

In accordance with 41CFR 101-11.406-7, items in this SF115 not changed from previous authorizations have been marked out. Note, however, that dates of coverage, volume, and annual accumulation data is added to (P)items that warrant continued preservation.

Comments concerning items to be considered in this SF115 follow:

Item 1. Disposition instruction deviates from that in GRS 18, item 28a concerning the offer of records. GRS calls for offer when 15 years old. The CIA, however, as the preface to this SF115 states, will offer records of continuing value to NARA when national security considerations permit;a condition to which NARS has agreed in previous schedules.

Item 4b. These project and program records belong to organizational components other than DDA. They are routed to DDA for administrative review after which they are returned to the component of primary responsibility for disposition as records warranting continuing preservation in that component's records schedule.

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DECL/OADR, Derived from  
Job No. NC1-263-84-3

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National Archives and Records Administration

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Items 5 and 6. The agency certifies that records in these items are required for current business slightly longer than the lapse of time authorized in the GRS. Therefore, approval should be granted (see enclosed reasons for deviations from GRS)

Records in items 8 and 9 have been disposed of as authorized in the job cited in column 9. Since the agency does not anticipate recreating these kinds in the future, they have been cancelled.

If more information is needed concerning records in this SF115 please call me on 724-1450.

~~Recommend approval of this job, as submitted.~~



RAYMOND C. TAGGE  
NIRM/Staff

Encls

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REASONS FOR CHANGES FORM OLD SCHEDULE AND DEVIATIONS FROM GRS

Schedule 30-83

- Item 1        Deviates from GRS 18, item 28a concerning offer(see schedule preface).
- Item 5        GRS 18-10 says destroy when 3 years old, or upon discontinuance of facility, whichever is sooner. GRS 18-11 says destroy when 4 years old or when security cognizance is terminated, whichever is sooner. Agency says destroy 4 years after cutoff. Cut off when facility closes or material is no longer needed on a current basis. Needed longer for current business.
- Item 6        Same as above.

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GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICES

INTRASERVICE MEMORANDUM AND

ENDORSEMENT in this Document of  
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PAGES

SUBJECT OR TRANSACTION

NC1-263-84-3

FROM

TO

DATE AND

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INTELLIGENCE SOURCES  
AND METHODS INVOLVED

Classified by R. C. Lagge. (NIRM)  
DECL/OADR, Derived from  
Job No. NC1-263-84-3

GDR

May 20, 1985. This job is parallel to an earlier schedule (NC1-263-85-1),  
submitted by the agency several months ago. Like that one it represents  
a consolidation of several disposition authorities previously approved,  
with some slight adjustments in disposition standards for the sake of con-  
sistency or to meet special agency requirements, and with some intersper-  
sion of new items similar in character to those already approved. For all  
permanent items, moreover, dates of coverage, volume, and rate of accumu-  
lation are provided, to meet NARA requirements.

Since the records covered were created by the Deputy Direc-  
ter of Administration, it is to be expected that they will for the most  
part be of a facilitative character. This appears to be true of the two  
new temporary items (5 and 6), as well as the temporary items already ap-  
proved. Retention of the two items designated as permanent (1 and 4a)  
seems justified. Emergency planning files in most agencies would be dis-  
posable, as the General Records Schedules provide, but for this agency  
they could well merit preservation. Item 4a, of course, has had previous  
approval. All of the temporary items have had previous approval or are  
disposable under applicable General Records Schedules. Records covered  
by item 4b require no disposition instructions in this schedule, since  
they only pass through O/DDA for administrative processing. Their ulti-  
mate disposition will be governed by the schedule for the organizational  
element in which they originated and to which they will be returned.

Transfer instructions for the permanent items follow the  
agency's standard formula, to which we have previously agreed.

Living out the "old" items is a new technical requirement  
(Over)

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FROM	TO	DATE AND MESSAGE (Continuation)
		called for by a change in the CFR. In some jobs NIR has followed it, in others it has not.
		Concurrence recommended.
		<i>Robert W. Krauskopf</i> Robert W. Krauskopf
NIM	NND (Alan)	5-21-85. Will you give me your opinion regarding the other statement of I km 1 which appears to be <del>the</del> <u>new</u> business, not an update of a previously agreed-upon item.
		<i>Garry</i>
GDZ	RK	5-21-85. Approved with the clear understanding that this approval does not bind me or my successors from <del>changing</del> changing their minds in the future as Mr. Togg suggests would be <u>unthinkable</u> .
		<i>Garry</i>
Reid		5-21-85 <i>hom. case</i>

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INSTRUCTIONS FOR FURTHER CONTINUATION - If a series of messages on one subject requires more than one page, front and back, continue it on additional sheets, consecutively numbered. Arrange all such sheets with page one on top and staple them together. Begin a new series for messages written after a different type of document is added to the dossier.